

Consider these items before offering a HSTEP.

Personnel

Teacher Credentialing

- ☐ Superintendent/principal post position for CTE health science teacher; hire teacher.
- ☐ Health Science teacher instructor approved by the Minnesota Department of Education (MDE).
- ☐ [Nursing Assistant](#) approved by Minnesota Department of Health (MDH).

Professional Development

- ☐ Determine when the instructor will take the [HCCC Educate the Educator](#) online course to prepare to teach the HCCC.
- ☐ Determine the need for other professional development for the instructor and plan accordingly.

Professional Organizations for the Instructor

- ☐ Determine professional organizations that provide professional development opportunities for the instructor.

Program Design

- ☐ Determine the CTE programs specific career cluster, and career pathway concepts.
- ☐ Develop a one to two-page complete course syllabus for each class in the program along with hours and credits for [EACH class](#).
- ☐ Determine the balance of classroom and laboratory experiences.
- ☐ Contact [HOSA-Future Health Professionals](#) or [SkillsUSA](#) for student leadership opportunities.
- ☐ Convene [advisory board meeting](#) to determine work based learning, student leadership opportunities, and additional resources and support services.

Resources

- ☐ Determine the resources, equipment and learning environments required.

Program Administration

- ☐ CTE Administration submits required reports and financial responsibilities to MDE.



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