

**On-Site Compliance Audit Checklist**  
**Career & Technical Education:**  
**Cooperative Education & Diversified Occupations Programs**

**District/Charter:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Legislation/Regulation Authority:**

14 DE Admin. Code 525 Career Technical Education Programs

Relevant sections of this regulation:

From 3.0 Cooperative Education Programs

3.3 In order to qualify for career and technical education funding units the school shall have on file, for each student; a training agreement that includes training objectives and is signed by a parent, guardian or Relative Caregiver, the employer, the student and a representative of the district or charter school. A State Work Permit for Minors in accordance with State Department of Labor regulations shall also be on file.

3.5 In order to qualify for career and technical education funding units the students shall:

3.5.1 Possess minimum occupational competencies specified by the Career and Technical Education Teacher Coordinator before being placed in cooperative employment;

3.5.2 Be in their senior year or otherwise approved pursuant to 3.4;

3.5.3 Be in a Cooperative Education Work Experience Program that relates directly to the student's current or completed Career and Technical Education pathway;

3.5.4 Meet the requirements of 3.1 through 3.4; and

3.5.5 Be supervised through on site visits by an assigned Career and Technical Education Program Teacher Coordinator or Career Guidance Counselor.

From 4.0 Diversified Occupations Programs

4.3 In order to qualify for career and technical education funding units the school shall have on file, for each student; a training agreement that includes training objectives and is signed by a parent, guardian or Relative Caregiver, the employer, the student and a representative of the district or charter school. A State Work Permit for Minors in accordance with State Department of Labor regulations shall also be on file.

4.5 In order to qualify for career and technical education funding units the students shall possess minimum readiness competencies as specified by the Career Technical Education Program Teacher Coordinator before being placed in a Diversified Occupations Work Experience Program employment situation, meet the requirements of 4.1 through 4.4 and be actively enrolled in a Diversified Occupations Work Experience Program that meets for at least one class period per week.

**Intent of the Legislation/Regulation:**

Cooperative Education Programs provide senior Career and Technical Education Program students with coordinated on the job training not ordinarily available in the classroom. During the student's senior year, or under unique circumstances as approved by the Department of Education, employers may provide this on the job training in occupations directly related to the Career and Technical Education Program in which the student is enrolled.

Diversified Occupations Programs provide students with coordinated on the job training not ordinarily available in the classroom. During the student's junior or senior year or under unique circumstances as approved by the Department of Education, employers provide this on the job training.

**Focus of Review:**

Ensure appropriate Cooperative Education student placement and Diversified Occupations student training/placement.

**Method of Assessment:** (Check all that apply)

- Document Review
- Observation
- Interview

**Location of Audit:** (Check all that apply)

- LEA Office.....  Excludes Charters
- Elementary School.....  Excludes Charters
- Middle School .....  Excludes Charters
- High School.....  Excludes Charters
- Other Agency

**Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?**

Bi-annual training/workshops for administrators, teachers and guidance counselors; online CTE guidance documents; technical assistance, as requested.

Required District and Charter School Compliance Items of Career & Technical Education: Cooperative Education & Diversified Occupations Program	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
Cooperative Education  Training Agreement: 1) CTE Pathway Completed; 2) Signatures: Parent or Guardian, Representative of District or Charter, Employer, Student; 3) Dated on or before 9/30.  Goals & Objectives: 1) Related to CTE Pathway; 2) Defines Student Expectations.  Work Permit: 1) On file and Complete.  Student Schedule: 1) Student is a Senior.	1) Training Agreement 2) Goals and Objectives 3) Work Permit for Minors					

<p>Diversified Occupations</p> <p>Training Agreement:  1) Signatures: Parent or Guardian, Representative of District or Charter, Employer, Student;  2) Dated on or before 9/30.</p> <p>Goals &amp; Objectives:  1) Outlines Training not available through CTE Pathway at school;  2) Defines Student Expectations.</p> <p>Work Permit:  1) On file and Complete.</p> <p>Student Schedule:  1) Diversified Occupations Work Experience Program meets for at least one class period per week;  2) Student is Junior or Senior.</p>	1) Training Agreement 2) Goals and Objectives 3) Work Permit for Minors 4) Student Schedule					
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