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Perspectives from FLDOE: What the Division of Career & Adult Education (DCAE) Looks for When Reviewing Florida Postsecondary Comprehensive Transition Program Applications for approval?

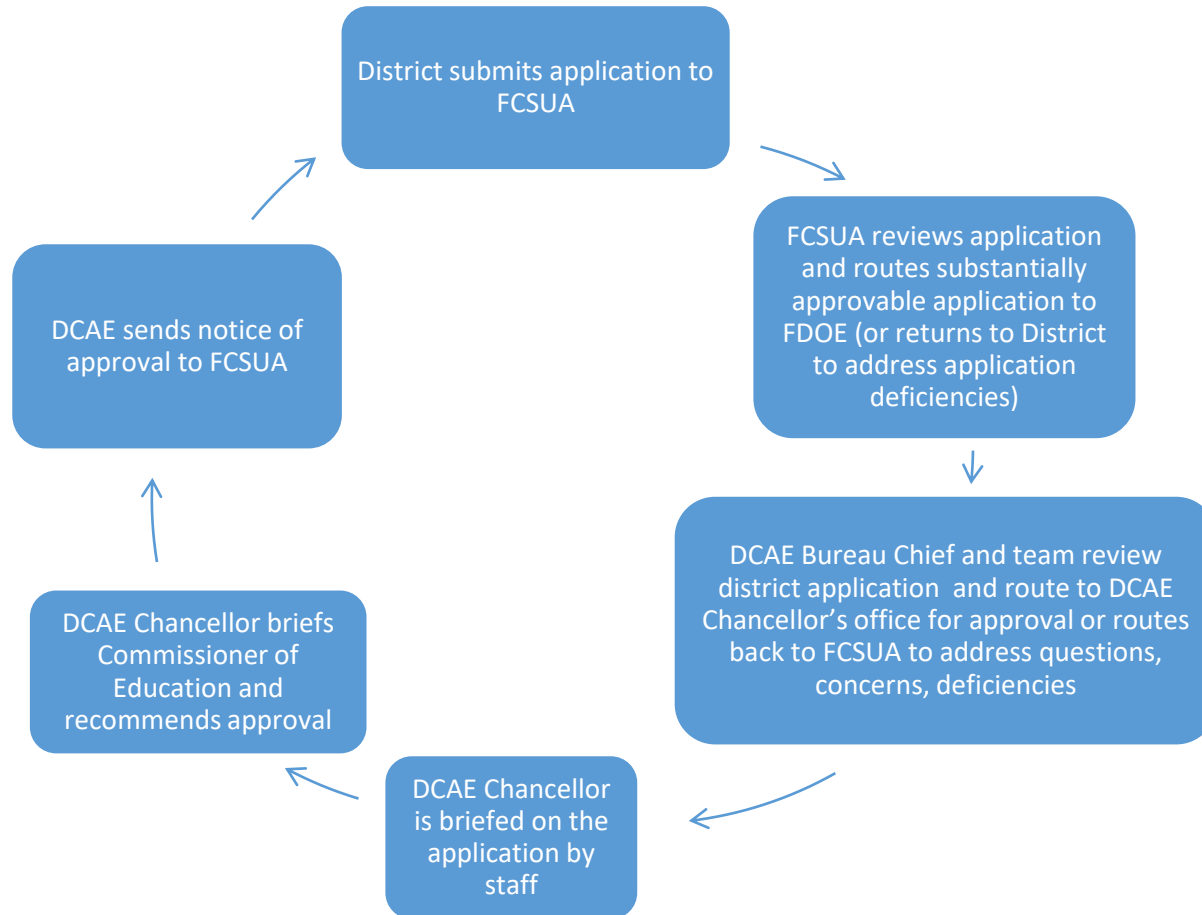
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DCAE Application Review Process



Application Review

- Staff in DCAE review all applications from School District Technical Centers/Colleges
 - Recruitment
 - Eligibility
 - Admission
 - What assessments are used
 - Number of students to be served
 - Credential(s) awarded
 - Possibility of industry certification
 - Advisement available
 - Length of program
 - Integration
 - Socially
 - Academically
 - Credit bearing or non-credit courses
 - Internships
 - Employment opportunities
 - Business partnerships
 - Performance indicators
 - Program sustainability
 - Federal approval for CTP program

Recruitment

- Who and How are students recruited?
 - Parents
 - Counselors
 - Employers
 - Students themselves
 - Social Media Outlets
- Does the program serve students in the entire district?
- Is transportation provided?

Eligibility

- Does the institution meet the eligibility requirements?
- Do all students have an intellectual disability?
 - How is eligibility determined?
 - What documentation is required?
 - Who makes the decision?
- Are there pre-requisites before being admitted into the program?
- Do they need a referral to the program and if so, who can refer potential students?

Admission

- What is the projected number of students to be served?
- What is the admission process?
- Are students assessed?
 - Basic skills
 - Learning styles
 - Aptitude
 - Interests
- Is the program full-time or part-time?

Credentials

- Local credential
 - Awarding of OCPs
- Industry certification
 - Will they have an opportunity to earn?
 - Can accommodations be made by the credentialing agency?

Advisement

- Dedicated counselors or job coaches
- One-on-one advisement
- Self-determination
- Involvement of parents/caregivers
- Support system for lead teacher

Type and Length of Program

- What programs are part of the application?
- If there are multiple programs, how will you determine the students' interests and appropriate program placement?
- Will they be able to complete entire program?
- How will the program prepare the student for employment?

Integration

- Social
 - CTSO
 - Other extracurricular clubs
 - Intramural athletics
- Academic
 - Class integration
 - Credit-bearing courses
 - Non-credit courses

Internship/Employment

- Internship or work-based learning (paid or unpaid?)
- Business involvement
- Assistance from Vocational Rehabilitation

Business Partnerships

- Experiential training
- Employment opportunities
 - While enrolled
 - After completion

Performance Indicators

- Definition of satisfactory academic progress (SAP)
- Credential offered
- Recruitment strategies
- Employment outcomes
- Retention
- Program completion
- Wage level
- Industry certifications earned
- Student demographics

Sustainability

- 5-year plan
- Projected enrollments
- Sustainability funding, staff and other operational expenses
- Other possible funding sources



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