

**Proposal Process for  
Districts/Tech Centers/Consortiums to Grant  
Michigan Merit Curriculum Credit Through  
State Approved Career and Technical  
Education Programs**

**2015**

**Proposal Process to Grant Michigan Merit Curriculum Credit through State Approved Career and Technical Education Programs**

**Step 1: Assemble Teacher Certification Credentials and State Level Documents**

**Gather Teacher Certification Documents**

- Print the CTE Teacher's Occupational Certificate or Annual Authorization
- Print the Core Content Teacher's Professional/Provisional/Permanent Certificate

*These documents may be obtained through MOECHS or the school district's human resource office.*

**Obtain the CTE State Approved Program Serial Number (PSN)**

- Print a copy of the operating building taxonomy.

*This number may be obtained through the Career and Technical Education Information System at <http://www.cteisreports.com/>. Select Secondary Taxonomy Report and search by CIP Code or CEPD number.*

*A CEPD lookup crosswalk by county is located at [https://www.michigan.gov/mde/0,4615,7-140-6530\\_2629---,00.html](https://www.michigan.gov/mde/0,4615,7-140-6530_2629---,00.html)*

**Obtain a copy of the Guidelines for Awarding Credit in Career and Technical Education (CTE), Humanities, and Other Delivery Models.**

- Copy the Guidelines for Awarding Credit in Career and Technical Education (CTE), Humanities, and Other Delivery Models.

*A copy of this document is in the Resource Binder.*

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**Step 2: Assemble Alignment, Standards and Curriculum Resources**

**Alignment Resources**

- Print a copy of the scope and sequence (Economics / Marketing) or
- Print a copy of the core content alignment (Algebra II / EMIT)

*A copy of this document is in the Resource Binder.*

**Standards**

CTE Standards

- Print the Michigan CIP standards with your completed gap analysis
- Print national standards, as appropriate
- Print industry standards, as appropriate

Core content area standards

- Common Core and/or High School Content Expectations (HSCE)

*Copies of these documents are in the Resource Binder.*

**Curriculum Resources**

- Print one lesson plan and related documents

*Copies of the lesson plans are in the Lesson Plan Binder(s).*

**Proposal Process to Grant Michigan Merit Curriculum Credit through State Approved  
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**Step 3: Identify Key Stakeholders**

<b>District/Consortium Level Stakeholders – Internal*</b>	
<input type="checkbox"/> District Superintendent	_____
<input type="checkbox"/> District Curriculum Director	_____
<input type="checkbox"/> District CTE Director	_____
<input type="checkbox"/> School Board Members	_____
<input type="checkbox"/> Other	_____
<input type="checkbox"/> Other	_____

<b>Building Level Stakeholders – Internal*</b>	
<input type="checkbox"/> Building Principal	_____
<input type="checkbox"/> Building Curriculum Director	_____
<input type="checkbox"/> CTE Advisory Committee	_____
<input type="checkbox"/> Department Chair: Academic	_____
<input type="checkbox"/> Department Chair: CTE	_____
<input type="checkbox"/> Guidance Counselor	_____
<input type="checkbox"/> School Improvement Chair	_____
<input type="checkbox"/> Students	_____
<input type="checkbox"/> Parents	_____
<input type="checkbox"/> Other	_____
<input type="checkbox"/> Other	_____

<b>Building Level Stakeholders – External*</b>	
<input type="checkbox"/> CTE Advisory Committee	_____
<input type="checkbox"/> Guidance Counselor	_____
<input type="checkbox"/> Students	_____
<input type="checkbox"/> Parents	_____
<input type="checkbox"/> Other	_____
<input type="checkbox"/> Other	_____

\* Local consortium/county technology center need to partner with local district personnel

**Proposal Process to Grant Michigan Merit Curriculum Credit through State Approved  
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**Step 4: Promote to Internal Stakeholders – *Developing Support***

- Reference target audiences from Step 3: Identify Key Stakeholders
- Review the PowerPoint and customize with district/tech center/consortium information
- Review the One Pager, note that this PDF document is not intended for customization

*A copy of the one pager is available in the Resource Binder and website.*

**Proposal Process to Grant Michigan Merit Curriculum Credit through State Approved  
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**Step 5: Meetings**

**Phase 1**

**Building Administration**

***Purpose of Meeting***

Orientate building administration and develop support to grant Michigan Merit Curriculum credit through the state approved CTE program.

***Discussion Points***

Purpose of meeting – grant MMC credit in CTE program

Provide and explain MDE Collaborative Teaching Model

Benefits of model – reference one pager

Permission to move forward

Define next steps

***Meeting Materials***

Provide a copy of the MDE Collaborative Teaching Model: *Guidelines for Awarding Credit in Career and Technical Education (CTE), Humanities, and Other Delivery Models*

Provide a copy of the one pager.

***Meeting Attendees***

High School Principal

CTE Director

**If the district does not have a formal curriculum approval process, consider  
following Meeting Phases 2 and 3.**

**Proposal Process to Grant Michigan Merit Curriculum Credit through State Approved Career and Technical Education Programs**

**Step 5: Meetings (continued)**

**Phase 2**

**Building Administration, Building Staff and Central Office Administration**

***Purpose of Meeting***

Orientate meeting attendees and develop support to grant Michigan Merit Curriculum credit through the state approved CTE program.

***Discussion Points***

Review high school principal meeting – “approval to move forward”

Purpose of meeting – grant MMC credit in CTE program

Provide and explain MDE Collaborative Teaching Model

Benefits of model – reference one pager

Define next steps

***Meeting Materials***

Provide a copy of the MDE Collaborative Teaching Model: *Guidelines for Awarding Credit in Career and Technical Education (CTE), Humanities, and Other Delivery Models*

Provide a copy of the one pager.

***Meeting Attendees***

CTE Teacher

High School / Tech Center Guidance Counselor\*

CTE Department Chair\*

High School / Tech Center Principal

Academic Teacher\*

District Curriculum Director

Academic Department Chair\*

\* Local consortium/county technology center need to partner with local district personnel

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**Step 5: Meetings**  
(continued)

**Phase 3**  
**Curriculum Alignment**

***Purpose of Meeting***

Review and adapt curriculum alignment to the local district.

Determine interim and end-of-course assessments.

Set collaborative meeting dates between the CTE teacher(s) and academic teacher(s).

***Meeting Materials***

Provide materials developed in Step 1: *Assemble Teacher Certification Credentials and State Level Documents*

Provide materials in Step 2: *Assemble Alignment, Standards and Curriculum Resources*

***Meeting Attendees***

CTE Teacher

Academic Teacher\*

CTE Department Chair\*

District Curriculum Director\*

\* Local consortium/county technology center need to partner with local district personnel



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**Step 6: Promote to External Stakeholders – *Communicating the Opportunity***

- Reference target audiences from Step 3: *Identify Key Stakeholders*
- Review the PowerPoint and customize with district/tech center/consortium information
- Review the One Pager, note that this PDF document is not intended for customization
- Develop additional promotional materials, as needed
- Develop a promotional plan inclusive of all external stakeholders