

# **Part III. Recertification**

## HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

### PROGRAM OF EXCELLENCE RECERTIFICATION

#### Overview

Recertification is a process that reconfirms that a recognized program continues to be a Program of Excellence. To maintain its status as a Program of Excellence a program needs to be recertified every three years. In the recertification process both the program advisory committee and a California Department of Education Home Economics Careers and Technology Regional Supervisor review the program. These two reviews are based on the nine quality criteria for a Program of Excellence.

Steps to Follow for Recertification:

1. Contact the HECT Regional Supervisor serving your geographic area to request recertification as a program of Excellence and to schedule an orientation meeting for the purpose of reviewing the process and developing a timeline.
2. Complete and submit the “Intent to Participate” form (RC-2), the “Recertification Process Time” (RC-3), and the “Course Inventory” (RC-5) to the HECT Regional Supervisor.
3. Review the original “Program Self-Review and Assessment” instrument used for certification and note any changes.
4. Complete the “Program of Excellence Status Report” (RC-7) and the “Program Self-Review Recertification Questionnaire” to assess the current status of the program and identify any changes in the program since certification.
5. Schedule and hold a program advisory committee meeting to review the completed status report and questionnaire and to determine if the program is eligible to be recertified as a Program of Excellence. The committee’s recommendation is to be noted in the minutes and on the “Advisory Committee Recommendation Form” (RC-13).
6. Submit the following documentation to the Regional Supervisor:
  - “Program of Excellence Status Report”
  - “Program Self-Review Recertification Questionnaire”
  - Program advisory committee minutes
  - “Advisory Committee Recommendation Form”
7. Update the “Certification Document File” so that all information is current (see CT-8).
8. Schedule a date for the validation review visit; then arrange for the validation review activities, prepare a visitation schedule, and review the schedule with the HECT Regional Supervisor (see CT and CT 11).
9. Make plans with your administrator to attend the HECT Leadership and Management Conference to receive recognition as a Program of Excellence.
10. Plan to continue the recertification process every three years to maintain the program’s status.

**HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION  
PROGRAM OF EXCELLENCE RECERTIFICATION**

**Intent to Participate**

Directions: Submit one "Intent to Participate" form per program.

1. The \_\_\_\_\_ School/District/ROCP will participate in the Program of Excellence Recertification process for the following:

\_\_\_\_\_ Consumer and Family Studies (CFS) Program

\_\_\_\_\_ Home Economics Related Occupations (HERO) Career Path Program(s)

2. Date of Original Certification: \_\_\_\_\_ Date of First Recertification, if applicable: \_\_\_\_\_

3. Signatures of Location Education Agency Personnel:

\_\_\_\_\_  
Site Administrator/ROCP Director

\_\_\_\_\_  
Chair, HECT Advisory Committee

\_\_\_\_\_  
Site HECT Department Chair/Lead Teacher

\_\_\_\_\_  
Site Telephone Number

\_\_\_\_\_  
Site FAX Number

**HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION**

**PROGRAM OF EXCELLENCE RECERTIFICATION**

**Recertification Process Timeline**

Activity	Timeline	
	Beginning Date	Completion Date

**HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION**

**PROGRAM IMPROVEMENT AND  
PROGRAM OF EXCELLENCE RECERTIFICATION**

**Course Inventory**

1. The \_\_\_\_\_ School/District/ROC/P programs will participate in the Program of Excellence Program Recertification for the following programs:

\_\_\_\_\_ Consumer and Family Studies Program  
\_\_\_\_\_ Home Economics Related Occupations Programs  
List Career Pathways: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please complete the chart for all Consumer and Family Studies Courses currently offered.

<b>COURSE/TITLE</b>	<b>MS</b>	<b>HS</b>	<b>ROCP</b>	<b>CBEDS CODE</b>	<b>ENROLLMENT</b>

3. Please list in the chart below each HERO career pathway program course for the current year.

<b>HERO CAREER PATHWAY PROGRAM:</b>					
<b>COURSE TITLE</b>	<b>MS</b>	<b>HS</b>	<b>ROCP</b>	<b>CBEDS CODE</b>	<b>ENROLLMENT</b>

2<sup>ND</sup> HERO career pathway program (if applicable):

<b>HERO CAREER PATHWAY PROGRAM:</b>					
<b>COURSES</b>	<b>MS</b>	<b>HS</b>	<b>ROCP</b>	<b>CBEDS CODE</b>	<b>ENROLLMENT</b>

NOTE: Make additional copies of this form if more than three programs are going to be certified.

4. AUTHORIZATION

\_\_\_\_\_

Site Contact Administrator

\_\_\_\_\_

Career Technical Education/ROCP Director

\_\_\_\_\_

Site Chairperson/Lead Teacher

\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_

Site Telephone Number

## HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

### QUALITY CRITERIA FOR PROGRAM OF EXCELLENCE

#### 1. CURRICULUM AND INSTRUCTION

The curriculum has been organized and sequenced around career pathways with clear content standards leading students to entry-level employment, job advancement, entrepreneurship, advanced education and training, and personal use. Instruction is performance-based and integrates academic knowledge and skills, which reflect current and emerging technologies and practices in business, industry, and the home environment.

#### 2. LEADERSHIP, CAREER AND CITIZENSHIP DEVELOPMENT

Students develop leadership, citizenship, interpersonal, and employment skills by participating in community service projects and cooperative, individualized, and competitive instruction activities.

#### 3. PRACTICAL APPLICATION OF OCCUPATIONAL SKILLS

Practical application of occupational skills is accomplished through classroom simulation of work-site experiences, community-based learning, or entrepreneurship. These practical experiences are combined, coordinated, and evaluated with the classroom instruction.

#### 4. QUALIFIED AND COMPETENT PERSONNEL

All Home Economics Careers and Technology education teachers are competent and qualified with a valid teaching credential and, if applicable, the appropriate occupational proficiency. In addition, instructors, administrators, guidance/counseling staff, and instructional support staff are involved in an ongoing program for professional development designed to enhance the quality of instruction.

#### 5. FACILITIES, EQUIPMENT, AND MATERIALS

Facilities, equipment, instructional materials and supplies comply with health and safety standards, reflect and/or simulate current and emerging technologies and application, and are of sufficient quantity and quality to meet the instructional objectives and individual needs of all students.

#### 6. COMMUNITY, BUSINESS, AND INDUSTRY INVOLVEMENT

Individuals, who represent the community, business, industry, students, parents, staff, post-secondary agencies, and labor, serve on a subject-area advisory committee to provide guidance. Staff uses the advice of the advisory committee in the design, development, operation, evaluation, and support of each program area.

#### 7. CAREER GUIDANCE

Home Economics Careers and Technology education staff, guidance counselors, and other resource personnel provide career guidance services to ensure that students enroll in HECT courses/programs that are consistent with their aptitudes, interest, abilities, and career path goals.

#### 8. PROGRAM PROMOTION

There is a systematic plan of program promotion to inform students, parents, counselors, other subject-matter teachers, administrators, board members, community members, and business and industry representatives, of options, advantages, quality, accountability, and availability of career-vocational education programs.

#### 9. PROGRAM PLANNING AND ACCOUNTABILITY

There is an annual program assessment using input from instructors, administrators, students, other staff, and advisory committee members which insures that the program scope, design, content, instruction, and administration is meeting the program objectives. The annual assessment process is used to develop a Program Improvement Plan for the short and long-range administration and operation of career-vocational education.

# HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

Program: \_\_\_\_\_

School Site: \_\_\_\_\_

## PROGRAM OF EXCELLENCE STATUS REPORT MIDDLE SCHOOL, HIGH SCHOOL, ROCP FORM

Please read the performance statements below and circle the response that describes the degree to which your program satisfies each criterion.

**NOTE:** Complete one form for each program/course.

0 = Does not exist    1 = Exists on a limited basis    2 = Meets conditions stated    3 = Exceeds conditions named

0 1 2 3 **A. Name of Department and Program**

The department uses HECT, Consumer and Family Studies (CFS) and Home Economics Related Occupations (HERO) Career Pathway Titles.

**B. Quality Criteria**

0 1 2 3 **1. Curriculum and Instruction**

- a. Content of the Program has been assessed against and modified to meet the HECT Content Standards.
- b. Curriculum is organized and sequenced around one or more HECT Career Pathways.
- c. Instruction is competency-based, sufficient in duration, current and relevant, and reflects the knowledge, attitudes, and skills currently required in the identified career path.
- d. The curriculum has been designed to serve the needs of all students including those with special needs.
- e. A comprehensive core introductory course has been implemented.
- f. The career pathway consists of at least three of the following core courses (comprehensive, specialized, and HERO courses).
- g. Integration across disciplines is evident in planning, curriculum development, instruction and assessment.

0 1 2 3 **2. Leadership, Careers and Citizenship Development**

- a. An affiliated FCCLA Chapter is integral to instruction, is conducted by appropriate instructors, and is supported by the administration of the local education agency.
- b. Leadership, citizenship, career, and interpersonal skills instruction is provided throughout the program.
- c. Members and advisors participate in region and state activities annually.

0 1 2 3 **3. Practical Application of Occupational Skills**

- a. The program includes classroom simulations of work-based experiences or paid/unpaid work-based experiences.
- b. CFS programs provide career awareness and exploration activities in the nine home economics related career pathways (job shadowing, career fairs, speakers, field trips, volunteer experiences, community service projects).
- c. HERO programs provide mentoring experiences; laboratory based simulations, and supervised occupational experiences ranging from observation to complex job performances as determined by industry validated standards.

0 1 2 3 **4. Qualified and Competent Personnel**

- a. Instructors hold valid teaching credentials authorizing the teaching of assigned courses and/or programs.
- b. Each teacher uses a variety of instructional strategies/materials and effective teaching techniques to enhance student learning.
- c. Instructors annually participate in professional development activities that are designed to enhance or expand their knowledge of Home Economics Careers and Technology Education.



0 1 2 3 **5. Facilities, Equipment, and Materials**

- a. Facilities, equipment, and materials are comparable to those currently used by business and industry and/or homes in the community and reflect current technology.
- b. Facilities and equipment are purchased and/or modified to accommodate the needs of special populations.

0 1 2 3 **6. Community, Business, and Industry Involvement**

- a. The advisory committee is made up of representatives having skills in and knowledge of occupations(s) for which instruction is provided.
- b. The advisory committee provides advice, support, counsel, written recommendations, and verification pertaining, but not limited, to the following: instructional content, job placement, standards and benchmarks, new technology, and current industry practices.
- c. A CFS program advisory committee meets twice annually with members representing community agencies, parents, middle grade CFS and community college instructors, students and school counselors or administrators.
- d. A HERO career path advisory committee meets twice annually with members representing business and industry who reflect the career path program, as well as parents, students, educators, employers and labor union representatives.

0 1 2 3 **7. Career Guidance**

- a. Career Guidance activities include recruitment, program information, and promotional activities for students, parents, and counselors.
- b. Instruction includes career planning, employability skills, articulation options and provides students with information relevant to their career path goals.

0 1 2 3 **8. Program Promotion**

- a. There is a plan for program promotion and recruitment throughout the school year.
- b. Equal access to programs and services is available to all students including these students with special needs.
- c. Promotional activities are conducted to improve articulation with feeder schools and advanced training/education agencies.
- d. Promotional videos, fliers and brochures are updated annually.

0 1 2 3 **9. Program Accountability and Planning**

- a. A standards-based assessment system is used to measure students' performance in the application of career and academic skills and knowledge of occupational tasks.
- b. A variety of authentic assessments are ongoing; portfolios, projects and presentations, written responses, work samples, scenarios etc.
- c. A Program Improvement Plan exists that is based on the analysis of data collected for program accountability.
- d. A follow-up system is being used which gathers information about program completers.

## HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

### PROGRAM OF EXCELLENCE RECERTIFICATION

#### Program Self-Review Recertification Questionnaire

Directions: Please answer the following questions by checking either “yes” or “no” in the corresponding box and describe in detail any changes that have occurred in the last three years and/or the current status. If no changes have occurred, please indicate this as well.

#### 1. Curriculum and Instruction

- a. Has there been a change in courses or career pathways being offered?  Yes  No
- b. Has there been a change in the enrollments?  Yes  No
- c. Does the curriculum align with the current Home Economics Careers and Technology Content Standards:  
(QI-A, B, D, & G)  Yes  No
- d. Is the curriculum organized and sequenced around one or more HECT Career Pathways?  
(QI-A, C, H, & I)  Yes  No
- e. Does the curriculum provide students’ activities designed to enhance academic skills in math, language, arts, science, communication, and technology, and foster integration across disciplines?  
(QI-E, F, & J)  Yes  No
- f. Does the curriculum serve the needs of all students and are resources available to assist with remediation for successful course completion:  
(QI-K, L, & M)  Yes  No
- g. Is the course/program articulated with feeder schools, high schools, ROCPs, community colleges and four-year institutions?  
(QI-O)  Yes  No

- h. Are business and industry-sponsored resources and support used in the program?  
(Q1-N)  Yes  No

## 2. Leadership, Career, and Citizenship Development

- a. Is there an affiliated FCCLA chapter that is integral to instruction and do all CFS and/or HERO students have the opportunity to participate in chapter, region, and state leadership and career development activities?  
(Q2-A to D)  Yes  No

## 3. PRACTICAL APPLICATION OF OCCUPATIONAL SKILLS

- a. Does the HECT program include a variety of work-based learning activities such as classroom simulations or work-based experiences or paid/unpaid job-site experiences that are directly related to classroom instruction?  
(Q3-A)  Yes  No
- b. If the HERO program includes community-based and/or work-site experiences or paid/unpaid job-site experiences, do students have a specific training plan and training agreement and supervision by a credentialed instructor(s), and when appropriate, by the on-site supervisor?  
(Q3-B & C)  Yes  No

## 4. Qualified and Competent Personnel

- a. Have any staffing changes occurred in the program?  Yes  No
- b. Does the current staff have appropriate credentials/experience and involvement in an ongoing program of professional development designed to enhance the quality of HECT instruction?  
(Q-4-A to G)  Yes  No

## 5. Facilities, Equipment, and Materials

- a. Have there been any major additions or changes related to facilities, equipment, and materials?  
 Yes  No
- b. Are the facilities, equipment, and materials comparable to and/or simulate those currently used by business and industry, and meet the needs of all students?  
(Q5A & B)  Yes  No
- c. Are facilities, equipment, and materials regularly maintained, replaced, repaired, and updated to meet safety rules and regulations?  
(Q5-C & D)  Yes  No

## 6. Community, Business, and Industry Involvement

- a. Has the program advisory committee met a minimum of twice a year to provide advice, support, counsel, and verification related to program/course content and standards, equipment and materials, program planning, articulation, and special populations?  
(Q6-A to H)  Yes  No
- b. Has the advisory committee reviewed the program using the nine quality criteria for a Program of Excellence and indicated their recommendations regarding Recertification in the minutes?  
(Q6-H & I)  Yes  No

## 7. Career Guidance

- a. Do career guidance activities include recruitment, program information and promotional activities for students, parents, and counselors to ensure students enroll in HECT courses/programs consistent with their aptitudes, interests, abilities, and career goals.  
(Q7-A, B & D)  Yes  No
- b. Are students provided instruction that includes career awareness and exploration, career planning, employability skills, and articulation options related to the career pathway course/program and relevant to their career pathway goals?  
(Q7-A to E)  Yes  No

## 8. Program Promotion

- a. Is there a plan for program promotion and recruitment throughout the school year that utilizes materials that are updated annually to reflect the HECT programs' organization, sequence, and benefits:  
(Q8-A to E)  Yes  No

## 9. Program Accountability and Planning

- a. Are a variety of standards-based assessments used to measure students' performance in the application of career-technical and academic skills and knowledge of occupational tasks?  
(Q9-A)  Yes  No
- b. Is there an annual program assessment including a review and/or development of a program improvement plan using input from instructors, administrators, students, other staff, and advisory committee members?  
(Q9-B to D)  Yes  No
- c. Are funding sources clearly identified and guidelines for use of these funds provided to the instructional staff for budget development and monitoring expenditures?  
(Q9-E)  Yes  No
- d. Is a follow-up system being used to gather information from HECT program completers regarding their educational and employment status, and their opinions and suggestions regarding the program?  
(Q9-F & G)  Yes  No

**HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION**

**PROGRAM OF EXCELLENCE RECERTIFICATION**

**Advisory Committee Recommendation Form**

Background: The Home Economics Careers and Technology program you advised was recognized as a Program of Excellence three years ago. To maintain its status as a Program of Excellence a program needs to be recertified every three years. In the recertification process both the program advisory committee and a California Department of Education Home Economics Careers and Technology Regional Supervisor review the program. These two reviews are based on the nine quality criteria for a Program of Excellence.

Directions: Review the “Program of Excellence Status Report” and the “Program Self-Review Recertification Questionnaire” that have been completed by the Home Economics Careers and Technology program staff. Indicate below if the program meets or exceeds each of the quality criteria. Record your commendation regarding recertification as a Program of Excellence in the space provided below the chart and in the advisory committee meeting minutes.

Name of CFS or HERO Program: \_\_\_\_\_

<b>Quality Criteria</b>	<b>Meets Criteria</b>	<b>Exceeds Criteria</b>
1. Curriculum and Instruction		
2. Leadership, Career and Citizen Development		
3. Practical Application of Occupational Skills		
4. Qualified and Competent Personal		
5. Facilities, Equipment, and Materials		
6. Community, Business, and Industry Involvement		
7. Career Guidance		
8. Program Promotion		
9. Program Accountability and Planning		

The program Advisory Committee recommends the following:

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Signature of Program Advisory Committee Chair:

\_\_\_\_\_ Date: \_\_\_\_\_