

Program Placement and IEP Planning Tool

This document has been designed as a tool to facilitate student placement decisions. The discrepancy analysis chart on the reverse side has been designed to assist in the identification of support services necessary to ensure program completion.

A successful student will...

- +Complete an **Occupational Competency Assessment** (i.e. end of program exam) and score at or above the “**competent**” level.
- +Earn a minimum of **1 industry recognized certification**.
- +Complete an **Academic Proficiency Assessment** (i.e. PSSA) and score at or above the “**proficiency**” level in Reading and Mathematics.
- +Maintain a 95% **attendance rate** or better.

CTC “Program of Study” Secondary Academic Course Requirements

The “Program of Study” academic course requirements are based on Federal Perkins IV legislation and accountability requirements for Career and Technical Education students. WMCTC is a “Tech Centers that Work” school and it is recommended that CTC students take rigorous academic coursework.

*3 Years College Prep English

*3 Years College Prep math including Algebra I, Geometry, Algebra II, and higher level Math

*3 Years of Science including Biology, Chemistry and Physics or Physical Science

*3 Years of Social Studies including US and World History, with attention given to civic learning

WMCTC	Auto Technology	Present Education Levels	Supports needed
Recommendations for Program Admissions	*Good Attendance *Good listening skills *Ability to work independently or as a team *Good Communication Skills *Computer Skills *GPA 2.5 or above *Ability to work in a semi-structured environment *8th grade PSSA math prof.		
Text Books	1 Textbook and workbook		
Reading Level	10th grade		
Math and English Level	Fractions Decimals Percents Metric system Algebra 1 <u>Geometry</u> Probabilities Graphing		
Lecture Time	50% of the program		
Homework	8 to 10 chapters per semester lab lecture work		
Tasks Per Week	40 tasks per marking period		
Assessments	weekly		
Certifications	PA State Inspection PA Enhanced Emissions Insp. SP2 Chrysler cert. Ford training NOCTI		
CO-OP	Level 3 WMCTC guidelines with/without AYES sponsorship		
Dual Enrollment	MCCC NCCC Penn College of Technology Automotive Training Center Camden Community College		
Uniform Requirements	Dark Blue T-shirt 3 Navy blue work pants 3 Work boots		

WMCTC	Commercial Art	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good Attendance *Good Communication Skills *Some previous Art courses *Typing experience helpful *Computer experience helpful *Knowledge of history *Color discrimination *Spacial *Finger dexterity *Form Perception *Ability to work in a semi-structured environment 		
Text Books	2		
Reading Level	10-12th grade		
Math and English Level	Communication skills verbal/written measurement fractions decimals basic math		
Lecture Time	45-60 minutes		
Homework	occasional		
Tasks Per Week	8-12 projects per marking period		
Tests	Avg. 2-4 per marking period many quizzes--drawing/written and computer based		
Certifications	NOCTI		
Dual Enrollment	N/A		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	collared shirt khaki or dress pant		
Equipment Needed	flash or thumb drive \$10-15		

WMCTC	Computer Information Systems	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good attendance *Ability to work independently and as a team member *Good Reading and note taking skills *Good communication skills *Computer Keyboarding skills *Word processing skills *Interest in technical subject matter * Ability to work in a semi-structured environment 		
Text Books	2 Texts and numerous handouts		
Reading Level	10-11th grade		
Math and English Level	Develop sentences and formulate paragraphs Compose meaningful notes Calculator use Basic math skills Simple formula manipulations		
Lecture Time	45 minutes per day		
Homework	weekly		
Tasks Per Week	varies with topic		
Tests	multiple written quizzes for each chapter written chapter test verbal knowledge and skill evaluations		
Certifications	NOCTI		
Dual Enrollment	N/A		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	collared shirt Khaki pants		
Equipment Needed	calculator PC Tool kit binder vinyl sleeves pens/pencils notebook		

WMCTC	Collision Repair	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good Attendance * Strong work ethic *Computer skills * Ability to lift 40 lbs *Good attention to detail *Ability to work in a semi-structured environment * Ability to work as a team member or independently * Good interpersonal skills 		
Text Books	ICAR curriculum		
Reading Level	8th grade		
Math and English Level	Communication skills verbal/written measurement metric/english Algebra		
Lecture Time	30-50 minutes		
Homework	varies with quarter		
Tasks Per Week	3-5 tasks		
Tests	Numerous quizzes tests performance based		
Certifications	SP2 NOCTI		
Dual Enrollment	N/A		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	Tan Dickies Top Tan Dickies Pant Workbook		
Equipment Needed	safety glasses		

WMCTC	Cosmetology	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good attendance *Good hygiene *Ability to stand for long periods of time *Ability to work independently or as a team *Good communication skills *Computer skills * Ability to work in a semi-structured environment 		
Text Books	1 Textbook and study guide		
Reading Level	9th grade		
Math and English Level	Develop sentence and formulate paragraphs Liquid measurements Basic math skills Geometry		
Lecture Time	30- 60 minutes daily		
Homework	weekly		
Tasks Per Week	minimum 5 per week		
Tests	Chapter tests		
Certifications	can sit for license after obtaining 1250 hours NOCTI		
Co-op	N/A		
Uniform Requirements	Black pants Black/white sneaker or nursing shoe lab jacket		
Equipment Needed	Purchase student kit \$500 includes-text, study guide, Cos tools and equipment, lab jackets for each year		

WMCTC	Carpentry	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good Attendance *No fear of heights *Good listening skills *Computer Skills *Ability to work in all weather conditions *Stamina and Strength *Ability to work independently or as a team *Good Communication Skills * Ability to work in a semi-structured environment *Good Math Skills 		
Text Books	2 Texts 1 workbook		
Reading Level	7-8 grade level		
Math and English Level	Develop sentences and formulate paragraphs Fractions Measurement skills Geometry		
Lecture Time	40 minutes		
Homework	varies		
Tasks Per Week	varies		
Tests	tests every other week quizzes weekly		
Certifications	NOCTI		
Dual Enrollment	N/A		
Co-op	level 3 student WMCTC guidelines		
Uniform Requirements	Workboots 3 pairs white carpenter/painter pants Coat for outdoor work		
Equipment Needed	30' tape measure w/ stud layouts 6ft wooden folding foot rule 3 ring binder--loose leaf paper pencils		

WMCTC	Culinary Arts	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good attendance *Ability to work quickly *Good listening skills *Good hygiene *Stamina and strength (50lbs.) *Ability to work independently or as a team *Good communication skills *Computer skills * Ability to work in a semi-structured environment 		
Text Books	2 Texts and 1 Study Guide		
Reading Level	10th grade		
Math and English Level	Develop sentences and formulate paragraphs Liquid and dry measurements Volume Percents Fractions Calculator knowledge		
Lecture Time	30 minutes per day		
Homework	weekly		
Tasks Per Week	Approx. 15-20		
Tests	Written 6-8 per marking period Practical varies		
Certifications	ServSafe NOCTI		
Dual Enrollment	MCCC		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	3 Chef jackets 3 Chef pants 2 Chef hats 1 pair black non skid shoes		
Equipment Needed	1 pocket thermometer 1 writing utensil		

WMCTC	Diesel Technology	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good Attendance *Good listening skills *Ability to work independently or as a team *Good communication skills *Computer Skills *GPA 2.5 or above *Ability to work in a semi-structured environment 		
Text Books	1 textbook and workbook		
Reading Level	10th grade		
Math and English Level	Fractions Decimals Percents Metric System Algebra I Geometry		
Lecture Time	50% of the program		
Homework	8-10 chapters per semester		
Tasks Per Week	40 tasks per marking period		
Assessments	weekly		
Certifications	Freon Licensing NOCTI		
Dual Enrollment	Penn College of Technology Automotive Training Center		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	Dark Blue T-shirt 3 Navy Blue work pants 3 Work Boots		

WMCTC	Early Childhood Education	Present Education Levels	Supports needed
Recommendations for Program Admissions Bold items required	<ul style="list-style-type: none"> * PA Child Abuse Clearance * PA Criminal Check * FBI Clearance (level III) * Current physical with TB test * Good Attendance * Strong desire to work with children * Excellent organizational skills * Ability to work independently and as a team * Good communication skills * Good reading comprehension * Computer Skills * Technical writing skills * Basic Math * Ability to work in a semi-structured environment 		
Text Books	1 text book and 1 study guide		
Reading Level	7.5 grade level		
Math and English Level	Applied math skills Higher level writing skills		
Lecture Time	varies		
Homework	1 hour daily		
Tasks Per Week	30 tasks per marking period		
Tests	15 tests per year class is project oriented		
Certifications	First Aid NOCTI		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	ECE Smock khaki pants tie shoes no visible body piercing (other than ears)		

WMCTC	Environmental Design	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good attendance *Desire to work outdoors in all weather *Ability to stand for long periods of time *Ability to memorize plant material *Stamina and Strength *Ability to work independently or as a team *Creativity a plus *Communication skills *Ability to work in a semi-structured environment 		
Text Books	1 Textbook		
Reading Level	9.6 grade level		
Math and English Level	Area Volume Sales Tax Measurement Cash Register - Making change Writing up customer orders		
Lecture Time	30 min/day		
Homework	Project Completion--- for large quarter projects		
Tasks Per Week	Varies		
Tests	Plant Identification quizzes Unit quizzes and tests		
Certifications	NOCTI Pesticide Certification		
Dual Enrollment	No		
Co-op	WMCTC guidelines Level 3		
Uniform Requirements	Tan Pants Green Shirts Work Boots Work Gloves Heavy Coat Layers to wear outside		
Equipment Needed	3 Ring binder 3 Disposable Cameras or inexpensive digital camera index cards with box		

WMCTC	ELECTRICAL OCCUPATIONS	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good attendance *Good listening skills *Stamina and strength (50lbs.) *Ability to work independently or as a team *Good communication skills *Computer skills *Ability to work in a semi-structured environment 		
Text Books	3 Texts and 1 Study Guide		
Reading Level	8th grade		
Math and English Level	Develop sentences and formulate paragraphs Measurements Volume Fractions Algebra 1 Geometry Calculator knowledge		
Lecture Time	30 minutes per day		
Homework	weekly		
Tasks Per Week	Approx. 15-20		
Tests	Written 6-8 per marking period Practical varies		
Certifications	NCCER OSHA--10 hr course NOCTI		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	Blue shirt Blue work pants Rubber sole leather work boots		

WMCTC	Health Careers Academy			
Recommendations for Program Admissions Bold items required	<ul style="list-style-type: none"> *12th grader *3.0 GPA *PA Criminal Check *Current physical with TB test *Essay *Interview with Instructor *Ability to drive to clinical *Good Attendance(no more than 5 days) * No Discipline referrals *Higher level Science (Chemistry or Physics) *Successful completion of Algebra II 			
Text Books	2			
Reading Level	College Level			
Math and English Level	Advanced			
Lecture Time	90 minutes			
Homework	5 hours per week			
Tasks Per Week	Clinical one day per week			
Tests	Weekly			
Certifications	First Aide, CPR			
Uniform/Program Requirements	Full package @ \$150.00			
Equipment Needed	Included in package			

WMCTC	Health Science Technology	Present Education Levels	Supports needed
Recommendations Admissions Bold items required	*PA Criminal Check *Current physical with TB test *Good Attendance *Desire to help people *Good hygiene *Stamina and strength (25lbs.) *Strong Communication Skills *Computer Skills * Ability to work in a semi-structured environment		
Text Books	2 text books Level 1 1 workbook (\$40.00)		
Reading Level	level 1--9th grade level 2 ---7th grade level 3--college		
Math and English Level	Multiplication Decimals Fractions Percents		
Lecture Time	60-90 minutes per day		
Homework	30-45 minutes per day		
Tasks Per Week	1-2 per week		
Tests	Written 1 per week		
Certifications	Heart Saver First Aid Nurse Aid NOCTI		
Dual Enrollment	MCCC-Medical Terminology		
Co-op	Level 3 WMCTC Guidelines		
Clinical Experience	May occur at Grandview Hospital Pottstown Memorial Hospital Parkhouse Providence Pointe Frederick Mennonite Home		
Uniform Requirements	package of scrubs (\$110-\$120) navy blue or white pants closed toe shoe white		

WMCTC	Heating, Ventilation and Air Conditioning	Present Education Levels	Supports needed
Recommendations for Program Admissions	*Good Attendance *Physical Strength *Extensive problem solving *Attention to detail * Ability to work in a semi-structured environment		
Text Books	3 Text Books		
Reading Level	11th grade		
Math and English Level	Alg 1 Geometry Trigonometry		
Lecture Time	30 minutes to 1 hour per day		
Homework	students should study for tests and quizzes		
Tasks Per Week	10 tasks per marking period		
Tests	10 tests per marking period		
Certifications	EPA Certification HVAC Excellence NCCER NOCTI		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	2 blue Dickies work shirt 2 blue Dickies work pant Leather work boots		

WMCTC	Metal Technology	Present Education Levels	Supports needed
Recommendations for Program Admissions	<ul style="list-style-type: none"> *Good Attendance *Accuracy and detail oriented person *Good time management skills *Ability to function in noisy and dirty environment *Ability to lift 40lbs *Ability to work independently and follow directions *Ability to understand and follow safety procedures *Ability to work in a semi-structured environment 		
Text Books	4 Textbooks		
Reading Level	7.2-9.5		
Math and English Level	Measurements Fractions Decimals Percents Metric System Algebra Geometry		
Lecture Time	30-40 minutes daily		
Homework	2-3 times per week		
Tasks Per Week	varies		
Tests	9-10 per quarter		
Certifications	NIMS		
Dual Enrollment	N/A		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	Blue Dickies Shirt Blue Dickies Pant Work Boots		
Equipment Needed	None		

WMCTC	Protective Services	Present Education Levels	Supports needed
Recommendations for Program Admissions Bold items required	<ul style="list-style-type: none"> *PA Criminal Check *PA Child Abuse Clearance *Good communication skills *Reading comprehension * Ability to participate in physical fitness routine * Ability to work as a team member or independently 		
Text Books	4 textbooks		
Reading Level	10 through 12 Grade Reading		
Math and English Level	Communication skills verbal written		
Lecture Time	40 minutes		
Homework	1 or 2 per week.		
Tasks Per Week	1 or 2 per week.		
Tests	1 per week.		
Certifications	Basic Security Officer Training CPR/AED Certification Basic First Aid Certification BloodBorne Pathogens Homeland Security Control Tactics Weapon Retention Handcuffing (OC) Pepper Spray Expandable Baton Basic Expandable Baton Advance Taser Certification Crowd Control/Civil Disorder Spontaneous Knife Defense NOCTI		
Dual Enrollment	n/a		
Co-op	Level 3 WMCTC Guidelines		
Uniform Requirements	Military Type Uniform Purchased through First Precinct Uniforms \$260.00		
Equipment Needed	One (1) pair of handcuffs (Included in the Uniform)		