

TO: Tim Wyrosdick, Superintendent of Schools  
School Board Members  
Cheryl Smith, Director of Workforce Education

FROM: Charlin Knight, Principal

DATE: March 26, 2012

RE: Changes to Workforce Education Training Program 2012-13

Locklin Tech is requesting your approval to implement the following program changes for the 2012-13 school year as we strive to better serve the needs of our students and answer the changing demands of our regional workforce:

1. Replace existing program, Automotive Service Technology, with Automotive Service Technology I to provide students the increased opportunity for program completion and a more seamless alignment of DOE curriculum frameworks with industry curriculum being followed to maintain NATEF certification of this program.
2. Replace existing program, Air Conditioning, Refrigeration & Heating Technology, with two separate programs, Air Conditioning, Refrigeration & Heating Technology I and Air Conditioning, Refrigeration & Heating Technology II with additional exit points for program completion and the opportunity to enter the workforce.
3. Replace existing Certified Nursing Assistant Program (secondary) with Patient Care Technician program (postsecondary) to meet the requirements of Level II Background Screening required by the Board of Nursing.

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4. Replace two programs, Computer Electronics Technology and Network Support Services programs with a single program, Computer Systems & Information Technology which encompasses all of the industry certifications being taught in the two programs but allows students to complete the program in a shorter amount of time.
5. Replace Web Design and New Media Technology programs with the addition of new program, Legal Administrative Specialist, being offered via distance learning.
6. Transition of Medical Administrative Specialist from traditional instructional delivery to distance learning.

These program changes are being requested for various reasons, including but not limited to, enhancing our course/program offerings to potential students, meeting an increasing demand for distance learning opportunities and providing earlier exit points for students seeking to enter the workforce. These requested program changes do not impact staffing for Locklin Tech.

These program changes require approval by the Council on Occupational Education as a condition of our institution's accreditation as well as approval for eligibility of these programs in order to receive Title IV funding for those students who receive financial aid.