

**ADOPTED REGULATION OF THE STATE BOARD FOR
CAREER AND TECHNICAL EDUCATION**

LCB File No. R154-13

Effective June 23, 2014

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1-3, NRS 388.360; §§4 and 5, NRS 388.360 and 388.380.

A REGULATION relating to education; revising provisions relating to courses of study in career and technical education; revising the requirements to receive an endorsement indicating completion of a program of career and technical education on a high school diploma; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law creates the State Board for Career and Technical Education and establishes the requirements for career and technical education in public schools within the State. (NRS 388.330-388.400) Existing regulations require the curriculum in courses of study in career and technical education to be based upon the duties and tasks involved in being employed in the occupation being taught. (NAC 389.800) **Section 4** of this regulation also allows such a curriculum to be based upon supporting advancement in education and job training in a related career. **Section 4** also requires that such courses of study be designed to allow the pupil to pursue postsecondary academic options, career training or a recognized industry credential.

Existing regulations provide that, upon completion, each pupil enrolled in a course of study in career and technical education should be qualified to enter a higher level of training without the necessity of repeating previously learned skills. (NAC 389.800) **Section 4** adds that each pupil should be qualified to enroll in a program of postsecondary education without repeating previously learned skills.

Existing law establishes an endorsement of career and technical education for a high school diploma. (NRS 388.380) Existing regulations provide that each pupil enrolled in a course of study in career and technical education must be given a certificate upon completion of the course of study which states the level of performance the pupil has attained in specific skills identified by representatives of the business or industry. (NAC 389.800) **Section 4** provides that each pupil who completes a course of study in career and technical education must be awarded a certificate which states that he or she has attained specific skills in the industry being studied if he or she has maintained a certain grade point average and passed certain assessments. **Section 5** of this regulation requires a pupil to have satisfied the requirements for the issuance of such a certificate in order to qualify for an endorsement of career and technical education on his or her high school diploma. **Section 4** requires each school district to submit to the Department of Education an

annual report that lists the number of pupils who have been awarded such a certificate. **Section 4** also provides that the Board will request the Superintendent of Public Instruction to: (1) maintain a list of industry credentials; and (2) require school districts to report the number of pupils who have been awarded such credentials.

Existing regulations require each school district to adopt a written statement of philosophy for its program of career and technical education which includes certain information. (NAC 389.800) **Section 4** instead requires the superintendent of a school district that establishes a program of career and technical education to adopt such a statement.

Section 1. NAC 389.562 is hereby amended to read as follows:

389.562 A course of study in career and technical education in cooperation with a private employer must include instruction designed to teach the pupil to:

1. Acquire, in class, instruction that directly applies to the ~~{occupation}~~ *industry* in which the pupil is employed.
2. Demonstrate a knowledge of the current technology used in the ~~{occupation}~~ *industry* in which the pupil is employed.
3. Gain a practical knowledge of the ~~{occupation}~~ *industry* the pupil is studying.
4. Demonstrate successful interaction with other workers, supervisors, clients and customers.
5. Demonstrate desirable habits and attitudes about work.
6. Apply the theory and technical skills learned in class while on the job.
7. Adapt to adverse working conditions.
8. Develop skills that relate to the basic concepts necessary for entry to, retention of and advancement on the job.
9. Keep the teacher informed about progress on the job.
10. Submit weekly time sheets.
11. Attend school and hold a job on a regular basis.

12. Give the employer and the teacher advance notice of inability to report for work or tardiness.

13. Describe entrepreneurship skills appropriate to owning or operating a business, or both.

Sec. 2. NAC 389.564 is hereby amended to read as follows:

389.564 A teacher of a course of study in career and technical education in cooperation with a private employer shall:

1. Provide relevant and current instruction which prepares the pupil for a specific vocation.
2. Provide realistic conditions which teach theory, technical skills, work scheduling and human relations.
3. Use training which correlates with the knowledge and skills expected by an employer.
4. Strengthen relations between the school and the community.
5. Supplement the facilities and resources in the school with those in the community that are representative of the availability of the ~~occupation~~ *industry* being studied by the pupil.
6. Provide all parties with an awareness of their responsibilities and obligations while participating in the program.
7. Visit the place of employment to consult with pupils and employers to determine the pupil's progress on the job, attitudes, growth of skills and knowledge and breadth of educational exposure.
8. Use discretion on the time and circumstances chosen for visits.
9. Assist the employer with appraisals of the pupil and the course of study.
10. Foster good communications and understanding between all parties.
11. Constantly strive to improve the program by seeking suggestions from all parties.

12. When supervising a pupil at a training location in which he or she does not hold an endorsement, use information from an appropriately endorsed teacher to ensure that the pupil functions satisfactorily during the training.

13. Recruit, interview and select pupils based on the career interests of the pupils and predetermined written criteria.

14. Keep records of the time used to develop training plans and agreements, counseling, training station assessment and student-employer evaluations.

15. Retain for at least 1 year after the pupil leaves the program the record of the pupil's initial interview, the training agreement, the cooperative agreement, the employer-teacher-coordinator evaluation, the report of the pupil's wages earned and hours worked during the program and his or her weekly time sheets.

16. Coordinate the pupil's work experience with related classroom instruction.

Sec. 3. NAC 389.566 is hereby amended to read as follows:

389.566 The employer of a pupil in a course of study in career and technical education in cooperation with a private employer shall:

1. Participate in the development of the agreement for training.
2. Assist the pupil to develop skills required in the ~~occupation.~~ *industry.*
3. Provide for direct supervision of the pupil's work.
4. Give the pupil progressive and challenging work, review his or her progress each week and sign a weekly time sheet.
5. Provide periodic appraisals of the pupil's performance on forms provided by the teacher.

Sec. 4. NAC 389.800 is hereby amended to read as follows:

389.800 1. Courses of study in career and technical education offered by the board of trustees of a school district in a program area for a program of career and technical education set forth in subsection 1 of NAC 389.803 must:

(a) Be based upon state standards and a written curriculum that has been developed in collaboration with representatives of the ~~{occupation}~~ *industry* being studied to measure the competency of the pupil and which includes:

(1) The current ~~{duties, tasks,}~~ skills and levels of performance necessary to perform the duties and tasks involved in being employed in the ~~{occupation}~~ *career field* being taught ~~{}~~ *or to support advancement in education and job training in a related career.*

(2) Instruction which reinforces academic skills of reading, writing, speaking, *listening*, mathematics, science and using ~~{a computer.}~~

~~——(3) Instruction designed to develop leadership, initiative, integrity, confidence, poise, reliability, cooperation, the ability to accept divergent points of view, self-discipline, the ability to adapt to change, make decisions, solve problems and set priorities, the ability to learn and participate in discussions, and a willingness to seek and accept responsibility.}~~ *technology.*

(b) Be designed to:

(1) Allow the pupil to ~~{advance in the course of study at his or her own pace and allow the teacher to evaluate the progress of the pupil based on the requirements for obtaining employment or being promoted in the occupation being taught.}~~ *pursue postsecondary academic options, career training or a recognized industry credential.*

(2) Include pupils with disabilities.

(c) Provide the pupil with reasonable access to ~~{the}~~ *standard* equipment used in the ~~{occupation}~~ *industry* the pupil is studying.

(d) Include instruction in employability skills for career readiness prescribed for the course of study in NAC 389.555 and measure the proficiency of the pupil in the standards prescribed for that course of study ~~+~~ *through an assessment that measures proficiency in employability skills prescribed by the Department of Education.*

(e) Require a pupil who completes the final course of instruction for a particular course of study in career and technical education to take an ~~examination~~ *end-of-program assessment* prescribed by the Department of Education which measures the proficiency of the pupil in the course of study, if such an examination is available.

2. The teacher of a course of study in career and technical education shall:

(a) Possess a valid endorsement to his or her license for each ~~occupation~~ *industry* in which he or she teaches a course of study.

(b) Use resources, materials and techniques which do not discriminate among pupils.

(c) Evaluate the pupil's achievement of the required goals in the course of study.

3. Each pupil enrolled in a course of study ~~of an occupation~~ *in career and technical education*:

(a) Must be given the opportunity to participate in ~~youth~~ *career and technical student* organizations that are:

(1) Affiliated with state and national organizations;

(2) Associated with the ~~occupation~~ *industry* the pupil is studying; and

(3) An integral part of the instructional program.

(b) ~~Must be given a certificate upon completion of a course of study in career and technical education which states the level of performance the pupil has attained in specific skills identified by representatives of business or industry.~~

~~—(e)~~ Upon completion of the ~~{course,}~~ *program*, should be qualified to enter a higher level of training *or to enroll in a program of postsecondary education* without the necessity of repeating previously learned skills.

4. ~~{Written policies for the maintenance, replacement and disposal of equipment must be made available to the representatives of business or industry for review and comment.}~~ *Each pupil who completes a course of study in career and technical education must be awarded a certificate which states that he or she has attained specific skills in the industry being studied if the pupil:*

(a) Maintained at least a 3.0 grade point average, based on a 4.0 grading scale, for all units of credit applicable toward the course of study in career and technical education;

(b) Passed the assessment that measures proficiency in employability skills prescribed by the Department of Education pursuant to paragraph (d) of subsection 1; and

(c) Passed the end-of-program assessment prescribed by the Department of Education pursuant to paragraph (e) of subsection 1, if applicable.

5. *Each school district shall submit to the Department of Education an annual report that lists the number of pupils to whom a certificate has been awarded pursuant to subsection 4.*

6. The superintendent of each school district ~~{shall}~~ *that establishes a program of career and technical education:*

(a) Shall maintain a current and comprehensive inventory of all capital equipment, if any, maintained for each course offered in career and technical education ~~{The superintendent shall}~~ ;

(b) Shall establish a list of equipment that is comparable to that used in the ~~{occupations}~~ *related career fields* in which a course of study is offered ~~{The superintendent shall}~~ ;

(c) *Shall* not ~~§~~ allow the use in career and technical education of equipment or facilities which do not meet the generally applicable safety requirements, including those adopted to ensure occupational safety and health for that ~~occupation.~~

~~6.1~~ *career field; and*

(d) *Shall adopt a written statement of philosophy for the program of career and technical education, which must include, without limitation, stated goals that such instruction will align to state standards and support advancement in education and job training in a related career.*

7. The teacher of a course of study in career and technical education shall cooperate with the guidance counselor of each school to assist pupils to enroll in an appropriate course of study. The guidance counselor shall assist the pupil to achieve:

(a) An awareness of the opportunities for the development of ~~the~~ *technical and employability* skills required in the various ~~occupations.~~ *industries.*

(b) An exploration of the pupil's abilities with his or her ~~occupational~~ *career* interest.

(c) ~~Opportunities for the development of the pupil's skills.~~

~~—(d) Realities of the workforce and expectations of employers.~~

~~—(e) Completion of the course of study in career and technical education.~~

(d) Opportunities for continued career ~~and technical~~ *development*, education and training.

~~7.1~~ 8. The Department of Education shall cause surveys to be taken of each pupil who has completed a course of study in career and technical education to determine the effectiveness of the program.

~~18.—Each school district shall adopt a written statement of philosophy for its program of career and technical education which includes stated goals that such instruction will:~~

~~—(a) Contribute to each pupil's competency to enter the job market.~~

- ~~—(b) Enable the pupils to succeed in further training.~~
- ~~—(c) Enable the pupils to obtain employment.~~
- ~~—(d) Enable the pupils to advance in job responsibilities.~~

9. The State Board for Career and Technical Education will request the Superintendent of Public Instruction to maintain a list of industry credentials and certificates and to require school districts to report the number of pupils who earn each of those credentials and certificates.

Sec. 5. NAC 389.815 is hereby amended to read as follows:

389.815 1. To qualify for an endorsement on a high school diploma indicating that a pupil has successfully completed a course of study in a program area for a program of career and technical education set forth in subsection 1 of NAC 389.803, the pupil must:

(a) Satisfactorily complete a sequence ~~[-, or combination of sequences,]~~ of courses leading to a ~~terminal]~~ *completion* course prescribed by the school district or charter school in which the pupil is enrolled for the course of study selected.

(b) Satisfy the state academic requirements governing receipt of a standard high school diploma and the statutes and regulations governing the receipt of a standard high school diploma . ~~[-, including, without limitation, passage of the high school proficiency examination.]~~

(c) Satisfy the requirements for the issuance of a certificate pursuant to subsection 4 of NAC 389.800.

2. The sequence and ~~terminal]~~ *completion* courses required pursuant to paragraph (a) of subsection 1 must be approved by the Department of Education . ~~[- A sequence must be a minimum of two credits.]~~

3. The endorsement must be ~~printed~~ *located* on the front of the high school diploma in a format prescribed by the ~~local school district.~~ *Department of Education.*