



ABC Adult School

Systematic Process For Each CTE Program

2026 - 2027

PURPOSE

ABC Adult School's systematic process for each program guides the school in creating and updating its programs. Faculty, administration, and Occupational Advisory Committees create and update programs in collaboration. The ABC Unified School District Board of Education, the Council on Occupational Education (COE), and the U.S. Department of Education authorize all program updates and the creation of new programs.

PROCESS

ABC Adult School uses a systematic process to develop new programs and continually review existing ones, ensuring all offerings remain current and aligned with industry demands. Occupational Advisory Committees play a vital role in program development and program revisions.

NEW PROGRAM DEVELOPMENT

New programs are considered after an employment evaluation survey. New programs are considered only if neighboring adult education programs are unavailable or in high demand. New programs must:

- Align with the mission of ABC Adult School
- Have clearly stated objectives
- Have content relevant to its objectives and aligned with the needs of the people and industries served by the program.
- Be evaluated annually to ensure the currency of the objectives and content
- Have varied assessment methodologies that reflect established occupational competencies
- Include coursework that is qualitatively and quantitatively consistent regardless of where the program is offered.

Once a new program is developed and an instructor and curriculum are identified, the program is submitted to the ABC Unified School Board of Education for approval. The program is then submitted to COE for approval and inclusion on the list of approved programs. If the program is 600 hours or more, request approval from the Department of Education to offer Pell Grants.

ANNUAL REVIEW/REVISION

Date	Administrator; Confirming Plan Review/Revision
8/7/2025	<i>Jeff Heilig</i>
8/13/2026	<i>Jeff Heilig</i>