

HEALTH SCIENCE

Definitions and Abbreviations

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HEALTH SCIENCE
Common Definitions and Abbreviations

AAAE	Alabama Association of Agriscience Educators
AAC	Alabama Administrative Code
AACTE	Alabama Association for Career and Technical Education
AAFCS	American Association of Family and Consumer Sciences
AATFACS	Alabama Association Teachers of Family and Consumer Sciences
ABEA	Alabama Business Education Association
ABC	Associated Builders and Contractors
ACCESS	Alabama Connecting Classrooms, Educators, and Students Statewide
ACIN	Alabama Career Information Network
ACRI	Alabama Construction Recruitment Institute
ACTA	Alabama Career Technical Administrators
ACTE	Association for Career and Technical Education
ADA	American Dietetic Association
ADA	Americans with Disabilities Act
ADDA	American Design Drafting Association
ADECA	Alabama Department of Economic and Community Affairs
ADM	Average Daily Membership
AG	Agriscience
AGC	Associated General Contractors
AHSD	Alabama High School Diploma
AHSGE	Alabama High School Graduation Exam
AIDB	Alabama Institute for the Deaf and Blind
AIDT	Alabama Industrial Development Training
AIFD	American Institute of Floral Designers
ALEX	Alabama Learning Exchange
AOD	Alabama Occupational Diploma
APT	Alabama Public Television
APTTP	Alabama Prospective Teacher Testing Program
ASCA	American School Counselor Association
ASE	Automotive Service Excellence
B/ME	Business/Marketing Education
BIC	Business and Industry Certification
BLAST Off	Building Leaders and Strong Teams of Officers
CACG	College Access Challenge Grant
CAR	Consolidated Annual Report
CIT	Commerce and Information Technology
CO-OP	Cooperative Education
COS	Course of Study
CSFO	Chief School Financial Officer
CT	Career Technologies
CTABC	Career and Technical Alternative Baccalaureate Certificate
CTE	Career and Technical Education
CTIP	Career and Technical Implementation Plan
CTSO	Career and Technical Student Organization
DECA	An Association of Marketing Students
DOT	Dictionary of Occupational Titles
DPS	Department of Postsecondary Education
DYS	Department of Youth Services
ECEP	Early College Enrollment Program
EEOC	Equal Employment Opportunity Council
eGAP	Electronic Grant Application Process
ELL	English Language Learners (replaces ESL-English as Second Language)
FACS	Family and Consumer Sciences
FAFSA	Free Application for Federal Student Aid
FBLA	Future Business Leaders of America
FCCLA	Family, Career and Community Leaders of America

FCSEA	Family and Consumer Sciences Education Association
FEA	Future Educators of America
FERPA	Family Educational Rights and Privacy Act
FFA	The Student Organization for Agriscience Education
FHSHTE	Family, Human Services, Hospitality & Tourism, and Education
FTA	Future Teachers of Alabama
FY	Fiscal Year
GAERF	Graphic Arts Educational Research Foundation
HOSA	Health Occupations Students of America
HOUSSE	High, Objective, Uniform State Standard of Evaluation
HQ	Highly Qualified
HS	Health Science
HSTW	High Schools That Work
IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Program
ISO 9001:2008	International Organization for Standardization
IT	Information Technology
JAG	Jobs for America's (Alabama's) Graduates
JLDC	Joint Leadership Development Conference
JROTC	Junior Reserve Officer Training Corps
LEA	Local Education Agency
LEAPS	Local Education Agency Personnel and Subject Codes
LEP	Limited English Proficiency
LMI	Labor Market Information
MEA	Marketing Education Association (Mark Ed)
MMGW	Making Middle Grades Work
MOA	Methods of Administration
NAA	New Administrator Academy
NAAE	National Association of Agricultural Educators
NAF	National Academy Foundation (Finance)
NATEF	National Automotive and Technician Education Foundation
NATFACS	National Association Teachers of Family and Consumer Sciences
NATIE	National Association of Trade and Industrial Education
NBEA	National Business Education Association
NCA	National Certifying Agencies
NCCER	National Center for Construction Education and Research
NCLB	No Child Left Behind
NCHSE	National Consortium for Health Science Education
NIH	National Institutes of Health
NIMS	National Institute for Metal Working Skills
NOCTI	National Occupational Competency Testing Institute
NTI	New Teacher Institute
OCR	Office of Civil Rights
OSHA	Occupational Safety and Health Administration
PD	Professional Development
PFT	Preparation For Tomorrow
PLTW	Project Lead The Way
POI	Plans of Instruction
POY	Program of the Year
RFP	Request for Proposal
RTI	Response to Intervention
SAE	Supervised Agricultural Experience
SBE	State Board of Education
SBEA	Southern Business Education Association
SDE	Alabama State Department of Education
SkillsUSA	An Organization for Students in Technical, Skilled, and Service Careers
SLEAPS	Support Local Education Agency Personnel and Subject Codes
SOLTS	State Officer Leadership Training Seminar

SREB	Southern Regional Education Board
STIPD	Software Technology Incorporated Professional Development
SUCCESS	Supporting Career Cluster Education for Students System
TAH	Technical Awareness Hours
TAV	Technical Assistance Visit
TCTW	Technology Centers That Work
TE	Technical Education
TSA	Technology Student Association
WBE	Work-Based Experience
WBLE	Work-Based Learning Experiences

Definitions Career and Technical Education

Academy - See Career-Themed Academy^{CTE}.

ACCESS - See Online Distance Learning Courses.

Accommodations - Alterations in the way tasks are presented that allow students with learning disabilities to complete the same assignments as other students. Accommodations do not alter the content of assignments; give students an unfair advantage; or in the case of credentialing, technical skill attainment, and business and industry skill assessments, change what a test measures.

Accountability - The measurement of the educational effectiveness and efficiency of a program.

Adjusted Enrollment - An adjustment on the daily schedule enrollment category whereby a student seeking a Graduation Certificate may be counted as two when modifications (changes in content standards) are required based on a student's Individualized Education Program (IEP).

Administration - See Career and Technical Administration.

Administrator - See Career and Technical Administrator.

Advanced Career and Technical Diploma Endorsement - Recognition of the completion of advanced-level core curriculum and CTE coursework consistent with guidelines established by the Alabama State Department of Education (SDE) and local boards. The endorsement requires completer status.

Advisory Committee - A core group of business, industry, and community individuals with knowledge related to a specific CTE program that provides advice on program components. There shall be a minimum of five (5) broadly-based members from business, industry, and community who have experience directly related to the program.

Advisory Council - Skilled and knowledgeable individuals organized at the state or system level to provide advice on occupational and employment trends, societal needs, and relevance of CTE offerings in meeting these needs. The membership of the council shall consist of at least five (5) business and industry persons from different community industry sectors. Additional persons with interest in the career and technical education (student organization officers, educators, former students, administrators, government officials, economic development representatives, chamber of commerce, etc.) may be included.

Agriscience Education - Agriscience Education provides students with appropriate classroom and laboratory instruction in the Agriculture, Food, and Natural Resources Cluster. Related, organized FFA activities are an integral component of the classroom and laboratory instruction.

Alabama High School Graduation Exam (AHSGE) - The high-stakes required assessment used to determine the level of mastery of the core skills in reading, English/language arts, mathematics, science, and social studies.

Alabama Administrative Code (AAC) - A compilation of the rules of all the state agencies covered by the Alabama Administrative Procedure Act.

Alabama Course of Study: Career and Technical Education - State Board of Education approved standards describing the minimal instructional content of the career and technical education programs and related courses.

Alabama Learning Exchange (ALEX) - Web site (www.alex.state.al.us) for educators providing lesson plans, instructional materials, and state courses of study.

Alabama Occupational Diploma (AOD) - High school diploma option for students with disabilities as defined by IDEA legislation.

All Aspects of an Industry - The term 'all aspects of an industry' means strong experience in, and comprehensive understanding of, the industry that the individual is preparing to enter.

Alternative Baccalaureate Certificate - See Career and Technical Alternative Baccalaureate Certificate.

Aptitude Test - An assessment of mental and physical abilities based on performance of designated tasks.

Area Career and Technical Center/School - See Career and Technical Center.

Articulation - A written commitment that is agreed upon at the state and/or local level designed to provide students with a non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree.

Coursework - A systematic method that prevents duplication within sequences of courses between secondary schools and postsecondary institutions.

Credit - Credit earned at the secondary level that is recognized by the Department of Postsecondary Education for postsecondary credit.

Equipment - A written agreement that allows orientation and training on equipment shared by secondary schools, postsecondary institutions, and/or business and industry.

Asset Number - An inventory number used by the school system to code equipment for inventory purposes.

Business/Industry Awareness - Activities that provide teachers with new knowledge on content, equipment, or skills related to the career and technical education program resulting in lessons taught to students.

Business/Industry Certification (BIC) - The validation that career and technical education programs comply with and maintain quality standards as agreed upon by business and industry, education professionals, and the Department.

Business/Marketing Education - Business/Marketing Education provides students with appropriate classroom and laboratory instruction in the Business Management and Administration, Finance, and Marketing, Sales, and Service Clusters. Related, organized FBLA and DECA activities are an integral component of the classroom and laboratory instruction.

Business Survey - An inquiry of local business/industry assessing employment needs, opportunities for career and technical programming, employee skill sets, and equipment training requirements used to determine program offerings and meet workforce needs.

Career-Themed Academy^{CTE} - A smaller learning community of students taught by academic teachers and career and technical education teacher(s) in a multi-year program that is organized around a common career theme with a substantiated local, regional, or state workforce need.

Career and Technical Administration - The LEA management of career and technical education programs and supporting activities.

- Principal - Individual who has executive authority for a school. Certification: See *Subject and Personnel Codes* for in-field requirements.
- Principal/Director - Individual who has executive authority for a school and is responsible for development and implementation of the Local CTE Plan. Certification: See *Subject and Personnel Codes* for in-field requirements.
- Director - Individual at the central office level who has responsibility for development and implementation of the Local CTE Plan. Certification: Administration
- Teacher/Director - Individual who has responsibility for Local CTE Plan. Certification: See *Subject and Personnel Codes* for in-field requirements.
- Data Contact Person - Individual designated by Superintendent as holding responsibility and accountability for data submission for the Local CTE Plan.

Career and Technical Administrator - The individual responsible for the management of career and technical education programs and supporting activities within an LEA. See *Subject and Personnel Codes* for in-field requirements.

Career and Technical Alternative Baccalaureate Certificate (CTABC) - A teaching certificate requested for an individual who holds a BS degree from a regionally accredited institution and meets additional Department requirements as outlined in the *CTABC Summary*.

Career and Technical Center - A specialized area CTE school that may serve two or more high schools and/or school systems and that shall provide no fewer than five (5) business and industry certified secondary occupational programs to be used exclusively or principally in providing services to students in preparation for employment or further education.

Career and Technical Course - The content standards (minimum requirements) that must be taught as identified in the approved *Alabama Course of Study: Career and Technical Education*.

Career and Technical Diploma Endorsement - Recognition of the completion of core curriculum and CTE coursework consistent with guidelines established by the SDE and local boards. The student must attain concentrator status and complete one additional CTE or academic course related to the student's career objective.

Career and Technical Education - The term 'career and technical education' means organized educational activities that are an integral part of the total education program and that:

- A. offer a sequence of courses that:
 - i. provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
 - ii. provides diploma endorsements, technical skill proficiencies, industry-recognized credentials, certificates, and work-based learning experiences; and
 - iii. may include prerequisite courses (other than remedial courses); and
- B. include competency-based learning that is reflected in the state-approved CTE course of study and contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.

Career and Technical Education Magnet School - A school based on a unifying theme or an organizational structure designed for career and technical education students.

Career and Technical Education Program - An area of study that blends academic, occupational, and life skills leading to a credential, employment, or further education. Minimum components consist of business and industry certification; the equivalent of three CTE one-credit courses offered in a two-year time period (not applicable to 7th & 8th grade middle-level programs); SDE-approved curriculum including syllabus, lesson plans, and plans of instruction; student-earned credential; SDE-approved equipment and facilities; active local, state, and nationally affiliated CTSSO; diversified advisory committee; engaged business partnerships; and appropriately SDE-certified teachers.

Career and Technical Implementation Plan (CTIP) - A component of the Individualized Education Program (IEP) for the career and technical education student with a disability who needs accommodations and/or modifications in the career and technical education program.

Career and Technical Student Organization (CTSO) - An organization that functions as an integral part of the career and technical education instructional program with state and national affiliation that provides support for skill attainment and leadership development. CTSSOs recognized are: DECA-An Association for Marketing Students, FBLA-Future Business Leaders of America, FCCLA-Family, Career and Community Leaders of America, FEA-Future Educators of America, FFA-The Organization for Agriscience Education Students, HOSA-Health Occupations Students of America, SkillsUSA-Technical Education, TSA-Technology Student Association.

Career Assessment - An interest inventory or an aptitude test.

Career Clusters - A grouping of occupations and broad industries based on commonalities. The 16 career clusters provide a framework designed to prepare students to transition successfully from high school to employment or further education.

1. Agriculture, Food & Natural Resources
2. Architecture & Construction
3. Arts, Audio/Video Technology & Communications
4. Business Management & Administration

5. Education & Training
6. Finance
7. Government & Public Administration
8. Health Science
9. Hospitality & Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections & Security
13. Manufacturing
14. Marketing, Sales & Service
15. Science, Technology, Engineering & Mathematics
16. Transportation, Distribution & Logistics

Career Development - The continuous, lifelong progression of growth in occupational knowledge, experience, and work-place readiness in relation to one's career goal(s).

Career Development Coordinator - This position has responsibility in three areas: Student Career Development, Professional Development and Training, and Communication. Student Career Development includes career assessment, career portfolio planning, and student credentialing. Professional Development and Training includes a Counseling Advisory Committee, liaison with the school system's Tech Prep consortium, and participation in both local and statewide articulation agreements. Communication includes participation in the enhancement of the image of CTE; the image of guidance; and providing information to parents, students, and educators on articulation agreements. The Career Development Coordinator should have certification in the area of school counseling.

Career Education - A PK-16 philosophy that denotes an integrated approach for infusing career awareness and exploration, planning, preparation, and placement throughout the school's curriculum.

Career Objective - A student's statement of interest toward seeking future employment in a given occupation based on knowledge obtained from a career assessment, personal experiences, exploration and discovery experiences, etc.

Career Pathway - A specialized grouping of knowledge and skills within a career cluster.

Career Guidance and Academic Counseling - Counseling activities that:

- A. provide access for students and parents to information regarding career awareness and planning with respect to an individual's occupational and academic future; and
- B. provide information with respect to career options, financial aid, and postsecondary options, including baccalaureate degree programs.

Career Readiness Skills – Core skills needed in the workforce such as: academic foundations; critical thinking and problem solving; financial literacy; communications; ethics and legal responsibilities; safety, health, and environment; leadership and teamwork; employability and career development; technical skills; and information technology applications.

Career Technologies - Career Technologies education provides middle school students with appropriate classroom and laboratory instruction in Career Cluster Technologies. Related, organized TSA activities are an integral component of the classroom and laboratory instruction.

Clinical Experiences - Planned activities (non-paid) promoting the acquisition of knowledge by providing opportunities for the application of theory through assignments in a health care setting such as a hospital, long-term care facility, clinic, community health agency, or other approved health care provider as part of a health science program.

Co-curricular - Integrating CTSO activities and student-directed learning experiences into the instructional program.

Completer - A student earning concentrator status in a CTE program and one additional CTE credit.

Content Standard - is a statement of what students should know and be able to do at the conclusion of a course. Content standards are listed in the state approved course of study. All content standards must be taught. Content standards listed under a content stem are denoted by a bullet and/or hyphen. This additional content is the minimum and must be taught. Examples listed under a content stem clarify the content standards. They do not have to be taught.

Course of Study: Career and Technical Education - is an official document from the State Department of Education that provides the framework for CTE in Alabama's public school. Content standards in the document define the minimum requirements for course offerings and must be taught.

Continued Compliance Review - An annual verification of certified programs, documented by the completion of BIC Form 14-1, indicating continued compliance or non-compliance of BIC standards per individual program conducted by a Local Education Agency (LEA) designated administrator.

Comprehensive School Counseling Program - Integral part of the total educational program that helps every student acquire the skills, knowledge, and aptitudes in academic, career, and personal/social development that promote academic achievement and meet developmental needs.

Concentrator - A student earning two credits in a CTE program. Courses with prerequisites must be taken sequentially.

Consumables - Non-reusable items.

Coop Coordinator - Cooperative Education Teacher.

Cooperative Education - A structured component of the Career and Technical Education (CTE) curriculum that integrates classroom instruction with productive, progressive, supervised, and paid work-based experiences in fields related to students' career objectives. Content is planned for students through a cooperative arrangement between the school and employer as a component of work-based learning.

Cooperative Education Teacher-Coordinator - An individual who holds a Class B or higher certificate in career and technical education, has taken the coursework “Functions of the Coordinator” or “Principles of Coordination,” and coordinates a program of study and practice that provides legal employment for students with structured work-based experiences and school-based instruction.

Cooperative Education Seminar - One full class period per week (taught by the Cooperative Education Teacher-Coordinator) required for students to continue in the cooperative education work-based experience.

Core Indicators of Performance (State and Local Education Agency Performance) - Negotiated performance indicators for federal to state and state to local agencies that enable Career and Technical Education to benchmark and track system performance from year-to-year.

Course Syllabus - The scope and sequence of content being taught in a course, including the course name, prerequisites, course goals, course description, and assessment procedures.

Credentialing - Process of validating an individual’s knowledge and skills.

Credentials - Documentation validating an individual’s knowledge and skills.

CTE Courses – is coursework that is based on content knowledge and skills from a cluster, pathway, and program. An equivalent of three one-credit courses in a program must be taught within two years. Courses in the new course of study have been defined as:

Career Foundation Course: A course developed with content knowledge and skills from all the pathways included in a cluster. Also, this course contains career and technical education “core elements” and may be a program prerequisite.

Program Course: A course that contains specialized content knowledge and skills related to a career and technical education program.

CTE Elective: Is any career and technical education course that is not included as one of the Program courses.

CTE Course Syllabus - is an instructional plan that provides the student with information related to the CTE course. Certain components of the syllabus are required for Business and Industry Certification.

Course Syllabus

Course Title

Course Description

Prerequisite(s)

Program

Course Goal(s)

Essential Question(s)

Course Outline

Culminating Product(s)

Assessment Procedures

Grading Scale

CTSO

Available Student Industry Credential(s)

CTE Lesson Plan - is a plan created by the CTE teacher that describes the why, what, how, and when the course content will be taught. Lesson plans are developed around units. The duration of a lesson plan may be 3-5 days. Certain components of the lesson plan are required for Business and Industry Certification.

Lesson Plan (Includes all ALEX Lesson Plan components and additional CTE components)

Title

Overview/Annotation

Content Standard(s)

National/Other Standards

Primary Learning Objectives

Additional Learning Objectives (Optional)

Total Duration

Materials and Equipment

Technology Resources Needed

Background/Preparation

Procedures/Activities

Assessment Strategies

Extension (Optional)

Remediation

Accommodation

Essential Questions

CTSO Activity

Course/Program Culminating Product

CTE Program - is an area of study that blends academic, occupational, and life skills leading to a credential, employment, or further education. Program components include an SDE-approved curriculum, equipment, and facilities; engaged business partners; and appropriately certified teachers utilizing a program of study.

CTE Program Grid - a document that lists the cluster, pathways, and programs in career and technical education.

CTSO - See Career and Technical Student Organization.

Daily Schedule - A report containing the teacher's schedule, indicating course titles, class periods, and enrollment data.

Diploma Endorsement - See Career and Technical Diploma Endorsement or Advanced Career and Technical Diploma Endorsement.

Disadvantaged Student - A student (other than students with disabilities) with academic or economic deficiencies that require special services or assistance in order to succeed in career and technical education programs.

- **Academically Disadvantaged** - One who lacks reading, writing, or mathematical skills or performs below grade level.
- **Economically Disadvantaged** - One whose family income is at or below the national poverty level or whose parent(s) is receiving public assistance, or who himself/herself is institutionalized or under state guardianship.

Dual Enrollment - Concurrent enrollment in secondary and postsecondary education for the purpose of receiving credit from both institutions. See *Alabama Administrative Code, Chapter 290-3-1-.02(11)*

Electronic Grant Application Process (eGAP) - A federal grant application and funds management system.

Early College Enrollment Program (ECEP) - A dual enrollment program designed to enable qualifying high school juniors and seniors to exclusively attend a post-secondary institution while earning credits applicable toward high school graduation and a defined post-secondary career and technical education program.

Economic Development - The process of creation, retention, or reinvestment of wealth in our communities including the attraction of new or expanding industry, tourism, retiree attraction, and/or retail and commercial development.

Education Plan - A developmental plan used to ensure that students' academic, social, emotional, and career and technical needs are addressed within their school environment. This is a four-plus-two individualized student plan that provides a seamless transition from high school to life after high school.

Embedded Credit - An alternative method for receiving academic credit for one credit of math and/or science that may be applied to the requirements for the Alabama High School Diploma. See Highly Qualified Teacher.

English Learner - A student who has limited or no ability in speaking, reading, writing, or understanding the English language, and whose native language is not English or who lives in a family/community setting where the dominant language is not English.

Enrollment Data - Information needed to measure performance of programs. This data consists of student demographics, academic (reading and mathematics) and technical skill attainment, completion, graduation rate, non-traditional participation and completion, and placement (follow-up).

Extended Contract - Time that a career and technical education teacher is employed by the LEA beyond a 187-day contract.

Family and Consumer Sciences Education - Family and Consumer Sciences Education provides students with appropriate classroom and laboratory instruction in the Human Services, Education and Training, and Hospitality and Tourism Clusters. Related, organized FCCLA, FEA, and SkillsUSA activities are an integral component of the classroom and laboratory instruction.

Follow-Up Report - Documentation of program completion and successful transition to postsecondary education or advanced training, employment, and/or military service.

Full-Time Work Experience - The required average of 40 hours per week to document occupational work experience for those individuals seeking specialty area teacher certification.

Gender Bias - Uninformed or unintentional inclination or preference toward one sex.

Health Occupations Students of America (HOSA) - is the career and technical education student organization for the Health Sciences Cluster.

Health Science - Health Science education provides students with appropriate classroom and laboratory instruction in the Health Science Cluster. Related, organized HOSA activities are an integral component of the classroom and laboratory instruction.

Health Science Cluster - provides students with essential knowledge and skills for pursuing a career in health care. Students choose one of five Health Science pathways—Therapeutic Services, Diagnostic Services, Health Informatics, Support Services, or Biotechnology Research and Development. The required foundation course, Foundations of Health Science, is offered to all ninth- through twelfth-grade students. This course, a prerequisite to all courses, provides essential health care knowledge and skills and promotes the application of science and technology. All pathways in the cluster lead to a degree or certificate at the postsecondary level.

Health Science Section of ACTE/AACTE - is the Health Sciences program area section of the Association for Career and Technical Education and the Alabama Association for Career and Technical Education.

High, Objective, Uniform State Standard of Evaluation (HOUSSE) - NCLB allows states to develop an additional way for current teachers to demonstrate subject-matter competency and meet highly qualified teacher requirements. Proof may consist of a combination of teaching experience, professional development, and knowledge in the subject garnered over time in the profession.

High Schools That Work (HSTW) - The largest and oldest of the Southern Regional Education Board's seven school-reform initiatives for high school and middle grades. The framework of goals and key practices is established to raise student achievement.

Highly Qualified Teacher (HQT) - A teacher who has met the criteria as outlined in the NCLB Act of 2001. To be deemed highly qualified, teachers must have: 1) a bachelor's degree, 2) full state certification or licensure, and 3) proof that they know each subject they teach. Public elementary and secondary school teachers who teach a core academic subject must be highly qualified by 2005-2006. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. (Title IX, Part A, Section 23 of NCLB Act of 2001)

- A person that has received certification through the National Board for Professional Standards is also considered highly qualified.
- Career and technical teachers who have certification in their program area where they teach are highly qualified. Teachers teaching embedded or substitute credit must hold a Class B or higher certificate in the area and be highly qualified in the embedded or substitute core subject area.

Individualized Education Program (IEP) - A formalized plan, mandated by state and federal legislation, detailing the educational experiences and course offerings of each special needs student.

Individualized Education Program (IEP) Team - A group who works together to ensure that each student with a disability has equal opportunity to access the full range of the education agency's programs, including occupationally specific courses of study, and cooperative education. A representative of career and technical education with knowledge of the program for which the student is being referred must be included as a member of the IEP Team.

Interest Inventory - A tool that measures interest in a broad range of occupations, work activities, leisure activities, and school subjects.

International Organization for Standardization (ISO) - ISO is a globally recognized certification for developing standards to assist organizations to implement and operate quality management systems focused on program improvement and customer satisfaction.

Internship - Non-paid work experience.

Jobs for Alabama's Graduates (JAG) Program - Jobs for Alabama's Graduates is an affiliate of Jobs for America's Graduates and a program for serving at-risk youth to graduation and employment leading to career advancement opportunities. The Jobs for America's Graduates model focuses on curriculum clusters in: basic academic competencies, career development skills, job attainment skills, job survival skills, leadership and self-development competencies, and personal skills competencies. Participants completing WorkKeys at the bronze level or above receive the Governor's Workforce Readiness Certificate. The Alabama Career Association, a highly motivational student organization, is an integral component of the curriculum.

Joint Leadership Development Conference (JLDC) - An annual event that provides opportunities for students and advisors from career and technical and other student organizations to network, develop leadership and teamwork skills, and learn strategies for personal and chapter growth.

Labor Market Information - Occupational data available from the Alabama Department of Industrial Relations.

LEA Compliance Review - An on-site review that monitors all LEAs for compliance with appropriate laws and regulations.

LEA Data - Data that indicates progress of each local education agency on specific objectives as identified and documented in the CTE Annual Report.

Live Work (Paid or Non-Paid) - Work presented from outside the classroom (may be from community sources, school-based projects, etc.) to be conducted by students that relates to the knowledge and skills taught as part of a career and technical education program.

Local Education Agency Personnel and Subject Codes (LEAPS) - A report completed annually by the local school system for certified personnel that contains personal information, daily schedules, and funding data.

Local Maintenance Funds - Local financial support provided to emulate prevailing business and industry standards that fulfill the career cluster area requirements in an amount not less than \$300 per teacher, plus not less than \$3 per student based upon previous year 40-day enrollment count. These funds are in addition to the amounts otherwise allocated by the state legislature. *Alabama Administrative Code 290-6-1-.11-(24)*.

Local Program Application and Accountability Plan - The funding application that is a part of the LEA's comprehensive plan addressing the administration and management of CTE programs. The Department distributes federal funds based on this application and pursuant to the policies, procedures, rules, and regulations of the State Board of Education.

Maintenance Funds - See Local Maintenance Funds.

Maintenance of Effort - A requirement that no local board shall be permitted to spend fewer state dollars for career/technical education than it did during the 1994-95 school year. *Alabama Administrative Code 290-6-1-.11-(25)*.

Methods of Administration Manual - Publication containing policies and procedures for managing career and technical education programs.

Methods of Administration for Office of Civil Rights - Policies and procedures to ensure the rights of individuals according to the U.S. Department of Education Office of Civil Rights.

Modifications - Changes made to course of study content standards. When course content is modified, the student is not pursuing the required content standards for completion of CTE programs. In order for any student (including a student with disabilities) to earn credit that can be applied toward obtaining an Alabama High School Diploma, the content that is prescribed in the applicable Alabama course of study must be taught. If the prescribed content is not taught, then credit may not be given for this course toward the regular Alabama High School Diploma. Modifications can only be made for students seeking a graduation certificate.

National Certifying Agency (NCA) - Agency or organization approved by the SDE to assess teacher content knowledge and/or program quality that may lead to business and industry certification.

National Consortium for Health Science Education - is a national partnership of individuals and organizations with a vested interest in health science education. The consortium was organized in 1991 to stimulate creative and innovative leadership for ensuring a well prepared healthcare workforce. In April 2009, the name of the consortium was officially changed to the National Consortium for Health Science Education (NCHSE).

National Healthcare Foundation Standards and Accountability Criteria - is a national document that offers an answer to the question, “What does a worker need to know and be able to contribute to the delivery of safe and effective healthcare?” The standards represent core expectations most workers need to succeed in health careers. Benefits of having nationally validated healthcare skill standards include potential to forge strong links among various stakeholders. The foundation standards provide a common language, common goal, and a common reference point for educators, employers and consumers.

Negotiated Level of Performance - Level of performance agreed upon between the U.S. Department of Education and Alabama State Department of Education for state performance expectations; and between the SDE and local education agencies for local performance expectations. State performance expectations are dependent upon local performance expectations being met.

New Administrator Academy - Required professional development activities provided to new career and technical administrators to orient them to instructional leadership, administrative tasks, and program responsibilities.

New Teacher Institute (NTI) - Professional development activities provided to new teachers to meet requirements for a Career and Technical Education Certificate endorsed in technical education or health science education, or a Career and Technical Alternative Baccalaureate Certificate.

No Child Left Behind Act of 2001 (NCLB) - is a reauthorization of the Elementary and Secondary Act (ESEA) of 1965. Four major pillars are: stronger accountability for results, more freedom for states and communities, proven education methods, and more choices for parents.

Non-traditional Program - A program in which individuals from one gender comprise less than 25 percent of the individuals employed in areas for which the program provides training.

Non-traditional Student - A student in a program that addresses an occupational area in which the student’s gender group is less than 25 percent of individuals employed nationally in the occupational area.

Occupational Information - The valid and usable data about occupations, including duties, prerequisites, working conditions, rewards offered, advancement pattern, existing and predicted supply and demand for workers, and sources of further information.

OCR - See Methods of Administration for Office of Civil Rights.

One-Credit Course - A unit of measure for documenting a minimum of 140 clock hours of instruction and/or mastery of course content standards.

One-Half Credit Course - A unit of measure for documenting a minimum of 70 clock hours of instruction and/or mastery of course content standards.

Online/Distance Learning Courses - Courses delivered through web-based methodologies consistent with guidelines established by the SDE and the LEA.

Participant - A student who has earned one credit in a CTE program.

Perkins - The *Carl D. Perkins Career and Technical Education Act of 2006*, which has as its purpose to develop more fully the academic, and career and technical skills of secondary students who elect to enroll in career and technical education programs.

Plans of Instruction (POI) - is an instructional plan used to create units of instruction included in a CTE course. Plans of Instruction provide teachers with suggestions of information that may be included in their lesson plans. Plans of Instruction have been developed for all but three courses included in the Health Sciences Cluster. The following components are included on the Plans of Instruction.

Plans of Instruction

Course Title

Unit

Content Standard(s)

Learning Objective(s)

Essential Question(s)

Content Knowledge

Suggested Instructional Activities

Suggested Materials, Equipment, and Technology Resources

Unit Assessment

Unit/Course CTSO Activity

Unit/Course Culminating Product

Course/Program Credential(s)

Positive Placement - Placement of program completers in employment in-field or related field, continuing education, or military service.

Postsecondary Education - Education beyond/after high school that includes enrollment and participation at two- and four-year institutions, apprenticeship training, life-long learning opportunities, and work requiring sustained certifications.

Praxis I (Basic Skills Assessment) - A basic skills test for Applied Mathematics, Reading for Information, and Writing.

Praxis II Assessment - A subject matter or content area test provided by the Educational Testing Service.

Prerequisite - A course for which a student must receive credit in order to progress to the next course in the program.

Preventive Maintenance Schedule - Written procedures developed at the program and system level to minimize equipment downtime.

Professional Development - is the process of improving staff skills and competencies needed to produce outstanding educational results for students. High-quality professional development (NCLB) is the process of developing teacher competencies regarding rigorous and relevant content, strategies, and organizational supports that ensure the preparation and career-long development of teachers and others whose competence, expectations, and actions influence the teaching and learning environment.

Program Advisory Committee - is a consulting body used by the Health Sciences teacher to assist in public relations, curriculum design, equipment selections, program evaluation, and other related activities. The committee meets at least twice a year and has a minimum of five members. The committee is broadly based and includes individuals from business, industry, and the community. (See Advisory Committee/Council Handbook)

Program Application - See Local Program Application and Accountability Plan.

Program Certification - Obtaining or maintaining compliance with business and industry standards. This is accomplished through BIC or other approved national certifying agencies (NCA).

Program Improvement Plan - An annual assessment and evaluation of activities conducted to determine levels of program performance. The plan must address the strategies for enhancement of programs.

Program of Study - A sequence of instruction consisting of coursework, co-curricular CTSO activities, work-based learning, and other learning experiences that provides preparation for a career.

Program of Work - An organized list of tasks and objectives that includes time lines, activities, responsibilities, and evaluations.

Project-Based Learning - A model for classroom activity that shifts away from the classroom practices of short, isolated, teacher-centered lessons and instead emphasizes learning activities that are long-term, interdisciplinary, student-centered, and integrated with real world issues and practices.

R-1 Report - A form submitted by every cooperative education coordinator to the SDE that includes employment information for all students enrolled in cooperative education. Reports are submitted on October 1 and March 1 each year.

Rotation Course - A short-term middle-level course offering content in one or more CTE program areas.

Safety Assessment - The means of determining that students can perform at a proficient level (100%) regarding safety requirements of the career and technical program.

Safety Policy - A local board approved plan of action clearly outlining student and staff responsibilities ensuring that policies and procedures are in place regarding potentially dangerous or hazardous situations.

Secondary Career and Technical Education - Career and technical education for students in Grades 7-12.

Special Needs Student - See Special Populations.

Special Populations - Individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; and single parents, including single pregnant women.

Specialty Area Certificate - A career and technical teaching certificate awarded to individuals who meet occupational standards and Department requirements for technical education and health science endorsements.

State Plan for Career and Technical Education - Accountability plan written by the State Career and Technical Section and approved by the State Board of Education and the U.S. Department of Education addressing requirements of federal legislation to ensure continued career and technical funding.

State Teacher Allocation - State funds provided per teacher unit for instructional purposes.

Student With Disabilities - Any individual who (a) has a physical or mental impairment that substantially limits one or more major life activities; (b) has been evaluated under Individuals with Disabilities Education Act (IDEA) and determined to have a disability and is in need of special education and related services; or (c) is considered disabled under section 504 of the Rehabilitation Act of 1973.

Subject and Personnel Codes - are codes used to identify CTE course offerings and used for data collection. (See Yearly Subject and Personnel Codes)

Substitute Credit - Credit awarded for satisfactory completion of a designated CTE course containing academic content. Approved coursework may be used in place of required courses or an elective in math, science, fine arts, health education, or computer applications as defined by the *Subject and Personnel Code*.

Supplanting - The use of federal funds to provide services that were previously provided with nonfederal funds.

System Report Card - A compilation of grades resulting from evaluations of performance of an LEA.

Talents - is the State Department of Education statewide marketing campaign. The marketing campaign includes a Talents logo.

Task/Job Analysis - The process of critically examining all components of a job.

Teacher-Coordinator - See Cooperative Education Teacher-Coordinator. **Technical Education** – Technical Education provides students with appropriate classroom and laboratory instruction in the Architecture and Construction; Arts, A/V Technology and Communications; Information Technology; Manufacturing; Science, Technology, Engineering, and Mathematics (STEM); Transportation, Distribution, and Logistics Clusters. Related, organized SkillsUSA and TSA activities are an integral component of the classroom and laboratory instruction.

Training Agreement - A written agreement of the commitment between the student, parent/guardian, employer, cooperative education teacher-coordinator, and school administrator that stipulates the essential responsibilities and conditions of student employment in a cooperative education work-based experience.

Training Plan - A list of processes, knowledge, and skills that the student is expected to learn in the work-based experience. The cooperative education teacher-coordinator and the workplace mentor develop the training plan.

Work-Based Experience - A minimum of 270 continuous and successful hours of paid employment (average of 15 hours per week) in the student's occupational objective or cluster performed in a licensed enterprise under the supervision of a workplace mentor and a cooperative education teacher-coordinator.

Workplace Mentor - An individual employed at the training site who possesses the skills and knowledge to be mastered by a student, and who guides, instructs, and critiques the student's performance in consultation with the cooperative education teacher-coordinator.

Work Ready - A student who has acquired broad skill sets in the areas of technical, academic, technological fluency, and workplace readiness.