

How to Prepare for the Maryland Consolidated Perkins and Methods of Administration (MOA) Career and Technical Education (CTE) Monitoring Review Process

1. **Provide the name and contact information of the person(s) of contact (POC)** coordinating the Consolidated Perkins & MOA Monitoring Review to: Dr. China Wilson, Equity & Civil Rights Compliance Specialist, 410-767-0180, china.wilson@maryland.gov
2. **Convene a Consolidated Perkins & MOA Monitoring Review Team** which may include: local school system superintendent/community college administration official/state-operated program executive administrator, CTE Director/Coordinator/ Administrator, Director of Counseling, Director of Special Education, Case Managers, Title IX Officer, Section 504/Title II Officer, Director of English Learners (EL)/English for Speakers of Other Languages (ESOL) Services, Director of Facilities/Physical Plant, etc. to assist the POC(s) with coordination of the monitoring review.
3. **Identify and assemble documents/evidence for submission** to the Division of Career and College Readiness (DCCR) at least 30 days prior to virtual or on-site review. Documents must be submitted using a document submission link provided by DCCR and must be organized by category and Consolidated Career and Technical Education Plan (CCTEP) title for each criteria area listed on either the [Consolidated Perkins and MOA Compliance Review Criteria Document for Local Schools Systems and Community Colleges](#) or [Consolidated Perkins and MOA Compliance Review Criteria Document for Juvenile Services Education and Adult Correctional Education](#).
4. **Inform all participating faculty, staff and students about the upcoming monitoring interviews** to be conducted by the Division of Career and College Readiness staff. Educational Institutions are required to schedule individuals to participate in the following interview groups:
 - a. **School System Central Office Personnel/High School Principals /College Administration/State-Operated Program Administrators and Student Services.** This interview group must consist of individuals with knowledge of both system/college/state-operated program policies and procedures, and CTE. Especially important for members of this group is knowledge and expertise of policies and procedures relating to Perkins and civil rights. The CTE Director, Director of Special Education, Coordinator(s) of Section 504/Title II, the Title IX Coordinator, the Director of Student Services, the individual responsible for handling student/employee grievances, the Director of Human Resources, the Director of Facilities, and individual School Principals. The interview group should be limited to no more than 15 individuals.



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- b. **CTE Teachers/CTE College Faculty/School Counselors/Case Managers/Counseling Staff.** This interview group must consist of teachers/faculty who instruct in a representative variety of CTE programs. In addition, this group is to include Counselors/Case Managers and Counseling staff from each school/program. The group should be limited to no more than 15 participants.
- c. **Students** -The student interview group must be comprised of no more than 15 students. Participation from both CTE and non-CTE students is required. CTE students included in this group must be representative of a wide variety of local school system/community college/state-operated CTE programs. The student interview group will need to include CTE and non-CTE students from the following categories:
- Students with Disabilities
 - Students with Minority Status (African-American, Hispanic, Native American, Pacific Islander)
 - Students that are English Learners
 - Students from underrepresented gender groups participating in non-traditional programs (required for CTE students only)
5. ***Provide the list of staff, faculty and, students scheduled to participate in the virtual/on-site interviews*** prior to the interview date. At least 14 days prior to the interview, the list of students (Last Name, First Name, Middle Name, SASID, Date of Birth) participating in the student interview group must be submitted to Dr. China Wilson, Equity & Civil Rights Compliance Specialist, 410-767-0180, china.wilson@maryland.gov via the Maryland State Department of Education (MSDE) secure server. Student demographic data (see Error! Reference source not found.) should be sent to Dr. Wilson via the MSDE Secure Server and uploaded to the school system's/College's/State-Operated Program's designated CTE folder. Please notify Dr. Wilson when the requested student information has been uploaded to the secure server.

6. *For On-Site Reviews Only:*

- **Develop a draft agenda for the on-site visit** and forward a copy to the Division of Career and College Readiness for review and feedback.
- **Identify and schedule use of a room** as the on-site review team's meeting room. This room will be used all day for on-site interviews and must be equipped appropriately with tables and chairs, a projector and electrical outlets/internet service.
- **Schedule accessibility review of facilities** and provide dates and times along with the name and contact information for the Facilities Director/Coordinator to Dr. China Wilson, Equity & Civil Rights Compliance Specialist, 410-767-0180, china.wilson@maryland.gov.

For further information, please contact:

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