**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 2Section 3Section 4Section 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 1Section 2Section 2Section 2Section 2Section 3Section 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 1Section 2Section 3Section 4Section 5Section 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 1Section 2Section 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 1Section 2Section 3Section 4 |

NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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