

Part IV. Recognition

HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

PROGRAM IMPROVEMENT AND PROGRAM OF EXCELLENCE CERTIFICATION AND RECERTIFICATION RECOGNITION

Consumer and Family Studies (CFS) and Home Economics Related Occupations (HERO) Career Pathway programs certified or recertified as a Program of Excellence will be recognized at the annual Home Economics Careers and Technology Leadership and management Conference with a plaque from the California Department of Education. Certificates will be presented to each of the program teachers.

Preparation for Recognition

Step 1: Take the following photographs of the program during the year that can be used for a Power Point presentation:

- 1 photograph of the school sign/front of school
- 1 photograph of the program teacher(s)
- 1 photograph of the principal or career-technical education administrator
- 1 photograph of an advisory committee meeting or member
- 8 photographs of students involved in program activities such as using computers, work on projects or portfolios, using materials and textbooks, classroom activities, job shadowing, work-based learning, etc.
- 3-4 photographs of the FCCLA chapter officers and members involved in classroom, CRE or community activities, etc.

Step 2: Submit 10-15 clear, sharp photographs on a flash drive or as 3x5 or 4x6 shots that can be scanned. Identify the basic content of each digital picture with a numbered list or with a post-it note on the back of each photograph.

Step 3: Include a write-up to accompany the photographs that includes descriptions of the school population, location, the Home Economics Careers and Technology Department, courses offered, FCCLA Chapter membership and activities, and any awards received.

Step 4: Provide information requested to the HECT Regional Supervisor regarding the summer addresses of staff for letters of recognition and invitation.

Step 5: Prepare a display with photographs, brochures, and other information about the program(s) being recognized to set-up at the HECT Leadership and Management Conference.

Follow-Up Recognition

Step 6: Use photographs of award recipients and the sample press release to prepare a press release for local and school newspapers as well as the school or department web site.

Step 7: Arrange for a presentation and recognition at a school board and advisory committee meetings.

Step 8: Display plaque and certificates in classrooms, department office or school/department display case.

Step 9: Arrange for course descriptions in student handbooks to indicate that the CFS and HERO programs has been recognized as Program of Excellence.

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Recognition Checklist

Please complete one form for each program certified or recertified to be recognized as a Program of Excellence.

Name of HECT Regional Supervisor completing this form: _____

Lead Teacher's telephone: _____ Fax: _____ Email: _____

Name of School/ROCP: _____

Middle School

High School

ROCP

Program: _____ CBEDS Code: _____

Date Site Certified: _____ Date Site Recertified: _____

Complete name and address of person(s) to whom recognition letter(s) should be sent: (Letters to be sent by HECT Education staff).

Name of school/ROCP and program as they should appear on plaque:

Names (as they should appear on certificates) of site personnel to receive Program Certification or Recertification "Certificates of Appreciation":

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Planned date for presentation of plaque and certificates to site personnel: _____

Name of person presenting plaque and certificate: _____

Name and address of local newspapers to receive new release:

1. _____
2. _____
3. _____