Program Certification Renewal Checklist

(To be completed by the teacher of a currently certified program)

Complete and submit this survey to the Technology Education Program Coordinator at the Georgia Department of Education, Atlanta, Georgia. A copy of this completed survey should be included in the program certification files and maintained until the next formal program certification site visit has been completed.

Teacher: _____ School: _____

School System: _____ Date of Last Certification: _____

Site Supervisor: _____ System Supervisor: _____

Y N 1. Professional Development and Performance:

Y	N		
		1.1	Does the teacher still hold a valid teaching certificate in technology education? If provisional, is the teacher still working toward completion of certification requirements?
		1.2	Is the teacher involved in the professional teacher organization for technology education in Georgia such as GITEA or GACTE (List meetings attended)

Dates	Meetings Attended

		1.3	Has the teacher participated in at least one instructional staff development activity in technology education each year? (Provide dates and titles.)

Dates	Meetings Attended

		1.4	Does the teacher have practical lesson plans for each course taught on file?
		1.5	Does the technology education teacher distribute a course syllabus or a course outline to all students at the beginning of the semester, and are they on file?
		1.6	Does the teacher maintain all facilities and tools (classroom, lab, modules, tools, etc.) in a safe, neat, and organized condition?

Y N 2. TSA Performance Indicators:

Y	N		
		2.1	Are TSA enrollment materials made available to all students and on file?
		2.2	Does the school have an active TSA chapter?
		2.3	Did the chapter hold a minimum of three official chapter meetings during the school year?
		2.4	Do the officers of the TSA chapter direct the activities of the program with teacher input?
		2.5	Did the chapter (more than one student) compete in a minimum of five events conducted at either the state or national level?
		2.6	Does the chapter offer programs that provide instruction, activities, and opportunities for leadership development? List examples.

Dates	Instruction/Activity/Opportunity

		2.7	Are the members required to give a presentation for a live audience?

Dates	Audience

Y N 3. Program Description:

Y	N		
		3.1	Is a course management system, including lesson plans and instructional support materials, in place for all technology education courses?
		3.2	To accommodate special needs students, are there activities, special materials/projects, and multifaceted assessment techniques used?

Y N 4. Administrative Support:

Y	N		
		4.1	Are provisions made for the teacher(s) to participate in at least one instructional staff development activity in technology education each year? (Provide activity dates and titles)

Dates	Activity

		4.2	Is the written policy regarding safety and liability in the technology education laboratory on file?
		4.3	Is the written policy regarding the sale of any products and services that may be generated by the technology education program on file?

Y N 5. Public Relations:

Y	N		
		5.1	Does the program or TSA chapter participate in at least one community involvement activity each year? (Identify)

Dates	Activity

		5.2	Does the teacher distribute an updated course description to the faculty and staff of the school annually and keep a copy on file?
		5.3	Are documents that encouraged parents or guardians to visit the classroom on file?
		5.4	Are parents or guardians regularly updated on their child's performance?
		5.5	Are documents that stress the value of parental or guardian involvement to the students on file?
		5.6	Are homework assignments that are structured for productive parental or guardian support on file?

Y N 6. Budget:

Y	N		
		6.1	Do the technology education teacher and the local administrators for the technology education program develop an annual budget?
		6.2	Are the budgeted funds allocated and used to benefit the technology education program?
		6.3	If the program generates any funds, are they available for the benefit of the technology education program?
		6.4	Are budget status reports available to the teacher upon request and kept on file?
		6.5	Is the budget adequate to meet the needs of the technology education program, including consumables?
		6.6	Is any evidence of a one-year plan for improvement and upgrade of the technology education lab, facilities, or program that includes input from an advisory committee on file, including relevant minutes from committee meetings?
		6.7	Is any evidence of a four-year plan for improvement and upgrade of the technology education lab, facilities, or program that includes input from an advisory committee on file, including relevant minutes from committee meetings?

Y N 7. Equipment and Materials:

Y	N		
		7.1	Are up-to-date textbooks, reference materials, and laboratory materials available in sufficient quantity for student use in each unit area?
		7.2	Is a multimedia approach used to deliver the content of the courses?

Y	N	
		7.3 Are appropriate multimedia materials and hardware available in the technology education classroom?
		7.4 Are computers and related technology available in sufficient quantity for student use?

8. Teaching Load:

Y	N	
		8.1 Does the teacher-student ratio fall within the requirements set by the state Department of Education?
		8.2 Is time provided during the school day for planning and preparation of activities?
		8.3 Is staff support available for help with special needs students?

9. Curriculum:

Y	N	
		9.1 Does the curriculum for each technology education course reflect all four of Georgia's Academic Standards for Technology Education? (Nature of Technology, Human Ingenuity, Technological Systems, and Impacts of Technology)
		9.2 Do the learning activities provide for an adequate amount of hands-on instruction for each unit of study?
		9.3 Are the areas of math, social studies, science, and language arts integrated into the technology education program?
		9.4 Are new technologies incorporated into the program?
		9.5 Are the students required to deliver a multimedia presentation to the class?
		9.6 Does the program enable students to solve problems and make decisions involving material resources, processes, and technological systems?
		9.7 Are a variety of technological careers addressed in the curriculum?
		9.8 Do the goals and objectives satisfy the state QCC guidelines? Are the goals and objectives referenced to the QCC guidelines?

10. Performance Standards:

Y	N	
		10.1 Are students required to keep portfolios current with class notes, laboratory activities, and completed assignments?
		10.2 Are students required to demonstrate proficiency in higher-order thinking skills such as synthesis, evaluation, analysis, and reflection?
		10.3 Are students recognized publicly for exemplary performance?
		10.4 Is the *Online Culminating Assessment* developed for use by Georgia Technology Education teachers being used to gauge student achievement?

11. Safety:

Y	N	
		11.1 Is each student required to have a parent or guardian sign a copy of the program safety and liability policy?
		11.2 Are safety tests used to qualify students who will operate hazardous equipment, and are they kept on file until the end of the term? (If no hazardous equipment is used, answer "Y.")
		11.3 Is proper safety equipment (goggles, gloves, etc.) available in sufficient quantity for each student to use while operating hazardous equipment?
		11.4 Is use of the safety equipment and adherence to the safety procedures required and enforced without exception (including up-to-date inspection of fire extinguishers, registration of lasers with state, etc.)?

12. Personal Development:

Y	N	
		12.1 Are good work habits and ethical practices included in lesson plans where appropriate?

Y	N	
		12.2 Are the ethical and social impacts of technology incorporated into the curriculum?
		12.3 Is the development of interpersonal skills and teamwork stressed within the class environment?

Y N 13. Evaluation of Instruction:

Y	N	
		13.1 Are students surveyed for input to improve the instructional program?
		13.2 Is there an annual evaluation of instruction by your school's administration?

Y N 14. Safety:

Y	N	
		14.1 Are all equipment shields, guards, and other safety devices in place and operable?
		14.2 Is the lab free from obvious safety hazards (bare wires, trip hazards, etc.)?
		14.3 Is there a fire extinguisher conveniently located and properly marked?
		14.4 Is a telephone or other emergency communication equipment located in the technology education lab?
		14.5 Is there a well-stocked (bandages, eye wash, burn spray, etc) first aid kit in the technology education lab?

Y N 15. Tools and Equipment:

Y	N	
		15.1 Are tools and equipment available in sufficient quantity?
		15.2 Is there evidence of a maintenance program in place to repair or replace equipment on a timely basis?
		15.3 Are there adequate classroom space, desks, and/or tables provided for instructional programs?

Y N 16. Storage:

Y	N	
		16.1 Are adequate storage areas conveniently located and secure?
		16.2 Is a storage area available for chemicals and combustible materials?
		16.3 Are storage areas maintained in a clean, safe, and orderly condition?

Y N 17. Office / Laboratory:

Y	N	
		17.1 Are sufficient office space, equipment, and furniture available for the teacher’s use?
		17.2 Is there adequate space to teach in the technology education laboratory?

Teacher Signature _____ Date _____

Site Supervisor Signature (CTE Supervisor or Principal) _____ Date _____

System Supervisor Signature (CTE Director or Superintendent) _____ Date _____