

Significant changes to Career Technical Education Submission Requirements in the PCAH 7th Ed.

In November 2019, the California Community Colleges Chancellor's Office distributed the 7th Edition of the Program and Course Approval Handbook (PCAH) to all community colleges. In it are a number of changes which are new compliance requirements for Career Technical Education credit degrees and certificates submitted to the CCCC for approval.

Notable changes include the following:

- 1) All new career education degree proposals submitted to the Board of Trustees must include a narrative describing and/or explaining:
 - a. Program goals and objectives
 - b. Catalog description
 - c. Program requirements
 - d. Master planning, enrollment and completer projections
 - e. Place of program in curriculum/similar program
 - f. Similar programs at other colleges in the service area
 - g. Appropriate transfer preparation information

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Program Narrative

All new CTE associate degree proposals must include a narrative. All sections noted below must be submitted to the District Governing Board for approval, submitted to the Chancellor's Office curriculum inventory system, and maintained by colleges.

- 2) Now in addition to submitting a narrative, all new and **modified** Career Technical Education certificates of achievement must include:
 - a. A description of the relation of the proposed program to regional labor market demand
 - b. Advisory committee recommendation
 - c. Recommendations of career education regional consortia and minutes**

Modified career technical education associate degrees do not require recommendations of career education regional consortia.

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Career Technical Education Certificates–Additional Documentation

In addition to a narrative, all new and modified CTE programs must include:

- Labor Market Information and Analysis – refer to the section VII for additional information
- Advisory Committee Recommendation – includes advisory committee membership, minutes and summary of recommendations
- Regional Consortia meeting minutes showing program recommendation

Apprenticeship programs do not require advisory committee and regional consortia minutes, but do require labor market information and analysis and an approval letter from the [California Division of Apprenticeship Standards](#) (DAS).