

Glossary of Terms for Career and Technical Education

Term	Definition
<p style="text-align: center;">AAH</p>	<p style="text-align: center;">Attendance Accounting Handbook</p> <p>Describes the foundation school program eligibility requirements of all students and lists the documentation requirements for attendance audit purposes</p>
<p style="text-align: center;">AAR</p>	<p style="text-align: center;">Academic Achievement Record</p> <p>Record of a students completed a minimum, recommended or advanced (distinguished) high school program on transcript forms adopted by the State Board of Education. The words “academic achievement record” and “transcript” are interchangeable.</p>
<p style="text-align: center;">ABE</p>	<p style="text-align: center;">Adult Basic Education</p> <p>Adult Basic Education (ABE) in Texas consists of five major programs targeted to particular segments of the adult population</p>
<p style="text-align: center;">ACTE</p>	<p style="text-align: center;">Association of Career and Technical Education</p> <p>National Professional Development organization for Career and Technical Administrators, Counselors and Teachers.</p>
<p style="text-align: center;">ADA</p>	<p style="text-align: center;">Average Daily Attendance</p> <p>funding on compulsory attendance</p>
<p style="text-align: center;">AEIS</p>	<p style="text-align: center;">Academic Excellence Indicator System Reports</p> <p>The Academic Excellence Indicator System (AEIS) pulls together a wide range of information on the performance of students in each school and district in Texas every year. This information is put into the annual AEIS reports, which are available each year in the fall.</p>
<p style="text-align: center;">ARD</p>	<p style="text-align: center;">Admission, Review and Dismissal</p> <p>Required committee to review any special education students admission, review or dismissal from special education services.</p>
<p style="text-align: center;">Career Guidance & Counseling</p>	<p>Development of students 4 year plans to make informed college</p>
<p style="text-align: center;">Career Awareness</p>	<p>Career Awareness acitiies generally ake place at the elementary level</p>
<p style="text-align: center;">Career Cluster</p>	<p>One of the 16 federally defined industry cluster</p>

Career Days/Fairs		Career Day activities are designed to help students think about their interest and abilities in relation to potential careers, and to meet people who can assist them in getting the necessary skills and experience for workforce success.
Career Development		The process through which an individual comes to understand his or her place in the world of work. Students develop and identify their careers through a continuum of career awareness, career exploration, and work exposure activities that helps them to discern their own career path.
Career Exploration		Career exploration generally takes place at the middle school level and is designed to provide some in-depth exposure to career options for students. Activities may include the study of career opportunities in particular fields to identify potential careers, writing individual learning plans that dovetail with
Career Exposure		Activities at the high school level that provide actual work experience connecting classroom learning to work.
Career Map/Four Year Plan		Written plan of study that helps students select a coherent sequence of secondary (and when appropriate, post-secondary) courses and experiences to prepare them for college and career entry. Four year plans are valuable for entering high school freshman, because they can provide them with the direction they need in scheduling their course of study in their career choice.
Career Pathway		A defined coherent sequence of courses or field of study that prepares a student for college or career
CCRS	College and Career Readiness Standards	The goal of the Texas CCRS is to establish what students must know and be able to do to succeed in entry-level courses offered at institutions of higher education. These CCRS are organized into four levels of specificity.

Clinical Exeriences		Placements in which students are taught academic and occupational skills from school or employee instructors who supervise and evaluate their work. Work-Based clinical experiences offer students real-life activities in a professional settings.
Connecting Activities		Activities which link school-based and work-based educational programs
Co-op	Cooperative Education	Also known as Work-Based Learning is a structured method of instruction whereby students alternate or coordinate their high school or postsecondary studies with a job in a field related to their adademic or occupational objectives.
CTAT	Career and Technical Association of Texas	State professional organization
CTE	Career & Technical Education	Also known as vocational education, offers students opportunities for career awareness and preparation by providing them with the academic and technical knowledge and work-related skills necessary to be successful in postsecondary education, training, and employment.
Curriculum alignment		Academic and Career and Technical courses are linked so that course content and instruction dovetail across and/or within subject areas.
Disability		An individual that has a physical or mental impairment that substantially limits one or more of the major life activities.
Dropout		A student that has left school before graduating.
Dual Enrollment		A program of study allowing high school students to simultaneously earn crediits toward a high school diploma and a postsecondary degree or certificate.
DVM	Data Validation Monitoring	Reporting on a variety of data validation indicators, including indicators to examine leaver/dropout records, disciplinary data, and student assessment data.

ELL	English Language Learner	A person who is learning the English language in addition to their native language. This can refer to any learners of English as a foreign or second language, but more often the term is used to refer to learners of English as a second language in mainstream schools where English is the language of instruction.
Integrated Curriculum		Academic and occupational or career subject matter--normally offered in separate courses--ar taught in a manner that
Internships		Students work for an employer for a specified period of time to learn about a particular industry or occupation.
Job Rotation		Workers periodically transfer among a number of different positions and tasks that require different skills and responsibilities.
Job Shadowing		A career exploration activity to follow an employee at a business for one or more days to learn about a particular occupation or industry.
LEA	Local Education Agency	Local level administrative unit that exists primarily to operate public schools or to contract for public school services such as independent school districts or charter schools.
LEP	Limited English Proficient	This means persons who are unable to communicate effectively in English because their primary language is not English and they have not developed fluency in the English language. A person with Limited English Proficiency may have difficulty speaking or reading English
LMCI	Labor Market Information	The Labor Market & Career Information Department (LMCI) of the Texas Workforce Commission provides statistics and analyses on the dynamics of the Texas labor market and informational products designed to support informed educational and career decisions. In addition, LMCI provides a wide array of career and occupational information through software programs and printed publications

Mentors		A advocate for students who works in consultation with classroom teachers and/or employers
NSSB	National Skills Standards Board	A system of skill standards intended to increase the economic competitiveness of the United States
OJT	On-the-job Training	Hands-on training in specific occupational skills that students receive as part of their work-place experiences.
P-16		integrated system of education stretching from preschool (the “P”) through a four-year college degree (“grade 16”).
PAR	Public Access Review	The purpose of the on-site program access review (PAR) is to ensure that CTE programs in Texas public secondary schools are accessible to all students and public facilities on campuses housing CTE programs are accessible to all members of the public, as required by federal and state statute or regulation. The PAR will consist of two major components: (1) a review of program activities and documentation focused on the elimination of discrimination and the denial of services based upon race, color, national origin, sex, and handicap, and (2) a facility inspection focused on architectural barriers.
PBMAS	Performance Based Monitoring Analysis System	Automated data system that reports annually on the performance of school districts and charter schools in selected program areas (bilingual education/English as a second language, career and technical education, special education, and certain Title programs under the No Child Left Behind Act).
PEIMS	Public Education Information Management System	The Public Education Information Management System (PEIMS) encompasses all data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information. Provides the public with a report card on local education agencies.
Portfolio		A collection of work that documents a student's educational

POS	Program of Study	Students plan for a coherent sequence of courses
Postsecondary Education		School that provides formal instructional programs with a curriculum designed primarily for students who have completed the requirements for a high school diploma or equivalency certificate. This includes programs of an academic, vocational and continuing professional education purpose, but excludes vocational and adult basic education programs.
SCANS	Secretary's Commission on Achieving Necessary Skills	Five competencies--effective workers can productively use: Resources, Interpersonal Skills, Information, Systems, and Technology. Three foundations--competence requires: Basic Skills, Thinking Skills, and Personal Qualities.
Secondary School		A school comprising any span of grades beginning with the next grade following an elementary or middle school (usually 7,8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included.
Service Learning		Instructional method that combines community service with a structured school-based opportunity for reflection about that service, emphasizing the connections between service experiences and academic learning.
Skill Certificate		A portable, industry recognized credential that certifies the holder has demonstrated competency on a core set of content and performance standards related to an occupational cluster area.

Skill Standard		Specifies the knowledge and competencies required to perform successfully in the workplace. Standards are being developed along a continuum ranging from general work readiness skills and core skills to skills common to an occupational cluster and specific occupational skills. Standards cover basic and advanced academic competencies, employability competencies, and technical competencies.
Team-Teaching		Two or more instructors working together to design and teach curricula in multiple subjects that are presented to the same group of students. Merging teacher talents and knowledge of different disciplines with new instructional materials can help students to better understand relationships across and within their educational programs.
Tech Prep		Tech Prep is the name given to programs that offer at least four years of sequential course work at the secondary and postsecondary levels to prepare students for technical careers.
WBL	Work-Based Learning	Also known as Cooperative Learning is a structured method of instruction whereby students alternate or coordinate their high school or postsecondary studies with a job in a field related to their academic or occupational objectives. Actual work experiences connect classroom learning to work.
CTSO's	Career and Technical Student Organizations	Leadership and professional development organizations for students

<p>*BPA</p>	<p>Business Professionals of America</p>	<p>Business Professionals of America has a history as a student organization that contributes to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills for students at the Secondary and the Post-Secondary level. Through co-curricular programs and services, members of Business Professionals of America compete in demonstrations of their business technology skills, develop their professional and leadership skills, network with one another and professionals across the nation, and get involved in the betterment of their community through good works projects.</p>
<p>*DECA</p>		<p>DECA, a national association of marketing education students, provides teachers and members with educational and leadership development activities to merge with the education classroom instructional program.</p>
<p>*FBLA</p>	<p>Future Business Leaders of America</p>	<p>FBLA is a dynamic organization of young people preparing for success as leaders in our businesses, government, and communities. This site was created to help current and prospective FBLA-PBL members find information about the association, its programs and services, and its members.</p>
<p>*FCCLA</p>	<p>Family, Career, and Community Leaders of America</p>	<p>Since 1945, FCCLA members have been making a difference in their families, careers and communities by addressing important personal, work and societal issues through family and consumer sciences education. Today over 227,000 members are active in a network of associations in 50 states as well as in the District of Columbia, the Virgin Islands and Puerto Rico. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision-making and interpersonal communication -- necessary in the home and workplace.</p>
<p>*FEA</p>	<p>Future Educators Association</p>	<p>The Future Educators Association (FEA), sponsored by PDK International, is a student organization that provides students interested in education-related careers with activities and materials that help them explore the teaching profession in a variety of ways. FEA helps students develop the skills and strong leadership traits that are found in high-quality educators and significantly contributes to the development of the next generation of great educators.</p>

*FFA		FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.
*HOSA	Health Occupations Students of America	Health Occupations Students of America (HOSA) is a national vocational student organization endorsed by the U.S. Department of Education and the Health Occupations Education Division of the American Vocational Association. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HOE-HOSA Partnership.
*Skills USA		SkillsUSA is a national organization serving high school and college students and professional members who are enrolled in technical, skilled and service occupations, including health occupations.
*TSA	Technology Student Association	The Technology Student Association (TSA) is the only student organization devoted exclusively to the needs of technology education students who are presently enrolled in, or have completed, technology education courses.
* CTSO's		

SOURCES:

www.tea.state.tx.us

US Department of Education and Labor-School-to-Work Glossary of Terms