



Standard 1: Organization & Administration

1.	Course Design			
	a.	Shows clearly stated goals and objectives for program		
		i.	Name and description of each course taught in program area	
		ii.	Course syllabus and grading criteria for each course taught	
		iii.	Copy of state curriculum	
		iv.	Copy of instructional plan for each course	
		v.	Written policy or handbook for AVTF procedures for classroom and lab	
2.	Financial Allocations			
	a.	Manage budget for the program		
		i.	Accounting of consumable and equipment money received and spent for previous and current school years	
		ii.	Procedure for requesting funds	

AVTF Industry Certification 2027- 2032

		iii.	Maintains records of spending	
3.	<i>Student Recruitment and Public Relations for Program</i>			
	a.	Has an ongoing procedure to market program to potential students		
		i.	Methods of marketing program and recruiting potential students such as flyers, brochures, or website	
	b.	Provides public relations information for the AVTF program		
		i.	News releases, school broadcasts, etc.	
4.	<i>Description of Live Work Policy</i>			
	a.	Has a district approved live work process in place, if applicable		
		i.	Copy of live work policy	
		ii.	Procedure for integrating live work into curriculum	
5.	<i>Advisory Committee</i>			
	a.	Maintains and meets with a program advisory committee		
		i.	Meets twice per year	
		ii.	Minutes from past two years	
		iii.	Minutes show evidence of curriculum and goals review by committee	

AVTF Industry Certification 2027- 2032

		iv.	Committee makeup is indicative of areas taught within the AVTF program	
6.	<i>Student/Teacher Ratio</i>			
	a.	Has the number of students appropriate for optimum learning situation		
		i.	Class schedule with number of students in each class	
		ii.	Number of instructors including resource teachers available	

Standard 2: Learning Resources

1.	<i>Availability of Resources</i>			
	a.	Has the learning resources appropriate for the number of students taught in each course		
		i.	List of resources, texts, tutorials, and websites used in instruction	
	b.	Has the number of computers appropriate for instruction		
		i.	Current software loaded and up-to-date	
		ii.	Memory sufficient on computers to run programs and render efficiently	
		iii.	Has electronic storage adequate for student work	
		iv.	Budget is available to purchase updates	

AVTF Industry Certification 2027- 2032

		v.	Computers working and running properly	
	c.		Has consumable materials and supplies appropriate for teaching the curriculum	
		i.	Consumable inventory	
		ii.	Reference materials, periodicals, or relevant internet resources listed	

Standard 3: Students

1.	<i>Management of Records</i>
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	a.		Maintains student records in an orderly method	
		i.	Copies of attendance records	
		ii.	Description of record-keeping system of student performance	
		iii.	Description of student access to grades	
		iv.	Copies of current gradebooks with assignments named	
		v.	Grades current and posted in a timely manner	
2.	<i>Safety</i>			

AVTF Industry Certification 2027- 2032

	a.	Demonstrates ongoing instruction in safety		
		i.	Description of classroom and lab safety, emergency, and first-aid procedures	
		ii.	Safety lesson plans	
		iii.	Copies of completed safety tests on file for each student	
		iv.	Incident/accident report form	
		v.	Emergency evacuation procedures	
3.	<i>Instruction</i>			
	a.	Provides sequenced instruction to meet objectives for each course		
		i.	Instructional map or guide to show progression of instruction for each course and assessment points	
		ii.	Evidence of sequential plans and assessments	
		iii.	Three examples of lesson plans the and the assessments for each in AVTF 1, 2, and 3 (nine total lesson plans & assessments)	
	b.	Provides instruction for addressing different learners' needs		

AVTF Industry Certification 2027- 2032

		i.	Examples of differentiation in assignments for special needs, ESOL, etc.	
4.	Assessment			
	a.	Evaluates student work		
		i.	Written explanation of grading process	
		ii.	Policy for make-up work	
		iii.	Examples of rubrics, ratings scales, checklists or other assessments for written and project-based assignments	
		iv.	List of assessments by course	
		v.	Assessments and feedback are given on a regular basis	
		vi.	Policy in place to save current student work either online, on a video server, or another medium	
5.	Student Opportunities			
	a.	Acknowledges outstanding student performance		
		i.	List of student recognitions	
		ii.	Samples of three best student productions	
	b.	Provides in-class and out-of-class experiences for students		

AVTF Industry Certification 2027- 2032

		i.	List of guest speakers from industry and colleges	
		ii.	Opportunities for job shadowing, work-based learning, externships, etc.	
		iii.	Field trips	
	c.	Participates in a CTSO (SkillsUSA)		
		i.	Copy of student membership in a national CTSO	
		ii.	Evidence of local CTSO activities	
		iii.	List of region and state participation in CTSOs	

Standard 4: Instructional Staff

1.	Program Instructors (includes co-teacher)			
	a.	Maintain state certification		
		i.	Copy of current Georgia teaching certificate	
	b.	Participates in local and state staff development		
		i.	List of staff development activities for current and previous year	
		ii.	List of staff development specific to CTAE instructors	
2.	Other Personnel Related to AVTF Instruction			

AVTF Industry Certification 2027- 2032

	a.	Has adequate support personnel	
	i.	List of any instructors who work in your program, such as paraprofessionals, ESOL interpreters, etc.	

Standard 5: Facilities & Equipment

1.	Lab and Classroom		
	a.	Maintains a safe, well-ordered working environment for learning	
	i.	Lab space designed for instructional efficiency	
	ii.	Lab provides for visual control by instructor	
	iii.	Safety equipment in place and marked	
	iv.	Safety rules posted	
	v.	Written policy regarding safe use, operation, and maintenance of equipment	
	vi.	Fire extinguishers show current inspection tags attached and that they meet fire codes	
	vii.	Lighting and wiring appropriate for performance and safety	
	viii.	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	

AVTF Industry Certification 2027- 2032

		ix.	Walkways and workspaces unobstructed	
		x.	Exits clearly marked and free of obstructions	
		xi.	Evacuation plan posted	
		xii.	Ability to contact front office or designated personnel in case of emergency	
2.	Storage			
	a.	Maintains secure, clean, well-organized storage areas		
		i.	Storage areas for equipment and consumables secure, clean, and well-ordered	
		ii.	Evidence of management system for checkout and control of equipment	
		iii.	Storage adequate for student work	
		iv.	Any flammables in locked, fireproof storage	
3.	Equipment			
	a.	Has equipment in accordance with state equipment list for AVTF		
		i.	Equipment inventory	
		ii.	State equipment list *	

AVTF Industry Certification 2027- 2032

	b.	Maintains equipment in safe, working order		
		i.	Defective equipment appropriately marked and repair order in evidence	
		ii.	Unused or non-applicable materials or equipment removed to surplus	

Advisory Board Members

Approved by :

Title:

Date: