

COURSE CERTIFICATION PROCESS FOR MONTEREY COUNTY ROP

Please follow the below listed format when submitting to the Department of Education for course certification/recertification to the Department of Education. The Department of Education will require the following:

- 1. ROCP – 2002 Form**
 - Click on <http://www.carocp.org/>
 - Click on Curriculum
 - CDE Course Certification Form
 - ROCP – 2002
 - Save to your documents

- 2. Course Outline**
 - Content Area Skills
 - Career Performance Standards
 - Hours: Classroom, Community Classroom, CO-OP Education

- 3. Advisory Minutes**
 - Course Title
 - CBEDS Title
 - CBEDS Number
 - Meeting Date
 - List of Industry Members Present
 - List of ROP Members Present
 - List of Students Present
 - Curriculum Review
 - Motion to Continue Program

- 4. Sign-In Sheet**
 - Member Name & Title
 - Business Name
 - Business Address
 - Phone Number
 - Email Address or Fax Number

- 5. Member List**
 - Member Name
 - Business Name
 - Business Address
 - Telephone Number
 - Email address or fax number

- 6. Job Market Information/Demand**
 - Click on <http://www.calmis.cahwnet.gov/htmlfile/ccois/2003OOR/MontereyBay03.pdf/>
 - Table of contents
 - Click on Occupational Profile
 - Save to your Documents