

Program Reminders for CTE Educators

Welcome to Tri-County Regional Occupational Program (ROP). The information below provides key reminders and expectations to support high-quality, compliant, and industry-aligned Career Technical Education programs.

Advisory Committees

Each ROP program must convene at least one advisory committee meeting annually.

Requirements: - Minimum of five members, with at least three industry representatives aligned to the pathway and one academic teacher or counselor - Student participation is encouraged but optional - Use the approved advisory committee template - Submit meeting minutes by the published deadline

Advisory committees ensure curriculum relevance, alignment with industry standards, and continuous program improvement.

Course & Certificate Updates

Any updates to course outlines, competencies, or certificates must be reviewed and approved prior to implementation.

Before making changes: 1. Notify the ROP Director and District CTE Personnel 2. Collaborate with all instructors teaching the course 3. Submit final revisions for approval

This process ensures consistency, quality, and compliance across all ROP programs.

Student Recruitment & Outreach

Strong enrollment supports program sustainability and student access.

Educators are encouraged to: - Promote ROP courses to students and families - Collaborate with counselors and site administrators - Highlight career pathways, certifications, and post-secondary connections.

Credential Requirements

All ROP instructors must maintain a valid and current teaching credential.

- Courses may not be taught with an expired credential

- Instruction must pause until credentials are reinstated

Maintaining credentials ensures instructional quality and program compliance.

Student Enrollment & Attendance

Accurate enrollment and attendance reporting is required.

- All ROP students must be properly enrolled in the school's attendance system
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Certificates of Completion

Students who successfully complete an ROP course must receive a Certificate of Completion.

Certificates: - Document student achievement - Support employability and post-secondary transitions - Are required for accountability and reporting purposes

For questions or support, please contact the Tri-County ROP Office. Thank you for your commitment to providing high-quality career education for our students.
