

BIC for NATEF accredited Programs Guide

1. In a Folder or Binder: (Checked by SDE)

- a. Copy of current Teaching Certificate (1.1)
- b. Copy of ASE Proficiency Exams (1.2)
 - i. Automotive: (all 4)
 1. Brakes (A5)
 2. Electrical (A6)
 3. MLR (G1)
 4. Suspension and Steering (A4)
 - ii. Diesel: (all 5)
 1. Diesel Engines (T2)
 2. Suspension and Steering (T3)
 3. Brakes (T4)
 4. Electrical (T6)
 5. Preventative Maintenance (T8)
 - iii. Collision Repair: (chose 1)
 1. Painting and Refinishing (B2)
 2. Structural Analysis and Damage Repair (B4)
- c. Copy of schedule from INOW (1.3)
 - i. Must have 30 minutes of uninterrupted time
 - ii. Class enrollment must be at least an average of 12, nor exceed safe working capacity of facilities
- d. SkillsUSA Program of Work (4.2)
- e. Copy of check for membership (4.2)
- f. Copy of roster (4.2)
- g. Minutes of a SkillsUSA meeting in last 12 months (4.2)
- h. List of SkillsUSA Officers (4.2)
- i. Verification of CTSO activities (1. competitive events 2. community service, 3. Local, district, state, and/or national SkillsUSA events) Documented by pictures, field trip requests, reports from students or any other documentation. (4.2)

2. In File Cabinet (lockable, or in locked office) (checked in advance by CTE Director) (2.1)

- a. Four Year Plan
- b. Interest inventory (Kuder)
- c. Safety test with score of %100
- d. Career Technical Implementation Plan for students with accommodations

3. Observation section done by SDE Staff (6.1)

- a. Supplemental materials available including textbooks and consumable supplies.