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| CTE Degree and Certificate ChecklistNew and Modified |
| Listed in Recommended Order |
|  | **Submit New Program Form to Curriculum (*new programs only*)** |
|  | **Request Labor Market Information (LMI) and Analysis**“Pursuant to Education Code § 78015 Labor Market Information (LMI) data is specifically required for all new CTE program proposals, where available. Current LMI and analysis, or other comparable information, must show that jobs are available for program completers within the local service area of the individual college and/or that job enhancement or promotion justifies the proposed curriculum. Regional, statewide, or national labor market evidence may be included as supplementary support, but evidence of need in the specific college service area or region is also necessary.” |
|  | **Industry Advisory Committee Recommendation****Additional Process for CTE Degrees and Certificates**First step for both New/Modified/Program Review CTE programs: Meet with Industry Advisory Committee to present and obtain recommendation for program.Documentation needed: Meeting Minutes which includes advisory committee membership, summary of committee recommendations with all programs indicated. |
|  | **Submit Program in eLumen** |
|  | **Request Regional Recommendation** |
|  | **Attach Narrative in eLumen *(all areas must be completed)*** |
|  | **Attach Advisory Minutes in eLumen** |
|  | **PC Curriculum Committee Approval Process** |
|  | **Submit for Board Approval** |
|  | **Submit to State Chancellor’s Office** |