

**Appendix F**  
**Program of Study Agreement Template**



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## **PROGRAM OF STUDY AGREEMENT**

*For the Program of Study between Maine's Career and Technical Education  
Centers/Regions and the Maine Community College System Campuses*

Maine CTE programs of study contain the following elements:

- Standards-based curriculum aligned to a national or State of Maine skill standard
- Rigorous academics blended and aligned to the “*Learning Results-Parameters for Essential Instruction*”
- Value-added options through industry certification or articulation for college credit
- Quality assurance to keep pace with industry requirements through industry advisory groups
- Accountability which is emphasized through Perkins grant requirements
- Multiple options for students as they prepare for entry into careers and further education

### **Program of Study Defined**

A Program of Study is a planned sequence of courses that integrates high quality core academic knowledge with technical and occupational skills and knowledge to provide secondary CTE students with a pathway to postsecondary CTE education and career goals. The connection to future coursework motivates students to take the courses to ensure success in postsecondary education and in careers. Programs of Study lead to an industry recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree. Programs of Study should be developed in partnership with

secondary schools, post-secondary schools, employers, industry groups and other stakeholders to create curriculum to support academic, technical and workplace standards. An intended outcome of a program of study is the enhanced collaboration between program stakeholders. Maine CTE programs of study increase the academic, career and technical skills of students in order to prepare them for career, college and citizenship. Maine's model of CTE organize programs of study within 15 broad career cluster programs, designed to provide students with multiple career pathways leading to careers and postsecondary education. At the secondary level, academic rigor is ensured through the connections to "*Learning Results-Parameters for Essential Instruction*" (MLR) and No Child Left Behind (NCLB) accountability measures. **Each secondary and post-secondary institution is required to have one program of study by July 1, 2008.** Program of Study Agreements must be signed written agreements and be approved annually by the administrators of the educational institutions; these agreements will be signed by the instructors at the secondary and postsecondary levels and the administrators at both levels. Programs of Study do not qualify as such if the agreement is signed by secondary CTE instructor to postsecondary CTE instructor. All requirements for admission by the Community Colleges must be met by the student.

The State requires that a contact/position be identified by the individual postsecondary Community Colleges and the individual secondary CTE schools to be responsible for the facilitation, record keeping, and reporting of articulation agreements, Maine enhanced articulation agreements and programs of study.

#### Time Consideration

A student has up to three years to take advantage of the Program of Study made available under a Program of Study Agreement.

# PROGRAMS OF STUDY PATHWAYS

| <u>Cluster Program</u>                 | <u>Secondary CTE Program<br/>By CIP Codes</u>  | <u>Postsecondary CTE Program</u>   |
|--|--|--|
| Agriculture Food and Natural Resources | 01.0000 Agriculture/Agribusiness<br><br>01.0205 Agriculture Mechanization, General<br><br>01.0303 Aquaculture<br><br>01.0304 Crop Production Operations and Management<br><br>01.0601 Horticulture Operations and Management<br><br>01.0601 Applied Horticulture/Horticulture Operations<br><br>03.0201 Natural Resource Management<br><br>03.0511 Forest Harvest and Product Technology   | Business Administration, Agriculture<br><br>Horticulture<br><br>Pulp and Paper Technology  |
| Architecture and Construction          | 15.1301 Architectural Drafting<br>15.1301 Drafting, General<br>15.1302 CAD/CADD Drafting and/or Design Technology/Technician<br><br>15.1303 Mechanical Drafting<br>46.0000 Construction Trades/General<br>46.0101 Mason and Tile Setter<br>46.0201 Carpentry<br>46.0201 Carpentry/Carpenter<br>46.0302 Electrician<br>46.0302 Electrician/Electronics Repair, General<br><br>46.0503 Plumbing and Pipefitting<br>46.0503 Plumbing Technology/Plumber | Air Conditioning and Refrigeration<br><br>Architectural and Civil Engineering Technology<br><br>Architectural and Engineering Design<br><br>Building Construction<br><br>Building Construction Technology<br><br>Construction Technology<br><br>Electrical Construction and Maintenance<br><br>Environmental Science and Technology<br><br>HACRP<br><br>Heating<br><br>Heating Technology<br><br>Masonry<br><br>Plumbing<br><br>Plumbing and Heating<br><br>Plumbing Technology<br><br>Refrigeration, Air Conditioning and Heating<br><br>Residential and Commercial Electricity<br><br>Residential Construction |
| Arts, A/V Technology and Communication | 10.0202 Radio and TV Broadcast Technology<br><br>10.0301 Graphic Communications<br><br>50.0101 Visual and Performing Arts, General   | Communication and News Media<br><br>Digital Media<br><br>Graphic Arts/Printing Technology  |

| <u>Cluster Program</u>                         | <u>Secondary CTE Program<br/>By CIP Codes</u>   | <u>Postsecondary CTE Program</u>  |
|--|---|---|
|  | 50.0402 Graphic Design/Commercial Art and Illustration<br><br>50.0402 Commercial and Advertising Art<br><br>50.0602 Film, Video Making/Cinematography and Production<br><br>50.0602 Data Processing Technology  |   |
| <b>Business, Management and Administration</b> | 32.0301 Parks and Recreational Facilities<br><br>52.0201 Business Administration and Management, General<br><br>52.0302 Accounting Technician<br><br>52.0399 Accounting, Other<br><br>52.0401 Administrative Assistant/Secretarial<br><br>52.0401 Business Technology<br><br>52.0407 General Office/Clerical/Typing Services<br><br>52.0407 Information Processing/Data Entry Technician<br><br>52.0407 Data Processing Technology/Technician<br><br>52.0407 Administrative Assistant/Secretarial<br><br>52.0407 Computer Tech II<br><br>52.04408 General Office/ Clerical/ Typing Services<br><br>52.0701 Entrepreneurship/Entrepreneurial Studies | Business Administration<br><br>Business Administration and Management<br><br>Business Administration/Business Management<br><br>Business Administration/Entrepreneurship<br><br>Business Administration/Marketing<br><br>Business Administration/Office Management<br><br>Business Administrative<br><br>Business Management<br><br>Business Management/Entrepreneurship<br><br>Business Management/Office Administration<br><br>Business Management/Office Technology<br><br>Business Management/Small Business Development<br><br>Executive Secretarial Science<br><br>Legal Office Administration<br><br>Office Assistant<br><br>Organizational Leadership |
| <b>Education and Training</b>                  |   | Education<br><br>Education/Special Education<br><br>Education/Speech and Language<br><br>Education/Early Childhood<br><br>Early Childhood Education<br><br>Early Childhood Education Assistant<br><br>Paraeducation   |
| <b>Finance</b>                                 | 52.0803 Banking and Financial Support Services  | Accounting  |

| <u>Cluster Program</u> | <u>Secondary CTE Program<br/>By CIP Codes</u>  | <u>Postsecondary CTE Program</u>  |
|------------------------|--|---|
|                        |  | Accounting Information Systems<br>Business Administration/Accounting<br>Business Administration/Finance<br>Business Management/Banking  |
| <b>Health Science</b>  | 51.0000 Health Services/Allied<br>Heath/Health Sciences<br><br>51.0000 Nursing Assistant/Aide<br><br>51.0703 Health Unit Coordinator/Ward<br>Clerk<br><br>51.0710 Medical Office Assistant/<br>Specialist<br>51.1614 Nursing Assistant/Aide<br><br>51.2602 Elder Care Provider/Companion<br>Care | Advanced Emergency Care<br>Behavioral Health Tech.<br>Biological Sciences<br>Cardiovascular Tech<br>Clinical Laboratory Science<br>Clinical Technician<br>Dietetic Tech<br>Dietary Manager<br>Emergency Medical Services<br>EMT-Intermediate<br>Health Care Secretary<br>Health Information Technology<br>Massage Therapy<br>Medical Assistant<br>Medical Assisting<br>Medical Coding<br>Medical Office Administration<br>Medical Office Management<br>Medical Office Technology<br>Medical Radiography<br>Medical Transcription<br>Mental Health<br>MHRT-1-C<br>MHRT-Community<br>Nursing<br>Nursing Practical<br>Occupational Health and Safety<br>Occupational Therapy Assistant<br>Paramedicine<br>Pharmacy Tech.<br>Physical Therapist Assistant<br>Practical Nursing<br>Radiation Therapy<br>Radiography<br>Radiologic Technology<br>Respiratory Therapy<br>Respiratory Therapy Assistant<br>Sonography |

| <u>Cluster Program</u>  | <u>Secondary CTE Program<br/>By CIP Codes</u>  | <u>Postsecondary CTE Program</u>   |
|-------------------------|--|--|
|                         |  | Surgical Technology  |
| Hospitality and Tourism | 12.0503 Culinary Arts/Chef Training<br>12.0503 Kitchen Personnel/Cook and Assistant Training<br>12.0503 Food Production and Services/Workers and Administrators<br>12.0503 Kitchen Personnel/Cook, and Assistant Training<br>12.0503 Institutional Food Service Administration<br>12.0505 Food Preparation/Professional Cooking/Kitchen Assistant<br>52.1910 Hospitality/Recreational Marketing, General   | Adventure Recreation and Tourism<br>Culinary and Baking<br>Culinary Arts<br>Food and Beverage Operations<br>Food Service Specialist<br>Hotel/Restaurant Management<br>Lodging and Restaurant Management<br>Lodging Operations<br>Restaurant and Food Management  |
| Human Services          | 19.0709 Child Care Services/Workers and Managers<br>19.0709 Child Care Provider/Assistant<br>32.0105 Job Seeking/Job Changing Skills<br>32.0107 Career Exploration/Awareness Skills<br>32.0107 Job Seeking/Job Changing Skills   |  |
| Information Technology  | 10.0303 Desktop Publishing Equipment; Operator<br>10.0305 Graphic/Printing Equipment Operator<br>11.0103 Computer and Information Sciences, General<br>11.0801 Data Processing Technology/Technician<br>50.0409 Digital Graphic Arts Desktop Publishing Equipment Operator<br>99.100 Cooperative Education<br>99.3001 Tech Lab<br>99.3001 Intro to Technology<br>99.4000 Tech Prep Academics<br>99.4000 Multi/Interdisciplinary Studies, Other<br>99.4000 Basic Skills, General<br>99.4000 English Language and Literature | Business and Computer Applications<br>Cisco Networking Specialist<br>Computer Aided Drafting and Design<br>Computer Aided Drafting and Design/Architectural<br>Computer Aided Drafting and Design/Mechanical<br>Computer Aided Drafting Tech.<br>Computer Applications and Admin. Mgmt.<br>Computer Applications Technology<br>Computer Electronics<br>Computer Information Systems<br>Computer Programming<br>Computer Repair Technology<br>Computer Support Specialist<br>Computer Support Specialist with a specialization in Networking<br>Computer Systems Technology |

| <u>Cluster Program</u>          | <u>Secondary CTE Program<br/>By CIP Codes</u>   | <u>Postsecondary CTE Program</u>  |
|---------------------------------|---|---|
|                                 | 99.4000 Applied Academics/Plato<br>99.4000 Academic Skills/Plato lab<br>99.4000 Applied Academics<br>99.7000 Vocational Special Needs<br>99.7000 Diversified Occupations  | Computer Technology<br>Computer Technology/Network Admin<br>Computer Technology/Programming<br>Computer Technology/Web Dev.<br>Digital Media Technology<br>Information Technology<br>Office Information Specialist<br>Telecommunication Technology:<br>Verizon<br>Telecommunications (Verizon)  |
| Law, Public Safety and Security | 43.0000 Protective Services Cluster<br>43.0000 Emergency Services<br>43.0107 Law Enforcement/Police Sciences<br>43.0107 Criminal Justice/Police Science   | Criminal Justice<br>Fire Science<br>Fire Science Tech   |
| Manufacturing                   | 48.0501 Machinist/Machine Technologist<br>48.0501 Machine Tool Technology<br>48.0506 Sheet Metal Worker<br>48.0508 Welder/Welding Technologist  | Applied Metal Manufacturing<br>Drafting Tech.<br>Electrical Lineworker Technology<br>Electromechanical Technology<br>Industrial Electrical/Electronics Tech<br>Industrial Electricity<br>Instrumentation and Controls<br>Integrated Manufact. Technology<br>Machine Tool Technology<br>Mechanical Engineering Technology<br>Pipe Fabrication<br>Precision Machining Technology<br>Precision Metal Manufacturing<br>Precision Metals Manufacturing<br>Trade and Technical Occupations<br>Welding<br>Welding and Metal Fabrications<br>Welding Technology |
| Marketing, Sales and Service    | 47.0101 Electrical/Electronics Equipment Repair<br>47.0104 Computer Installer and Repairer<br>47.0104 Computer Technology<br>47.0104 Computer Installation and Repair<br>47.0104 Data Processing Technology<br>47.0606 Small Engine Mechanic/ |   |

| <u>Cluster Program</u>   | <u>Secondary CTE Program<br/>By CIP Codes</u>   | <u>Postsecondary CTE Program</u>   |
|--|---|--|
|  | Repairer<br><br>52.1801 Sales, Distribution and Marketing Operations, General<br><br>52.1803 General Retailing Operations   |  |
| <b>Science,<br/>Technology ,<br/>Engineering and<br/>Mathematics</b> | 15.0000 Engineering Technology/Technician<br><br>15.0613 Tech Lab<br><br>41.0101 Biological Technologies  | Applied Marine Biology/Ocean<br>Applied Technical Studies<br>Applied Electronics and Computer Technology<br><br>Biotechnology<br>Boatbuilding Technology<br>Electrical and Automation Technology<br>Electrical Engineering Tech.<br>Electricians Technology<br>Electronics Tech.<br>General Technology<br>Marine Composites<br>Marine Electronics<br>Marine Mechanics Technology<br>Marine Technology with a Specialization in Boatbuilding<br><br>Technical and Trade Studies<br>Trade and Technical<br>Trade and Technical Occupations<br>Trade/Technology Occupations |
| <b>Transportation,<br/>Distribution and<br/>Logistics</b>            | 47.0302 Heavy Equipment/Diesel Mechanic Repairer<br><br>47.0302 Heavy Equipment Maintenance and Repair<br><br>47.0603 Automotive Body Repair<br>47.0604 Automotive Mechanic/Technician<br><br>47.0604 Automobile/Automotive Mechanics Technology<br><br>47.0616 Marine Maintenance/Fitter and Ship Repairer<br><br>49.0202 Construction Equipment Operator<br><br>49.0205 Truck/Bus/Other Commercial Vehicle Driver | Auto Body Repair<br>Automotive Parts and Service Management<br><br>Automotive Technology<br>Civil Engineering<br>Diesel and Hydraulics<br>Diesel Hydraulic Technology<br>Diesel, Truck and Heavy Equipment Engine Specialist<br><br>Ford Asset (Automotive Technology)<br>Heavy Equipment Operation<br>Heavy Equipment Maintenance<br>Heavy Equipment Systems<br>Mechanical Technology<br>Mechanical Technology with a Specialization in Vehicle Service   |

# Program of Study

Secondary School Name:

Cluster Program:

Course Title and CIP Code:

**Please indicate, in the table below, the secondary courses a student would need to complete as part of this program of study.**

| <b><u>GRADUATION<br/>REQUIREMENTS</u></b> | <b><u>GRADE 9</u></b> | <b><u>GRADE 10</u></b> | <b><u>GRADE 11</u></b> | <b><u>GRADE 12</u></b> |
|---|-----------------------|------------------------|------------------------|------------------------|
| English                                   |                       |                        |                        |                        |
| Social Studies                            |                       |                        |                        |                        |
| Mathematics                               |                       |                        |                        |                        |
| Science and<br>Technology                 |                       |                        |                        |                        |
| Physical and Health<br>Education          |                       |                        |                        |                        |
| Visual and<br>Performing Arts             |                       |                        |                        |                        |
| World Languages                           |                       |                        |                        |                        |
| CTE Course                                |                       |                        |                        |                        |
| Other                                     |                       |                        |                        |                        |

**Please indicate, in the table below, the value added options a student may earn for completing this program of study.**

| OPTION                | PARTNER                          | CREDENTIAL                      | VALUE FOR CTE STUDENTS        |
|-----------------------|----------------------------------|---------------------------------|-------------------------------|
| Example: Dual Credit  | Northern Maine Community College | AS in Early Childhood Education | Up to 8 credits hours earned  |
|                       |                                  |                                 |                               |
| <u>OPTION</u>         | <u>PARTNER</u>                   | <u>CREDENTIAL</u>               | <u>VALUE FOR CTE STUDENTS</u> |
| Dual Credit           |                                  |                                 |                               |
| Escrow Credit         |                                  |                                 |                               |
| Enhanced Articulation |                                  |                                 |                               |
| Certification(s)      |                                  |                                 |                               |
| Degree                |                                  |                                 |                               |
| Other                 |                                  |                                 |                               |

## Two Year College Program Sequence

Program Title:

College:

Please indicate, in the table below, the postsecondary courses for the program of study. Indicate which courses may receive articulated credit by placing them in the possible articulated credit section.

|   |   |
|---|---|
| <p>Semester 1</p><br><br><br><br><br><br><br><br><br><br><p><u>Possible articulated credit courses:</u></p> | <p>Semester 2</p><br><br><br><br><br><br><br><br><br><br><p><u>Possible articulated credit courses:</u></p> |
| <p>Semester 3</p><br><br><br><br><br><br><br><br><br><br><p><u>Possible articulated credit courses:</u></p> | <p>Semester 4</p><br><br><br><br><br><br><br><br><br><br><p><u>Possible articulated credit courses:</u></p> |

Provide a list of examples of the careers students are preparing to enter:

We, the undersigned administrators, agree to enter into this Program of Study Agreement to provide students a seamless transition from high school instruction to Community College instruction.

We hereby mutually agree that this Program of Study Agreement will remain in effect for a period of one year.

We do hereby mutually agree to abide by all of the terms specified within the Program of Study Agreement.

Secondary School Name

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Director Signature/Date

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Secondary Instructor/Date

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Community College Name

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Campus President Signature/Date

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Academic Dean/Date

---

Department Chair/Date

---

Postsecondary Instructor/Date

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