



GOLD STAR AWARD PROGRAM CRITERIA

Standard Qualification Period: July 1, 2007– June 30, 2008

Applications available: February 5, 2009

Completed Applications Due: May 15, 2009

I. Program Standards

- A) All administrative and program standards established were met.
- B) During the standard qualification period (July 1, 2007 – June 30, 2008), all annual technology center audit exceptions must have been resolved with the Accreditation Section.
- C) Evidence provided that the technology center had a current strategic plan that supports the strategic plan of the Oklahoma system of Career and Technology education.

II. Student Services

- A) Evidence provided that 80-percent of the full-time program enrollees (excluding client-based programs and statewide programs) or secondary students listed on the Program Enrollment Form continue/complete career and technology training within the applicant's district, as shown by the follow-up data for students who completed a program of study during the standard qualification period (July 1, 2007 – June 30, 2008). (This percent includes partial completers as well as those who completed the entire course of study.)
- B) Evidence provided that 82.5-percent of all known program completers were (1) being placed in jobs for which they were trained, (2) continued their education, (3) or joined the military, as shown by the current **Completion/Follow-up Report**, and the percent of unknown completers must be 5 percent or less, as shown by the follow-up data for students who graduated during the standard qualification period (July 1, 2007 – June 30, 2008).
- C) Evidence provided that the technology center's total enrollment during the standard qualification period (July 1, 2007 – June 30, 2008) was at least 85 percent of capacity or the sending school service rate was at least 20 percent.
- D) During the standard qualification period (July 1, 2007 – June 30, 2008) evidence provided that 50 percent of total full-time secondary students held membership in a state career and technology student organization.
- E) During the standard qualification period (July 1, 2007 – June 30, 2008), evidence provided that students were active in participating in district, and/or state and national student organization competitive events.
- F) During the standard qualification period (July 1, 2007 – June 30, 2008), evidence provided that the technology center had a certified guidance counselor for student recruitment, assessment, placement and advisement.

- G) During the standard qualification period (July 1, 2007 – June 30, 2008), evidence provided that the technology center utilized appropriate assessments as a tool for program placement. Evidence must include how the student assessment information (such as interest, achievement, aptitude, etc.), career plan of study, or career major or other planning document was used as a basis for student enrollment.

III. Communications and Marketing

- A) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008), the technology center district had a communications and marketing program and employed a full-time communications and marketing specialist or had assigned those responsibilities to technology center staff person(s). The individual(s) responsible for the communications and marketing program must also have participated in the Communications and Marketing Council.
- B) Evidence provided that the technology center had a current marketing plan during the standard qualification period (July 1, 2007 – June 30, 2008), on file with the Communications and Marketing Division of the ODCTE that identified specific target markets and appropriate types of communication methods and media. This plan should have included research, analysis, communication, and evaluation. In addition, this plan should also have interconnected with the goals and objectives of the Communications and Marketing Council.
- C) A technology center's marketing plan must have been integrated into the technology center's strategic plan and must have been presented to the technology center board of education during the standard qualification period (July 1, 2007 – June 30, 2008). Evidence will be a copy of the technology center's board of education minutes where the marketing plan was presented to the technology center board of education.

IV. Sending School Relationships

- A) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) opportunities were made available to all sending school employees for in-service activities such as board training, advocacy training, administration training, safety training, or bus driver training conducted by staff of the technology centers. (Letters sent to schools notifying them of the activities must be provided.)
- B) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) the technology center superintendent conducted semi-annual meetings with sending school superintendents.
- C) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) the technology center staff conducted semi-annual meetings with sending school principals.

V. Professional Activities

- A) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) the technology center was a paid member of OATC and had technology center board member participation in *CareerTech* activities. (Activities to include OATC, OkACTE, ACTE and ODCTE sponsored meetings including Summer Conference.)
- B) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) at least 95 percent of the technology center's administrative and professional staff were members of ACTE, OkACTE and their appropriate division. (Support staff is not included for this criterion.)
- C) Representation by the Superintendent or his/her designee at 90% of the regularly scheduled monthly meetings sponsored by the Technology Center Superintendents' Association. (Consideration will be given for extenuating circumstances.)

VI. Industrial and Adult Training

- A) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) the technology center employed at least two certified (or currently enrolled) BIS coordinators to provide the industry and adult training programs needed by the local area or produced a minimum of 2520 BIS hours excluding programs that do not qualify for state reimbursement.
- B) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) the technology center had a commitment to serve business and industry by providing eight (8) of the following nineteen (19) categories of programs and service areas:
 - 1. Bid Assistance Center
 - 2. Self-Employment Training
 - 3. Incubator Support Services
 - 4. Small Business Management Program
 - 5. Agriculture Business Management Program
 - 6. Coordination of programs/services with community-based organizations
 - 7. Management Development Groups
 - 8. CEO Network
 - 9. Rural Economic Development Program or Metropolitan Economic Development Program
 - 10. Training &/or Services for Military Establishments Located in the Technology Center District
 - 11. Initiative to Meet the Unique Needs of a Segment of the Workforce in the Technology Center District
 - 12. Training for Industry Programs (TIP)
 - 13. Safety Training
 - 14. Adult & Career Development
 - 15. Industry Specific Training
 - 16. Collaboration with the Manufacturers Alliance (Manufacturing Extension Agents)
 - 17. Traditional Apprenticeship Training
 - 18. Existing Industry Training (Type 30)
 - 19. Government Entity Training

VII. Special Initiatives

- A) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) the technology center sought to serve special initiatives or provided additional services sensitive to needs of its constituency by providing five (5) of the following ten (10) services:
1. State Accrediting Agency approval for veterans' educational assistance
 2. Workforce Investment Act Involvement
 3. A TANF (Temporary Assistance for Needy Families) Program
 4. A written minority recruitment program (student and staff)
 5. A program available to serve at-risk students
 6. Job placement services available to all students
 7. Cooperative Alliance with a higher education institution
 8. Services and/or programs to a sending school(s) through a unique partnership or delivery system
 9. Significant progress in converting from programs to courses and implementing career clusters
 10. Implementation of an innovative initiative that provides students the opportunity to obtain high-wage, high-skill employment upon program completion or after college graduation
- B) Evidence provided that during the standard qualification period (July 1, 2007 – June 30, 2008) the technology center was an **active participant** in a Tech Prep or Technology Centers That Work site, and was implementing at least one "career pathway," which includes a coordinated, non-duplicative sequence of courses (which may include work-based learning experiences) and associated credits that:
- Identifies both secondary and postsecondary education elements;
 - Includes challenging academic and CTE content that adequately prepares students to pursue the postsecondary education element of the career pathway;
 - May include the opportunity for secondary students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary credits;
 - Culminates in technical skill proficiency, an industry-recognized credential, a certificate, a degree, or completion of a recognized apprenticeship program.

**Oklahoma Association of Technology Centers (OATC)
GOLD STAR RECOGNITION PROGRAM
FOR OKLAHOMA TECHNOLOGY CENTERS**

**2009
APPLICATION FORM INSTRUCTIONS**

Purpose

This program is designed to recognize technology center districts that have met rigid and demanding criteria demonstrating a high level of excellence. This voluntary program (not to be confused with accreditation) provides recognition to districts with exemplary programs designed to meet a broad spectrum of community needs. Gold Star recognition will be for a period of one year and applications must be submitted each year. This award is sponsored by OATC and will be presented during a general session at Summer Conference.

Eligibility

To be eligible for this award, the technology center district must satisfy requirements in each of the seven categories. Individual sites are not eligible for this award. Each technology center district will receive a partially completed entry form from OATC. To be eligible for Gold Star recognition, the technology center district must complete and return the application to the OATC office. All applications must be postmarked no later than May 15, 2009. All districts satisfying the criteria will receive Gold Star recognition.

Evaluation of Application

Applications will be evaluated by a committee consisting of the president of the Technology Center Superintendents' Association, president of OCLA, a retired career and technology education administrator appointed by the state director, and two board members appointed by the president of OATC and the associate state Manager (or designee) for Technology Centers Services will serve as an ex-officio member of this committee.

Appeals

No appeals of any form will be permitted once the application deadline has passed.

APPLICATION PROCEDURES

Directions: In order to provide uniformity and to facilitate reproduction, Gold Star applications must conform to the following guidelines:

1. Application should be placed in a three-ring binder (no spiral or taped copies).
2. Application will be made on 8½ x 11 white computer or white copy paper.
3. The cover page should be printed in black and white.
4. Plastic page covers are inappropriate.
5. Black ink is preferred (no pencil marks).
6. Supporting information should be placed behind appropriate section (not at the end of the application).
7. Pages should be numbered sequentially.
8. Answers for all items must be placed directly on the application form unless otherwise indicated.
9. All answers must pertain to the standard qualification period (July 1, 2007 – June 30, 2008).
10. If additional space is needed to provide complete information for the charts in Sections I, IV, or V, additional copies of the blank form should be made to enter the information.

A submittal letter confirming the completeness and accuracy of the application must be signed by the technology center district superintendent and accompany the completed application form. This letter, the completed application form, and up to 35 pages of supporting information comprises the application materials.

Supporting information is material required by the application form and may not exceed 35 pages (8½ X 11) of material. More than 35 pages of supporting information will disqualify the application.

Should explanation beyond the scope of the application be considered necessary by the applicant, additional information must be submitted with the application and labeled as an “Addendum to the Application”. This material will not be considered as a part of the official application and may or may not be a factor in the committee’s decisions.

ABSOLUTELY NO SCRAPBOOKS WILL BE ACCEPTED!

Submit completed application materials to OATC, 4545 N. Lincoln, Suite 159, Oklahoma City, OK 73105. **Applications must be postmarked no later than May 15, 2009.**