



PROCEDURE FOR ADDING COMMUNITY CLASSROOM AND/OR COOPERATIVE VOCATIONAL EDUCATION METHODOLOGIES

The following is a list of items necessary for adding community classroom and/or cooperative vocational education methodologies to our instructional program.

- Revise course description to include percent of time for unpaid and/or paid practical experiences.
- Revise course outline to include columns for unpaid and/or paid on-the-job training hours.
- Develop training plan.
- If necessary, revise your course schedule to include on-the-job training hours.
- Have your occupational advisory committee review the above items.
- Locate and develop on-the-job training stations.

Please forward the above items to your ROP district designated representative. When received at the director's office, a VE77R adding community classroom and/or cooperative vocational education to your program will be sent to the State Department of Education for approval.

For additional information, contact your ROP district designated representative or call Tim Vanoli at (831) 753-4209.

TV/bbs