

AVTF Industry Certification Standards

Standard 1- Organization and Administration

1.1 Course design

1.1A Shows clearly stated goals and objectives for program

- a. Name and description of each course taught in program area
- b. Course syllabus and grading criteria for each course taught
- c. Copy of state curriculum
- d. Copy of instructional plan for each course
- e. Written policy or handbook for AVTF procedures for classroom and lab

1.2 Financial allocations

1.2A Manages budget for the program

- a. Accounting of consumable and equipment money received and spent for previous and current school years
- b. Procedure for requesting funds
- c. Maintains records of spending

1.3 Student recruitment and public relations for the program

1.3A Has an ongoing procedure to market program to potential students

- a. Methods of marketing program and recruiting potential students such as flyers, brochures, or website

1.3B Provides public relations information for the AVTF program

- a. News releases, school broadcasts

1.4 Description of live work policy

1.4A Has an approved live work process in place, if applicable

- a. Copy of live work policy
- b. Procedure for integrating live work into curriculum

1.5 Advisory committee

1.5A Maintains and meets with a program advisory committee

- a. Meets twice a year
- b. Minutes from past two years
- c. Minutes show evidence of curriculum and goals review by committee
- d. Committee makeup is indicative of areas taught within the AVTF program

1.6 Student/teacher ratio

1.6A Has the number of students appropriate for optimum learning situation

- a. Class schedule with number of students in each class
- b. Number of instructors including resource teachers available

Standard 2 - Learning Resources

2.1 Availability of resources

2.1A Has the learning resources appropriate for the number of students taught in each course

- a. List of resources, texts, tutorials and publication dates

2.1B Has the number of computers appropriate for instruction

- a. Software current, loaded, and up to date
- b. Memory is sufficient on computers to run programs and render efficiently
- c. Has electronic storage adequate for student work
- d. Budget is available to purchase updates
- e. Computers all running

2.1C Has consumable, materials and supplies appropriate for teaching the curriculum

- a. Consumable inventory
- b. Reference materials, periodicals, or relevant internet resources listed

Standard 3 - Students

3.1 Management of records

3.1A Maintains student records in an orderly method

- a. Copies of attendance records
- b. Description of record-keeping system of student performance
- c. Description of student access to grades
- d. Copies of current grade books with assignments named
- e. Grades current and posted in a timely manner

3.2 Safety

3.2A Demonstrates on-going instruction in safety

- a. Description of classroom and lab safety, emergency and first aid procedures
- b. Safety lesson plans
- c. Copies of completed safety tests on file for each student
- d. Accident report form
- e. Emergency evacuation procedures

3.3 Instruction

3.3A Provides sequenced instruction to meet objectives for each course

- a. Instructional map or guide to show progression of instruction for each course and assessment points
- b. Evidence of sequential plans and assessments
- c. Three examples of lesson plans and the assessments for each AVTF I, II and III course (total of nine sets of plans)

3.3B Provides instruction for addressing different learners' needs

- a. Examples of differentiation in assignments, (special needs, ESOL)

3.4 Assessment

3.4A Evaluates student work

- a. Written explanation of grading process
- b. Policy for make-up work
- c. Examples of rubrics, rating scales, checklists or other assessments for written and project-based assignments
- d. List of assessment by course
- e. Assessments and feedback are given on a regular basis
- f. Policy in place to save current student work either online (e.g., SchoolTube, YouTube, etc.), video server, or other medium (e.g., external hard drive, DVD's, etc.)

3.5 Student opportunities

3.5A Acknowledges outstanding student performance

- a. List of student recognitions
- b. Samples of three best student productions

3.5B Provides in-class and out-of-class experiences for students

- a. Guest speakers
- b. Opportunities for job shadowing, work-based learning experiences, externships
- c. Field trips

3.5C Participates in a CTSO

- a. Copy of student membership in national student organization(s), SkillsUSA
- b. Evidence of local SkillsUSA activities
- c. List of region and state participation in CTSOs

Standard 4 - Instructional Staff

4.1 Program instructor(s)

4.1A Maintains state certification

- a. Copy of current Georgia certificate

4.1B Participates in local and state staff development

- a. List of staff development activities for current and previous four years
- b. List of staff development specific to CTAE instructors

4.2 Other resource personnel directly related in instruction

4.2A Has adequate support personnel

- a. List of any other instructors who work in your program, i.e., ESOL, interpreters, special needs

Standard 5 - Facilities and Equipment

5.1 Lab and classroom

5.1A Maintains a safe, well-ordered working environment for learning

- a. Lab space designed for instructional efficiency
- b. Lab provides visual control by instructor
- c. Safety equipment in place and marked
- d. Safety rules posted
- e. Written policy regarding safe use, operation, and maintenance of equipment
- f. Fire extinguishers show current inspection tags attached and meet fire codes
- g. Lighting and wiring appropriate for performance and safety
- h. Power cords other than those to be used on a temporary basis run in conduits or in the wall and in accordance with building and fire codes
- i. Walkways and work spaces unobstructed
- j. Exits clearly marked and free of obstructions
- k. Evacuation plan posted

- I. Ability to contact front office or designated personnel in case of emergency

5.2 Storage

5.2A Maintains secure, clean, well-organized storage

- a. Storage areas for equipment and consumables secure, clean, and well-ordered
- b. Evidence of management system for check out and control of equipment
- c. Storage adequate for student work
- d. Any flammables in locked, fireproof storage

5.3 Equipment

5.3A Has equipment in accordance with state equipment list for AVTF

- a. Equipment inventory
- b. State equipment list

5.3B Maintains equipment in safe, working order

- a. Defective equipment appropriately marked and repair order in evidence
- b. Unused or non-applicable materials or equipment removed to surplus