

Kentucky Department of Education
Office of Career and Technical Education
New Program Viability Survey
(Must include all information on check-off list)

Program Name

Pathway Name

Pathway CIP Code

Program Assessment and/or
Industry Certification

School Name and Address

Submitted By

Principal Name

Principal Signature

Date

Division Director Name

Division Director Signature

Date

Submit to:
Dr. Beth Hargis
Office of Career and Technical Education and Student Transition Kentucky
Department of Education
300 Sower Blvd, 5th Floor SW Frankfort,
KY 40601

New Program Viability Checklist

(Must include cover sheet and the following information)

A. Scope of Program

1. Description

- ☐ Name of Program
- ☐ CIP Code
- ☐ Name of Pathway
- ☐ End of Program Assessment and/or Industry Certification

B. Justification

1. Demand Data

- ☐ Figures and source of data for projected local, state and national demand for trained workers in the occupational area
- ☐ Statements of support from employers, feeder school superintendent(s), high school principal(s), guidance counselor(s), government officials and others

2. Supply Data

- ☐ Source of potential students
- ☐ Expected enrollment

C. Implementation

1. Facility

- ☐ Estimated Construction cost of new space required
- ☐ Estimated cost and brief description of modifications required to existing space

2. Equipment

- ☐ New equipment required and cost to OCTE

3. Personnel

- ☐ New staff required, qualifications, and salary
- ☐ Anticipated cost (program operating budget), facility, equipment, personnel, and supplies
- ☐ Funding sources

D. School Data

Current School Enrollment Current Preparatory Status
Current CCR Percentage

E. Comments: (Attach extra sheets, if necessary)

