**2018-2019  
Navigator Evidence Information**

*NOTE: It is recommended that you save your files in a Word, Excel, or PDF format (not Google) and back up all files onto a secondary source.*

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| **PROGRAM CRITERIA** | **EVIDENCE** | **FILE NAME** | **NAVIGATOR**  **SECTION** |
| **C01-Program Teacher Certification** | * Certified teacher * District holds Annual Career Authorization (ACA) * Licensure if applicable (identify type) * Industry Certification(s) if applicable * Community college instructor if applicable (list college) | Update User Profile on Navigator   * *2018-19 ACA* * *2018-19 license* * *2018-19 certificate* * *2018-19 community college instructor* | Section 2  Section 3  Section 4  Section 5 |
| **C02-Program Teacher PD** | * Record of Professional Development by the program teacher within the last five-year period that is CTE program-related. Evidence could include agendas, registration receipt for workshops, conferences, or classes. Evidence could include a copy of district provided Professional Development Record. | * *2018-19 professional development* | Section 1 |
| **C06-Program Advisory Committee: Industry Experts Provide Input to Program** | * Membership roster with business affiliations of members and designated chairperson from business and industry\* * Meeting agendas and minutes that reflects committee input and list of meeting attendees\* * Equipment inventory with purchase dates\* * Technology inventory with purchase dates\* * Textbooks/Software with copyright dates\*   *FCS ONLY: Reproductive Health Advisory Committee Membership Roster* | * *2018-19 advisory roster* * *2018-19 agenda 1* * *2018-19 minutes 1* * *2018-19 agenda 2* * *2018-19 minutes 2* * *2018-19 program inventory* * *2018-19 health advisory roster* | Section 1  Section 2  Section 2  Section 2  Section 2  Section 3  Section 4 |
| **C10-Implementation of Program Standards/Course Content** | * CIP-specific Gap Analysis (include plan of improvement if applicable) * Syllabi for each program course which includes course description and course duration\* * Instructional Design Form completed by the program teacher\* * Program student safety record, detailing specific training and date of completion\* * Documentation of Work-Based Learning placement specific to occupational area (include WBL activity and date)\* * Documentation of student leadership opportunities\* | * *2018-19 gap analysis* * *2018-19 syllabus* * *2018-19 instructional design* * *2018-19 safety training* * *2018-19 work-based learning* * *2018-19 student leadership* | Section 1  Section 2  Section 3  Section 4  Section 5  Section 6 |
| **C13-Strategies to Eliminate Barriers** | * Classroom/lab pictures or invoices * Textbook publishers bias-free statement * Photos of classroom displays and learning environment   Include when applicable:   * Recruitment materials/brochures * Program applications and prerequisites * Policy/procedure for enrolling students in CTE programs | * *2018-19 classroom photo, adjustable workstation* * *2018-19 bias free statement* * *2018-2019 learning environment photos* | Section 1  Section 2  Section 2 |
| **C16-Secondary-Postsecondary Connections** | Program must UPLOAD one or more of the following:   * CIP-Specific Program of Study * Program Articulation Agreement (may include statewide agreements) * Program specific contractual agreements regarding dual enrollment * Program specific contractual agreements regarding direct credit | * *2018-19 program of study* * *2018-19 articulation agreement* * *2018-19 dual enrollment agreement* * *2018-19 direct credit agreement* | Section 1  Section 2  Section 3  Section 4 |

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