

**PROGRAM IMPROVEMENT
AND
PROGRAM OF EXCELLENCE
CERTIFICATION**

Home Economics Careers and Technology Education



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*Online writeable forms at <http://hect.org/resources/program-of-excellence>.

Part I. Overview

HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

PROGRAM IMPROVEMENT AND CERTIFICATION

OVERVIEW

The purpose of the statewide Home Economics Careers & Technology (HECT) Program Improvement and Certification System is to recognize outstanding achievement and foster educational excellence in Home Economics Careers & Technology education.

The system utilizes nine quality criteria for excellence in HECT programs with quality indicators. Schools, Regional Occupational Centers Programs (ROCPs), and middle programs which meet all nine quality criteria will be individually certified as a Program of Excellence.

The Voluntary certification is comprised of four phases.

Phase I	Determining Eligibility for Application Certification Orientation Meeting Intent to Participate and Course Inventory Program of Excellence Status Report
Phase II	Program Self-Review and Assessment
Phase III	Program Improvement Plan Development and Implementation Document File Development
Phase IV	On-site Validation Review Program of Excellence Certification

Phase II involves an assessment by local staff of their existing program status in relation to the nine quality criteria. A self-review instrument helps the local agency identify what must be accomplished to meet the criteria. Results of the self-review serve as the basis for the development of a Program Improvement Plan in Phase III.

Phase III is the development and implementation of the Program Improvement Plan. Completing the Program Improvement Plan instrument assists the local education agency to do the following:

- Prioritize needs
- Develop objectives to meet the needs
- Identify action, resources, and personnel needed to achieve the objectives
- Create timelines to complete recommended action

There is ongoing and periodic monitoring of the plan to determine if objectives are being achieved, timelines are being met, etc. Periodic evaluation determines what segments of the plan should be continued and/or terminated, what efforts of site staff should be redirected, and what program modification/revision should occur. During Phase III a certification documentation file is established.

PHASE IV is initiated when the Program Improvement Plan and document file are completed. Certification of a program is accomplished through a one-day validation review visitation to the site. During the visitation a HECT Regional Supervisor or education subject area consultant interviews selected staff and students, reviews documentation identified in "Certification Documentation Files" and observes the facilities, equipment, and materials used for instruction.

Programs that are certified as meeting the nine excellence criteria will be recognized as a Program of Excellence at the statewide HECT Leadership and Management conference and be provided with a plaque, certificates, letters of commendation for the achievement, and a press release to local newspaper(s). Certification is valid for three years. After three years programs may be recertified. (See Part III).

HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

QUALITY CRITERIA FOR PROGRAM OF EXCELLENCE

1. CURRICULUM AND INSTRUCTION

The curriculum has been organized and sequenced around career pathways with clear content standards leading students to entry-level employment, job advancement, entrepreneurship, advanced education and training, and personal use. Instruction is performance-based and integrates academic knowledge and skills, which reflect current and emerging technologies and practices in business, industry, and the home environment.

2. LEADERSHIP, CAREER AND CITIZENSHIP DEVELOPMENT

Students develop leadership, citizenship, interpersonal, and employment skills by participating in community service projects and cooperative, individualized, and competitive instruction activities.

3. PRACTICAL APPLICATION OF OCCUPATIONAL SKILLS

Practical application of occupational skills is accomplished through classroom simulation of work-site experiences, community-based learning, or entrepreneurship. These practical experiences are combined, coordinated, and evaluated with the classroom instruction.

4. QUALIFIED AND COMPETENT PERSONNEL

All Home Economics Careers and Technology education teachers are competent and qualified with a valid teaching credential and, if applicable, the appropriate occupational proficiency. In addition, instructors, administrators, guidance/counseling staff, and instructional support staff are involved in an ongoing program for professional development designed to enhance the quality of instruction.

5. FACILITIES, EQUIPMENT, AND MATERIALS

Facilities, equipment, instructional materials and supplies comply with health and safety standards, reflect and/or simulate current and emerging technologies and application, and are of sufficient quantity and quality to meet the instructional objectives and individual needs of all students.

6. COMMUNITY, BUSINESS, AND INDUSTRY INVOLVEMENT

Individuals, who represent the community, business, industry, students, parents, staff, post-secondary agencies, and labor, serve on a subject-area advisory committee to provide guidance. Staff uses the advice of the advisory committee in the design, development, operation, evaluation, and support of each program area.

7. CAREER GUIDANCE

Home Economics Careers and Technology education staff, guidance counselors, and other resource personnel provide career guidance services to ensure that students enroll in HECT courses/programs that are consistent with their aptitudes, interest, abilities, and career path goals.

8. PROGRAM PROMOTION

There is a systematic plan of program promotion to inform students, parents, counselors, other subject-matter teachers, administrators, board members, community members, and business and industry representatives, of options, advantages, quality, accountability, and availability of career-vocational education programs.

9. PROGRAM PLANNING AND ACCOUNTABILITY

There is an annual program assessment using input from instructors, administrators, students, other staff, and advisory committee members which insures that the program scope, design, content, instruction, and administration is meeting the program objectives. The annual assessment process is used to develop a Program Improvement Plan for the short and long-range administration and operation of career-vocational education.

HOME ECONOMICS CAREERS AND TECHNOLOGY (HECT) EDUCATION

STEPS TO ACHIEVING CERTIFICATION AS A PROGRAM OF EXCELLENCE

APPLICATION

- Step 1 Complete “Determining Eligibility for Application” (Part II p. 1-2) in cooperation with all HECT teachers, school administration, and advisory committee to determine feasibility of application.
- Step 2 Contact the HECT Regional Supervisor serving your geographic area to request certification as Program of Excellence and to schedule an orientation meeting.
- Step 3 Complete the Intent to Participate (Part II p. 3) and Course Inventory form (Part II, p. 4-5) and the Program of Excellence Status Report Part II p. 6-7) to the HECT Regional Supervisor.
- Step 4 Submit the Intent to Participate and Course Inventory form and the Program of Excellence Status Report to the HECT Regional supervisor.

PHASE I

- Step 5 Complete a Program Certification Self-Review and Assessment instrument (App-1).

PHASE II

- Step 6 Develop and implement a Program Improvement Plan (App-2).
- Step 7 Request technical assistance with the implementation of program improvement plan as needed.
- Step 8 Monitor the program improvement plan to ensure the objectives are being achieved.
- Step 9 Establish a Program Certification Documentation file.

PHASE III

- Step 10 After program improvement plan has been implemented, schedule a date for the validation review visit.
- Step 11 Submit the following documents for review prior to the visit:
- Completed Program Certification Self-Review and Assessment instrument
 - Completed Program Improvement Plan
 - Career pathway/Course sequence charts
 - Course outlines – aligned with standards
 - Course schedules (Fall and Spring)
 - Current program brochure
- Step 12 Arrange for validation review activities, prepare a visitation schedule, and review the schedule with the HECT Regional Supervisor (Part II p. 10-11).

RECOGNITION

- Step 13 Receive recognition as “Program of Excellence” in Home Economics Careers & Technology Education.
- Step 14 Continue program planning and improvement for recertification every three years.