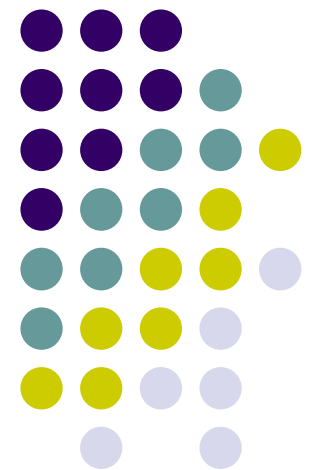


BMMT Modified Program Application Guide

Mrs. Jamie Hess
Education Consultant
Office of Career and Technical
Education



September 3, 2009





Modified Program Application

- The modified program application is a short-term process, this will not be offered again
- Only the **evidence requested on the Modified Application** should be submitted
- A CIP Self-Review should be completed and a TRAC binder created, but **not submitted**

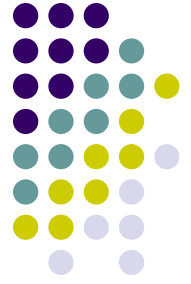


Approval/Denial Process

- Applications will only be reviewed until:
 - The point of approval (all evidence meets the requirement)
 - Or until the point of denial (the first evidence that does not meet the requirements)
 - Schools will be notified by our office if the program has been approved or denied
- No additional evidence will be requested
 - If **required evidence is not submitted** with the application, the **application will be denied**

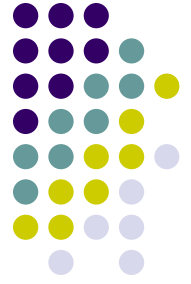
Please, carefully review the following slides and the sample evidence provided

C01 – Program Staff Certification



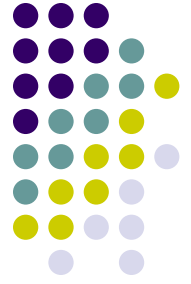
- Provide a copy (front and back) of teaching certificate and occupational endorsement
 - Finance (52.0800): GQ and/or GX with VB
 - Information Technology (11.0201, 11.0801, 11.0901, 11.1001): GQ and/or GX with VB
 - Marketing (52.1999): GQ and/or GX with VM or GQ and/or GX with VD
 - Interim Occupational Certificate specific to the program area

C08 – Square Footage



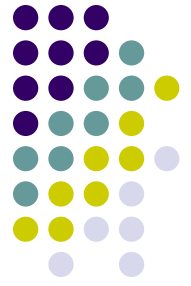
- Provide a diagram of the instructional area with dimensions and total square footage
 - Finance: minimum of 50 sq. ft./per student
 - IT: minimum of 50 sq. ft./per student
 - Marketing: minimum of 80 sq. ft./per student
(School Store and Storage Room may be included in the instructional area)
- Please include program enrollment records indicating number of students enrolled

C10 – Implementation of Standards and Course Content



Please submit:

- CTEIS Instructional Delivery Model
- GAP Analysis for program indicating the level students will perform skills upon leaving the program
- Copy of Course Syllabus
- Evidence of academic integration into curriculum



Sample CTEIS Segment Delivery Model

CTEIS Form 1.1 Semester

CTEIS DELIVERY MODEL – ONE YEAR BY SEMESTER

School:		PSN:	
Program:		CIP Code:	
Directions: - Identify which segments are delivered each semester - Identify when the majority of the segment standards are delivered - Mark when each segment will be delivered and mark the segment only once - This information will assist in the entry course sections into the CTEIS system			

Semester 1:						Semester 2:					
Teacher:						Teacher:					
Class:						Class:					
Segments:						Segments:					
1	2	3	4	5	6	1	2	3	4	5	6
7	8	9	10	11	12	7	8	9	10	11	12

http://mccte-fsu.org/documents/CTEIS_Forms_-_Final_Aug_6,_2008.pdf

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Sample GAP Analysis

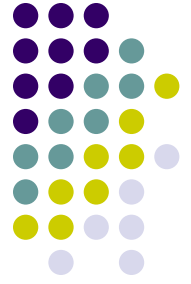
Indicate the academic standard or where in your curriculum academics are integrated



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	
1	<p style="text-align: center;">DRAFT - 52.1999 MARKETING, SALES AND SERVICES</p>					Secondary Delivery						<p style="text-align: center;">Academic Standards Crosswalk</p>																	
2						<p>RATING SCALE: 4 = Exceeds criteria and/or able to teach task 3 = Accomplishes task to criteria 2 = Accomplishes task with help 1 = Exposed to the task N = Not exposed to task</p>																	Segments						
2	MICHIGAN TECHNICAL STANDARDS					4	3	2	1	N	Local Task ID Code/Delivery Point	ELA	Math	Social Studies	Science	MPAA	0	1	2	3	4	5	6	7	8	9	10	11	
45	III	Customer Relations																											
46		Understands the techniques and strategies used to foster positive, ongoing relationships with customers																											
47	A	Foster positive relationships with customers to enhance company image.																											
48		1	Explain the nature of positive customer relations (CR:003) (CS)			4																							
49		2	Demonstrate a customer-service mindset (CR:004, HR LAP 32) (CS)			4																							
50		3	Reinforce service orientation through communication (CR:005) (CS)				3																						
51		4	Respond to customer inquiries (CR:006) (CS)			4																							
52		5	Adapt communication to the cultural and social differences among clients (CR:019) (CS)				3																						
53		6	Interpret business policies to customers/clients (CR:007, HR LAP 25) (CS)				3																						
54	B	Resolve conflicts with/for customers to encourage repeat business.																											
55		1	Handle difficult customers (CR:009, EI LAP 1) (CS)				3																						
56		2	Handle customer/client complaints (CR:010, HR LAP 23) (CS)				3																						
57	C	Reinforce company's image to exhibit the company's brand promise.																											
58		1	Identify company's brand promise (CR:001) (CS)			4																							
59		2	Determine ways of reinforcing the company's image through employee performance (CR:002) (CS)			4																							
60	D	Understand the nature of customer relationship management to show its contributions to a company.																											
61		1	Discuss the nature of customer relationship management (CR:016) (CS)				4																						
62	IV	Economics																											
63		fundamental to business operations																											

Page 3

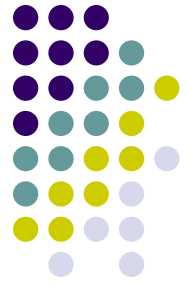
C12 – Equipment/Resource Inventory



Please include:

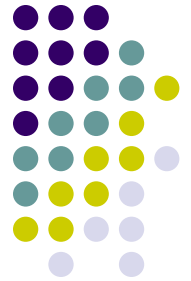
- Equipment inventory with date of purchase
 - Computers, printers, instructional equipment, etc.
- Resource inventory with copyright dates of textbooks, software, other instructional materials that will be used in the delivery of the program

C16 – Postsecondary-Secondary Alignment Linkages



- Submit:
 - A current, signed articulation agreement specific to the program
 - Or evidence an articulation agreement is in process
- Submit a program of study specific to the program
 - A sample articulation agreement and program of study can be found at:
 - http://mccte-fsu.org/resource_guide/XIX/A/Template%20Documents.pdf

Modified Program Application



- Each new program must be submitted with a separate application form
- Please copy the form as needed for each of your new program areas

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For additional information

- Visit: http://www.michigan.gov/mde/0,1607,7-140-6530_2629---,00.html
- Visit: <http://navigator.mccte-fsu.org/>
- Visit: <http://mccte-fsu.org/>
- Or contact:
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Michigan Department of Education
Email: hessj1@michigan.gov
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