

Consider these items 8 to 10 months before offering a HSTEP.

Student Registration

- ☐ Get courses on the schedule in time for student registration for the following session for a fall or spring start.

Program Assessment

- ☐ Develop a Continuous Program Improvement Process in writing.
- ☐ Determine student assessment (NOCTI, Pearson, SkillsUSA, etc.). [Learn about the HCCC National Exam here.](#)

Support Services

- ☐ Assure Program awareness/accessibility.
- ☐ Assure program support.
- ☐ Discuss program with Career Guidance and Counseling Program.

Curriculum

- ☐ Determine that the CTE Curriculum addresses career development, technological literacy and workplace skills.
- ☐ Determine students' participation in career awareness through work based learning opportunities, e.g. guest speakers, field trips, job shadowing, and nonpaid community experiences.
- ☐ Teacher completes the [Educate the Educator Health Care Core Curriculum Course](#) online (7 clock hours of continuing education).



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