August 26, 2016

Board Secretary
Board of Directors
Warren County Career Center
347 East 5th Avenue
Warren, PA 16365-4376

Dear Board Secretary:

This letter is a follow-up to your Corrective Action Plan responses and implementation timelines following the on-site Approved Program Evaluation (APE) of your career and technical education programs in 2015-2016. The regulations used as guidelines for the APE included the School Code of 1949, Title 22; Chapter 339, Vocational Education Standards; and Chapter 4, Academic Standards and Assessment.

Your responses to the identified corrective action(s) annotated on the electronic copy were reviewed by the Bureau of Career and Technical Education (BCTE) staff and are acceptable. As stated in the Chapter 339, Vocational Education Standards, Section 339.61, **if the evaluation identified areas of noncompliance, the board of school directors or area vocational-technical board of school directors shall file a plan for correcting the noncompliance identified in the report with the department**. Maintain a copy of your board's approval of your plan for correction of noncompliance items on site for any follow-up review.

We appreciate your efforts to improve the quality of your career and technical education programs.

Sincerely,

Lee Burket, Ed.D.
Director

cc: Mr. James Evers, Director, Vocational Education

Enclosure: Approved Program Evaluation Correction Plan

BUREAU OF CAREER AND TECHNICAL EDUCATION
APPROVED PROGRAM EVALUATION CORRECTION PLAN AND STATUS UPDATE
2015-2016

School District/CTC Name:	Warren County Career Center	**Chief School Administrator:**	James Evers
School Contact:	James Evers, Principal	**School Contact Email:**	eversj@wcsdpa.org
Date of Review:	April 18 - 20, 2015	**School Telephone Number:**	814-726-1260
BCTE Team Leader:	Esther M. Brown	**BCTE Leader Email:**	ebrown@pa.gov
Professional Development Center (PDC) Contact and Location:	Penn State University, Cynthia Pellock		
PDC Telephone Number:	814-865-2133	**PDC Contact Email:**	cxp162@psu.edu

Corrective Action Plan must be returned within 30 days of receipt.

CIP Code No(s) and Name(s) of Approved Programs Reviewed:

CIP CODE	CIP TITLE
Programs Reviewed	
12.0508	Institutional Food Workers
15.1202	Computer Technology/Computer Systems Technology
15.1301	Drafting and Design Technology/Technician, General
43.9999	Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other
46.9999	Construction Trades, Other
47.0603	Autobody/Collision and Repair Technology/Technician
47.0604	Automobile/Automotive Mechanics Technology/Technician
48.0508	Welding Technology/Welder
52.1801	Sales, Distribution and Marketing Operations, General
Reviewed for Instructor Certification and Safety	
15.0303	Electrical, Electronic and Communications Engineering Technology/Technician
47.0699	Vehicle Maintenance and Repair Technologies, Other
48.0501	Machine Tool Technology/Machinist
51.0899	Health/Medical Assisting Services, Other
52.0302	Accounting Technology/Technician and Bookkeeping
52.0401	Administrative Assistant and Secretarial Science, General

CORRECTION CITED ON APPROVED PROGRAM EVALUATION FINAL REPORT	PLAN TO ADDRESS	BY WHOM	BY WHEN	ACCEPTABLE BY PDE		PDE RESPONSE	STATUS UPDATE (PDE USE ONLY)
				YES	NO		
4.1 CIPs 48.0501 Machine Tool Technology/Machinist and 51.0899 Health/ Medical Assistant - Provide a copy of the valid teaching certificate and license for each teacher assigned to this approved CIP.	An inquiry request was submitted to PDE regarding the Machine Tool Technology/Machinist certification and license. The Human Resource office believes this teacher still has 2 years remaining on his Vocational I permit. All necessary applications have been submitted to PDE regarding the Health/Medical Assistant teacher and it is pending educational review.	WCCC Instructor Human Resources PDE	WCCC – Completed PDE – pending inquiry review and educational review	X		Action as described meets standard.	
6.4 All CIPs - Provide documentation that faculty from the vocational program in which students are recommended for placement participate as members of the IEP and service agreement teams.	All faculty are invited to IEP meetings for each student recommended for placement, or who is currently enrolled in a WCCC program. At least one representative from the WCCC will attend each IEP meeting for any student recommended or currently enrolled in a program. Documentation will be maintained in each individual student's individual B-file, the WCCC teacher file, and in the WCCC special education liaison's office.	WCSD special education staff WCCC staff WCCC Special Education Liaison	Start of 2016-2017 school year	X		Action as described meets standard.	

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				YES	NO		
10.2 All CIPs - Indicate the number of students that qualified as program completers, the number of students that took the test, and the number of students that earned the Pennsylvania Skills Certificate in this CIP for the past two years. Instructors should know the requirements for a student to be a program concentrator and, therefore, required to take the NOCTI exam as a senior.	Each instructor will maintain a file indicating the number of qualified program completers, number of students who took the NOCTI/NIMS exam, and the number of students who earn PA Skills Certificates. Guidance will maintain the same information. At the start of each school year, guidance staff will provide information to each instructor on the requirements for a student to become a concentrator. The student may then become a completer by the end of their senior year.	WCCC instructors WCCC guidance	Start of 2016-2017 school year	X		Action as described meets standard.	
11.1 All CIPs - Provide copies of student educational and occupational objectives for students enrolled in an approved vocational-technical program as updated annually, and provide evidence that students are following an educational plan and have an occupational objective.	Each instructor will meet with individual students to discuss Educational and Occupational Objectives. Each year when the forms are completed by students in each program, instructors should retain the form and use it as a student career planning tool. Guidance staff will sign all CTE students' Educational and Occupational Objectives forms and store all completed forms in each student's permanent record.	WCCC instructors WCCC guidance	Start of 2016-2017 school year	X		Action as described meets standard.	

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				YES	NO		
13.1 CIPs 12.0508 Institutional Food Worker; 15.1202 Computer Technology/ Computer Systems Technology; 15.1301 Drafting and Design Technology/ Technician, General and 52.1801 Sales, Distribution and Marketing Operations, General - Provide documentation of meetings of occupational advisory committee (OAC) for each program or cluster of related programs. The OAC must meet twice each year.	OAC meetings will be held at least two times per year. OAC agendas and minutes will be maintained by both the instructor and WCCC director. The WCCC director will provide a written response to each of the OAC's recommendations seen in the OAC minutes and return to the instructor. The WCCC director will then present minutes and points of discussion with all WCCC instructors following each OAC meeting.	WCCC instructors WCCC director	Start of 2016-2017 school year	X		Action as described meets standard.	

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13.4 All CIPs - Provide documentation that OACs advise the board and staff on curriculum, equipment, instructional materials, safety requirements, program evaluation, and other related matters; to verify that the programs meet industry standards and/or licensing board criteria; and that they prepare students with occupation related competencies.	Each OAC will be expected to follow a specific meeting format that specifically discusses and provides advisement regarding curriculum, equipment, instructional materials, safety requirements, program evaluation, and other related matters; to verify that the programs meet industry standards or licensing board criteria, and that they prepare students with occupational related competencies. Following each OAC meeting, the WCCC director will share the minutes and points of discussion will be shared with all faculty members. Following each OAC meeting, the WCCC director will share the minutes and points of discussion with the WCSD Board of Directors and Local Advisory Committee at the first committee or full board meeting.	WCCC Instructors and OAC. WCCC director	Start of 2016-2017 school year.	X		Action as described meets standard.	

Warren County Career Center

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15.4 CIPs 12.0508 Institutional Food Workers; 15.1202 Computer Technology/Computer Systems Technology; 15.1301 Drafting and Design Technology/Technician, General; 47.0604 Automobile/ Automotive Mechanics Technology/ Technician; 48.0508 Welding Technology/Welder; and 51.0899 Health/ Medical Assisting Service, Other - Provide documentation that performance objectives have been recommended by the occupational advisory committee.	Each OAC member will be provided the Program of Study Task Grid prior to the first OAC meeting each year, and be asked to review the Program of Study task grid for additions. Each OAC will then make recommendations to enhance the performance objectives annually, documenting all Program of Study task grid revisions in the OAC minutes. Minutes of the OAC meeting will be maintained by each instructor and by the WCCC director.	OAC WCCC instructor WCCC director	Start of 2016-2017 school year	X		Action as described meets standard.	

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				YES	NO		
16.2 CIPs 12.0508 Institutional Food Workers; 47.0604 Automobile/ Automotive Mechanics Technology/ Technician; 52.0302 Accounting Technology/Technician; and Bookkeeping; 52.0401 Administrative Assistant and Secretarial Science, General and 52.1801 Sales, Distribution and Marketing Operations, General - Describe the equipment guards and personal safety devices that are in place and used.	All aspects of APE corrections related to safety have been addressed and corrected in order to maintain safety, with the exception of the Automobile/Automotive Mechanics garage door needed to be repaired/ replaced.	WCCC director	Completed	X		Action as described meets standard.	

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(Cont.) **16.2 CIPs 12.0508 Institutional Food Workers; 47.0604 Automobile/ Automotive Mechanics Technology/ Technician; 52.0302 Accounting Technology/Technician; and Bookkeeping; 52.0401 Administrative Assistant and Secretarial Science, General and 52.1801 Sales, Distribution and Marketing Operations, General - Describe the equipment guards and personal safety devices that are in place and used.**	A work order has been submitted to determine if door can be repaired acceptably. If not, a safety notice will be posted at the site until the completion of the WCCC renovation project.	WCSD maintenance	8/26/2016 Renovation Project expected start date: 6/2017.	X		Action as described meets standard.	
16.4 CIP 12.0508 Institutional Food Workers - Provide evidence that workstations are barrier-free, assuring accessibility and safety under applicable regulations.	Work order regarding the Institutional Food Works – workstations are barrier-free, ensuring accessibility and safety under applicable regulations has been completed.	WCCC director WCSD maintenance	August 26, 2016	X		Action as described meets standard.	

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19.2 CIP 47.0603 Autobody/Collision and Repair Technology/ Technician - Provide evidence that the number of students assigned to this CIP is not greater than the number of workstations available.	Auto body/Collision will have full access to classroom adjacent to Autobody and Automotive Technology. WCCC building renovations will address individual classroom space for Autobody/collision specifically.	WCCC instructor WCSD Board of Directors	Start of 2016-2017 school year. Renovation Project expected start date: 6/2017.	X		Action as described meets standard.	
22.1 All CIPs - Provide evidence that appropriate program approval data elements are current in the CATS electronic data collection system.	CATS re-approval is currently under review with PDE.	WCCC director Esther Brown - PDE	August 26, 2016	X		Action as described meets standard.	
24.1 Provide documentation that all corrections identified in the previously approved program evaluation have been completely satisfied and fully implemented.	All corrections identified in the previously-approved program have been completely satisfied and fully implemented with the exception of 13.1, 15.4, and 19.2.	WCCC director	Completed	X		Action as described meets standard.	
	These exceptions are addressed specifically.	WCCC	Start of 2016-2017 school year.				

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13.1 CIPs 12.0508 Institutional Food Workers, 15.1301 Drafting and Design Technology/ Technician, General, and 52.1801 Sales, Distribution and Marketing Operations, General - Provide documentation of meetings of Occupational Advisory Committee (OAC) for each program or cluster of related programs. The OAC must meet twice each year.	Each OAC will be expected to follow a specific meeting format that specifically discusses and provides advisement regarding curriculum, equipment, instructional materials, safety requirements, program evaluation, and other related matters; to verify that the programs meet industry standards or licensing board criteria, and that they prepare students with occupational related competencies. Following each OAC meeting, the WCCC director will share the minutes and points of discussion will be shared with all faculty members. Following each OAC meeting, the WCCC director will share the minutes and points of discussion with the WCSD Board of Directors and Local Advisory Committee at the first committee or full board meeting.	WCCC Instructors and OAC. WCCC director	Start of 2016-2017 school year	X		Action as described meets standard.	

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15.4 CIPs 12.0508 Institutional Food Workers; 15.1202 Computer Technology/Computer Systems Technology; 15.1301 Drafting and Design Technology/Technician, General; 47.0604 Automobile/ Automotive Mechanics Technology/ Technician; 48.0508 Welding Technology/Welder; and 51.0899 Health/ Medical Assisting Service, Other - Provide documentation that performance objectives have been recommended by the occupational advisory committee.	Each OAC member will be provided the Program of Study Task Grid prior to the first OAC meeting each year, and be asked to review the Program of Study task grid for additions. Each OAC will then make recommendations to enhance the performance objectives annually, documenting all Program of Study task grid revisions in the OAC minutes. Minutes of the OAC meeting will be maintained by each instructor and by the WCCC director.	OAC WCCC instructor WCCC director	Start of 2016-2017 school year	X		Action as described meets standard	
19.2 CIP 47.0603 Autobody/Collision and Repair Technology/Technician - Provide evidence that the number of students assigned to this CIP is not greater than the number of workstations available.	Auto body/Collision will have full access to classroom adjacent to Autobody and Automotive Technology. WCCC building renovations will address individual classroom space for Autobody/collision specifically.	WCCC instructor WCSD Board of Directors	Start of 2016-2017 school year. Renovation Project expected start date: 6/2017.	X		Action as described meets standard.	