Program Planning Tool

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements
A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education’s focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE’s goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of-program exam) and score at the “competent” or “advanced” level. This end-of-program exam covers the full scope of the program of study curriculum and includes (1) a multiple choice and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: Incident Command System, Hazardous Materials First Responder Awareness, Basic Rigging for Rope Rescue, PA Essentials of Firefighting, MDTS-Monadnock Defensive Tactics System, MED-Monadnock Expandable Baton, BLS Healthcare Provider, EMT, First Responder, OCAT-Oleoresin Capsicum Aerosol Training, PATH-Practical and Tactical Handcuffing, Public Safety Telecommunicator 1, Heartsaver AED and Heartsaver CPR Certifications.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student’s career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program’s occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications
A successful student will...

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up 25 students are assigned to work “independently” and in “small teams”. Students progress by using learning guides in a self-directed manner. In the lab, students will be participating in emergency medical, fire fighting, law enforcement, and private security experiences where they will be required to follow the proper procedures to insure the safety to self and others at all times.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 65% of their time in classroom theory and 35% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Participate in Career & Technical Student Organizations including HOSA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Read and study textbooks and technical manuals. Most textbooks are written at a 12th grade reading level and most technical manuals are written at a higher level.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work & safety attire, tools, and equipment. Estimated costs: UNIFORM: shirt $11-13, black pants $15-30, black shoes/boots $20-40, black belt $10-15 ORGANIZATION MEMBERSHIP: Health Occupations Students of American Membership $25.00
# Program Planning Tool

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<tr>
<th>CTE Requirements</th>
<th>Present Educational Ability/Level</th>
<th>Support Needs</th>
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<td><strong>Program Completion</strong> – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</td>
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<td><strong>Reading &amp; Language Arts Level</strong> - Text and manuals written on a 12th grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Excellent written (esp. note-taking) &amp; verbal communication skills (public speaking). NOCTI Assessment &amp; Industry Certification Exams require a proficiency in English language skills.</td>
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<td><strong>Math Level</strong> - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications.</td>
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<td><strong>Aptitude</strong> – Dependability, cooperation, self-control, social orientation, integrity, initiative, stress tolerance, concern for others, oral expression and comprehension, active listening, selective attention, problem solving and troubleshooting skills. Maturity.</td>
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<td><strong>Safety &amp; Physical</strong> – Arm-hand steadiness, finger &amp; manual dexterity, trunk strength (ability to use abdominal and lower back to support part of the body repeatedly or continuously over time without fatiguing), multi-limb coordination, hand-eye coordination. Able to lift 50 pounds, work under pressure/in adverse conditions/within time constraints.</td>
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<td><strong>Interpersonal/ Social</strong> – Assisting and caring for others, provide emotional support, ability to work independently and in a team, communication with supervisors, peers and patients, establishing and maintaining interpersonal relationships. Professionalism. Good disciplinary record.</td>
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<td><strong>Other Occupational/Program Considerations</strong> - Good conflict resolution skills &amp; an even temperament (not prone to aggressive behaviors), Attention to detail, basic computer &amp; keyboarding skills, clean criminal background check, demonstrate initiative, responsibility, time management &amp; critical thinking skills, good physical health and neat appearance, memorization &amp; note/test-taking skills, intensive testing. Not disturbed by incidences, such as injections, emergency medical procedures, and traumatic situations, and a willingness to safely handle various bodily fluids and medical waste.</td>
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