



PROCESS FOR SUBMITTING A NEW LOCAL OCCUPATIONAL PROGRAM (LOP) APPLICATION

Local Occupational Program (LOP) applications must be submitted by an Arizona local education agency (LEA), including a school district, charter holder, or career and technical education district (CTED). The Arizona Department of Education (ADE) will not review or consider applications submitted by vendors, consultants, curriculum providers, industry organizations, or other third-party entities on behalf of an LEA.

What is a Local Occupational Program (LOP)?

A **Local Occupational Program (LOP)** is a Career and Technical Education (CTE) program developed by a local education agency to prepare students for occupations that address identified regional workforce needs. LOPs combine career-focused instruction, technical skill development, and hands-on learning experiences aligned with employer and industry demand. Students must also participate in work-based learning opportunities and have the opportunity to earn industry-recognized credentials as part of the Local Occupational Program.

Local Occupational Program Application Timeline

- **Application Window: October 1 – October 31:** Local education agencies (LEAs) may submit new Local Occupational Program (LOP) applications for ADE review during the annual application window. Applications should be complete and include all required documentation and supporting evidence at the time of submission.
- **Initial Review: November 1 – December 1:** ADE conducts a comprehensive review of submitted applications to evaluate alignment with workforce demand, program quality requirements, industry support, and eligibility criteria. ADE may request additional information or clarification during this review period.
- **Revision Deadline: January 10:** Applicants must submit any requested revisions, corrections, or supplemental documentation by this deadline. Applications that remain incomplete after the revision period may be deferred to the next application cycle.

Local Occupational Program (LOP) Application

Before submitting a new Local Occupational Program (LOP) application, please review the requirements outlined in this guide and gather all supporting documentation needed to complete the application. Following the guidance in this document will help ensure a complete application and support an efficient review process.

Step-by-Step Instructions:

1. Access the **Arizona Department of Education Local Occupational Program (LOP) Application:**
<https://azed.jotform.com/262186467310053>
2. Complete all required sections of the application and upload supporting documentation as applicable. Applicants may save their progress and return to the application before final submission.
3. When you reach the **Submit** page, indicate the status of your application:
 - **Not Finished:** Select this option if additional information or documentation must be added before the application is ready for review. Click **Submit** to save your progress. An email containing a link to resume the application will be sent to the CTE Administrator email address provided on the Home page.
 - **Complete:** Select this option once all required information and supporting documentation have been provided. Click **Submit** to formally submit the application to ADE for review.
4. After submitting a completed application, retain any confirmation information for your records and monitor email communications requests for additional information, application status updates, and ADE review results.
5. **Important:** Applications marked **Not Finished** are not submitted to ADE for review. Only applications marked **Complete** and submitted through the final submission page will enter the ADE review process.

Completing the Application

The following section provides detailed guidance for each Tab of the Local Occupational Program (LOP) Application. Review the instructions carefully before entering information into the form. Providing complete and accurate information, along with all required supporting documentation, will help ensure an efficient review process.

Home Tab

[Home](#) | [Application](#) | [Submit](#)



Arizona Department of Education
Local Occupational Program (LOP) Application
New Program Request or Approved Program Renewal

Complete all required applicant and contact information before proceeding to the Application tab.

Home Tab (Continued)

Complete all required fields on the **Home** tab before proceeding to the **Application** tab. Information entered on this page will be used for application-related communications and notifications.

District/CTED/School/CTDS *	CTE Administrator Name *
CTE Administrator Email *	CTE Administrator Phone Number *
 example@example.com	(000) 000-0000 Please enter a valid phone number.
Please choose the option that best suits your application: *	
☐ Applying for a new LOP ☐ Aligning to a current LOP	
CTED Program?	
☐ Yes	
☐ No	
Next	

District/CTED/School/CTDS: Enter the name of the district, charter holder, CTED, or school submitting the application.

CTE Administrator Name: Enter the full name of the administrator responsible for overseeing the proposed Local Occupational Program.

CTE Administrator Email: Enter a valid email address for the primary application contact. If the application is saved before completion, the continuation link will be sent to this email address.

CTE Administrator Phone Number: Enter a valid telephone number for the primary contact.

Application Type: Select the option that best describes the purpose of the submission:

- **Applying for a New LOP:** Select this option when requesting approval for a new Local Occupational Program.
- **Aligning to a Current LOP:** Select this option when requesting alignment to an existing approved Local Occupational Program.

CTED Program: Indicate whether the proposed program will be offered through a Career and Technical Education District (CTED).

- If you select **Yes**, you will then need to indicate whether the LOP will be offered as a **Central Program** or a **Satellite Program**.
- If you select **Satellite**, identify all participating districts eligible to offer the program.

Click **Next** to continue to the **Application** tab.

Application Tab

The Application tab contains the evidence and documentation requirements used to evaluate the proposed Local Occupational Program. Complete each requirement and upload all applicable supporting documentation before submitting the application for review.

[Home](#) | [Application](#) | [Submit](#)

Local Occupational Program Application

Requirement 1. Coherent Sequence of Instruction

Local Occupational Programs must provide a coherent sequence of instruction consisting of two or more Carnegie units that progressively develop the knowledge and skills required for success in the identified occupation. The sequence should align to the program's nationally recognized standards and provide students with a clear pathway for skill development.

1. List the Coherent Sequence of Instruction

1. Delivers a coherent sequence of instruction for a program listed on the current [National Center of Educational Statistics](#) website.
(The nationally recognized program sequence of courses in each proposed occupational program should be listed and described.)

Coherent Sequence: Each local proposed occupational program must consist of two or more Carnegie units containing the content and appropriate instruction that teaches all of the knowledge and skills needed to support each of the program's nationally recognized standards and the supporting measurement criteria. Entities may select Local course names that reflect local interest and marketability.

1. List the coherent sequence of instruction. Please follow the example provided. If the last two digits of your Coherent Sequence are different from the example, please provide an explanation as to why.

Coherent Sequence List Example

22.0302.10 Legal Assistant I
and
22.0302.20 Legal Assistant II
and program may elect to add:
22.0302.30 Legal Assistant III
or
22.0302.40 Legal Assistant IV
or
22.0302.70 Legal Assistant - DCE
or
22.0302.75 Legal Assistant - Internship
or
22.0302.80 Legal Assistant - Cooperative Education

Enter the complete sequence of courses that make up the proposed Local Occupational Program. Include the full course codes and course titles in the order students are expected to complete them.

The sequence should:

- Consist of two or more Carnegie units.
- Demonstrate a logical progression of knowledge and skill development.
- Align to the program's occupational focus and identified standards.
- Reflect local course titles and numbering conventions when appropriate.

If the last two digits of your course numbers differ from the example provided in the application, explain the local course numbering structure and the reason for the variation.

Provide sufficient detail to demonstrate how the sequence supports student attainment of occupational knowledge, technical skills, and workforce readiness outcomes.

Requirement 2. Standards

The proposed Local Occupational Program must be aligned to recognized industry, occupational, or educational standards. ADE uses this information to evaluate the rigor, relevance, and instructional foundation of the program.

2a. Indicate Standards to Be Used for Proposed Program

2a. Indicate standards to be used for proposed program

Standards	Name of Specific Standards
Please Select	
+ Add Row	

Select the source of the standards that will be used to develop and deliver the proposed program. Multiple standards sources may be selected by clicking **+ Add Row**.

Standards

Select the option that best describes the source of the standards:

- **State (Use of standards from another state):** Select this option if the program is based on standards adopted by another state's education agency.
- **Post-Secondary (Use of standards from a post-secondary institution):** Select this option if the program is based on standards developed by a college, university, or other post-secondary institution.
- **National/Industry (Use of standards provided by a national organization, curriculum company, or industry-specific organization):** Select this option if the program uses nationally recognized industry standards, certification standards, professional association standards, or curriculum standards.
- **Self-Created (Use of standards created with the assistance of local advisory councils):** Select this option if the standards have been developed locally with input from business, industry, and program advisory committee members.

NOTE: Developing Program Standards: Applicants developing or adapting standards are encouraged to review the standards available on the ADE CTE Programs and Standards webpage: <https://www.azed.gov/cte/programs>. Existing ADE-approved standards provide examples of the format, level of detail, competency structure, and performance indicators expected for CTE programs. Reviewing approved standards can help ensure that locally developed standards are comprehensive, measurable, and aligned with industry and workforce expectations.

Name of Specific Standards

Enter the full name of the standards being used. Examples include:

- Florida Cybersecurity Standards
- Project Lead the Way Engineering Standards
- National Institute for Automotive Service Excellence (ASE) Standards
- Adobe Certified Professional Objective Domains
- Local Advisory Committee Developed Drone Technology Standards

If multiple standards sources are used, enter each standards set on a separate row.

2b. Upload All of the Standards to Be Taught for the Program

2b. Upload all of the standards to be taught for the program


Browse Files
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****Final approval will come from the Technical Standards and Assessment Team.**

Upload a complete copy of the standards that will be taught within the proposed Local Occupational Program.

The uploaded document(s) should clearly identify:

- Program competencies
- Performance indicators
- Student learning outcomes
- Technical knowledge and skill expectations
- Any applicable employability or workplace readiness standards

Click **Browse Files** to upload the required documentation.

Important: Final approval of submitted standards will be determined by the ADE Technical Standards and Assessment Team.

Requirement 3. Curriculum Integration and Instructional Design

The proposed Local Occupational Program must demonstrate a comprehensive curriculum that integrates technical instruction, Arizona Professional Skills, work-based learning, CTSO participation, and academic content. The curriculum should provide students with meaningful opportunities to apply technical knowledge and skills through hands-on learning experiences.

3. Upload Evidence of Curriculum Integration and Instructional Design

3: The program curriculum integrates all program-specific technical standards, all of Arizona's professional skills standards, work-based learning, CTSO participation, and academic integration. The curriculum ensures students have opportunities to apply technical skills, with at least 51% of instructional time dedicated to hands-on lab activities.

Example evidence documents: Curriculum map or scope and sequence.

NOTE: ADE provides a "best practices" template that – if used with fidelity – can be used to create acceptable evidence for this requirement.

You can find the ADE approved Program Curriculum Map Template [here](#)

3. Upload Evidence


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Upload documentation demonstrating that the program curriculum incorporates all required components and supports student attainment of the identified technical standards.

Evidence must demonstrate:

- Alignment to the program-specific technical standards identified in the application.
- Integration of all **Arizona Professional Skills Standards** throughout the curriculum.
- Inclusion of appropriate **work-based learning** experiences.
- Opportunities for participation in a related **Career and Technical Student Organization (CTSO)**, when applicable.
- Integration of relevant academic knowledge and skills.
- A minimum of **51% of instructional time dedicated to hands-on laboratory activities**.

Acceptable evidence may include:

- Curriculum maps
- Scope and sequence documents
- Program curriculum frameworks
- Course pacing guides
- Other documentation demonstrating how instruction is organized and delivered

ADE strongly encourages applicants to use the approved template, as it aligns with program approval requirements and may expedite the review process. The **ADE-approved template** can be accessed here:

<https://www.azed.gov/sites/default/files/2026/04/1A-B%20Program%20Curriculum%20Map%20Template.docx>

Click **Browse Files** to upload the required evidence.

Requirement 4. Community College Crosswalk

For programs offered in partnership with a community college, applicants must provide a crosswalk demonstrating how program standards align to institutional and/or course-level student learning outcomes. This information helps establish that the proposed program's curriculum, coursework, and expected competencies support the identified technical standards and occupational objectives.

4. Upload Evidence of Community College Program Alignment

4. For Community College programs, provide a crosswalk that maps program standards to institutional and/or course-level student learning outcomes. The crosswalk should include the following:

- A link to the official program or curriculum page.
- An overview of the program and coursework.
- A description of the knowledge, skills, and competencies students are expected to attain.
- Documentation demonstrating how the coursework aligns with and addresses applicable technical standards.
- Course descriptions and major content areas.
- Learning objectives or student learning outcomes for each relevant course.
- Course prerequisites and any recommended preparation requirements.

This information should clearly demonstrate the alignment between program standards, course content, and college learning outcomes.

Example evidence documents: narrative outlining the above, course guide book, etc.

4. Upload Evidence


Browse Files
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Upload documentation that clearly maps the proposed program's standards to the community college's curriculum and student learning outcomes.

The crosswalk should include:

- A link to the official program webpage or curriculum page.
- An overview of the program and coursework.
- A description of the knowledge, skills, and competencies students are expected to attain.
- Documentation demonstrating how the coursework aligns with applicable technical standards.
- Course descriptions and major content areas.
- Learning objectives or student learning outcomes for each relevant course.
- Course prerequisites and any recommended preparation requirements.

The submitted documentation should clearly demonstrate the relationship between program standards, course content, and college learning outcomes.

Examples of Acceptable Evidence

- Program-to-standards crosswalk
- Program narrative
- Course guidebook or catalog
- Curriculum documentation
- Course syllabi

Click **Browse Files** to upload the required evidence.

Requirement 5. Instructional Staff Qualifications

The proposed Local Occupational Program must be supported by appropriately qualified Career and Technical Education (CTE) instructional staff. Documentation submitted in this section helps demonstrate that qualified instructors are available to deliver the program's curriculum and technical content.

5. Upload Documentation of Instructor Qualifications

5: If Community College has an IGA or HLC document to verify appropriately certified CTE staff, upload here. If no document exists yet, please use the text box below to indicate appropriately certified CTE staff


Browse Files
Drag and drop files here

Use this text box to indicate appropriately certified CTE staff, if no IGA or HLC exists.

If a partnering community college has an existing **Intergovernmental Agreement (IGA)** or **Higher Learning Commission (HLC)** documentation that verifies appropriately qualified CTE instructional staff, upload the documentation in this section.

Acceptable documentation may include:

- Intergovernmental Agreements (IGAs)
- Higher Learning Commission (HLC) documentation
- Faculty qualification records
- Other official documentation verifying instructor credentials and qualifications

Click **Browse Files** to upload supporting documentation.

If No IGA or HLC Documentation Exists:

Use the text box to describe the appropriately qualified CTE instructional staff who will deliver the program.

Include relevant information such as:

- Instructor name(s), if known
- Education and training background
- Industry experience
- Professional licenses or certifications
- Postsecondary credentials
- Other qualifications relevant to the occupational area

Provide sufficient detail to demonstrate that qualified instructional staff are available to support the implementation and delivery of the proposed Local Occupational Program.

Requirement 6. Special Populations

The proposed Local Occupational Program must demonstrate equitable access and participation for all students, including members of the special populations identified in the Arizona Perkins State Plan. This requirement helps ensure that program opportunities are accessible and available to diverse student populations across the district.

6. Upload CTE Opportunity Gap Analysis Report by District

6: Program is inclusive of special populations as outlined in the Arizona Perkins State Plan.

Required evidence document: CTE Opportunity Gap Analysis Report By District from the ADE CTE Data Portal.

How to download the CTE Opportunity Gap Analysis Report by District:

- i. Access the CTE Data Portal
- ii. Click on "Reports" in the top right corner, and then select "District Report" from the drop-down menu.
- iii. Select the appropriate year in the "Fiscal Year" drop-down on the right.
- iv. Using the drop-down menu for "Report Name," select CTE Opportunity Gap Analysis Report By District (near the middle under the header Enrollment and Funding)
- v. Then select your District Name from the drop-down.
- vi. Click Generate Report.
- vii. Use the save button at the top of the next screen to save the document as a PDF.
- viii. Upload PDF below.

6. Upload CTE Opportunity Gap Analysis Report By District


Browse Files
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Applicants must upload the **CTE Opportunity Gap Analysis Report by District** from the ADE CTE Data Portal. This report is required as evidence that the district has reviewed student access and participation data when developing or implementing the proposed Local Occupational Program.

How to Download the CTE Opportunity Gap Analysis Report by District

1. Access the **ADE CTE Data Portal**.
2. Select **Reports** in the upper-right corner and choose **District Report** from the drop-down menu.
3. Select the appropriate **Fiscal Year**.
4. From the **Report Name** drop-down menu, select **CTE Opportunity Gap Analysis Report by District**.
5. Select your district name from the district selection menu.
6. Click **Generate Report**.
7. Save the report as a PDF.
8. Upload the PDF using the file upload field provided in the application.

Click **Browse Files** to upload the completed report.

Requirement 7. Facilities, Equipment, Technology, and Materials

The proposed Local Occupational Program must provide facilities, equipment, technology, and instructional materials that reflect current industry practices and support the program's technical standards and learning objectives. Resources should be sufficient to allow students to develop and apply occupational skills in an environment that mirrors industry expectations.

7. Upload Evidence of Up-to-Date Facilities, Equipment, Technology, and Materials

7. Program facilities, equipment, technology, and materials must reflect current industry practices and align with technical standards and program objectives.

Example evidence documents: Program inventory spreadsheet (actual or anticipated.)

NOTE: ADE provides a "best practices" template that – if used with fidelity – can be used to create acceptable evidence for this requirement.
You can find the ADE approved Program Inventory Spreadsheet Template [here](#).

7. Upload Evidence


Browse Files
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Upload documentation demonstrating that the facilities, equipment, technology, and instructional materials available for the program align with industry standards and support the delivery of program instruction.

Acceptable evidence may include:

- Program inventory spreadsheets
- Equipment inventories
- Technology inventories
- Laboratory or facility descriptions
- Lists of specialized tools, software, or instructional resources
- Planned equipment purchases for new programs

Evidence should clearly demonstrate that students will have access to appropriate resources needed to develop the technical knowledge and skills identified in the program standards.

ADE strongly encourages applicants to use the approved template, as it aligns with program approval requirements and may expedite the review process. The **ADE-approved template** can be accessed here:

<https://www.azed.gov/sites/default/files/2026/04/4A%20CTE%20Inventory%20Template.xlsx>

Click **Browse Files** to upload the required evidence.

Requirement 8. Business, Industry, and Community Support

Local Occupational Programs must be developed in response to documented workforce needs and informed by input from business, industry, and community stakeholders. This requirement demonstrates that the proposed program addresses local employment needs and has support from employers and other key partners.

Applications should clearly demonstrate that local employers, workforce representatives, and community stakeholders support the need for the proposed program.

8. Upload Evidence of Business, Industry, and Community Support

8. The LOP must be requested based upon input from business and community partners. Describe how local partnerships, stakeholders, and employers support the LOP and reflect community needs.

Example evidence documents: Comprehensive Local Needs Assessment (CLNA), advisory committee/stakeholder survey, local occupational data, focus group narrative, etc.)

NOTE: ADE provides a "best practices" template that – if used with fidelity – can be used to create acceptable evidence for this requirement.

You can find the ADE approved Stakeholder List Template [here](#).

8. Upload Evidence


Browse Files
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Upload documentation demonstrating that local partnerships, stakeholders, and employers support the proposed Local Occupational Program and that the program reflects identified community and workforce needs.

Evidence should describe:

- How business and industry representatives participated in the development of the program.
- How the program addresses local or regional workforce needs.
- The role of employers and community partners in supporting program implementation.
- Partnerships that provide students with opportunities for career exploration, work-based learning, mentorship, internships, clinical experiences, or employment pathways.
- How stakeholder feedback was incorporated into program planning and design.

Acceptable evidence may include:

- Comprehensive Local Needs Assessment (CLNA) documentation
- Advisory committee meeting minutes
- Stakeholder surveys
- Focus group summaries or narratives
- Local occupational or labor market data
- Letters of support from employers or industry partners
- Other documentation demonstrating stakeholder engagement and workforce demand

ADE strongly encourages applicants to use the approved template, as it aligns with program approval requirements and may expedite the review process. The **ADE-approved template** can be accessed here:

<https://www.azed.gov/sites/default/files/2026/04/5C%20Stakeholder%20List%20Template.docx>

Click **Browse Files** to upload the required evidence.

Requirement 9. Career Exploration

Districts and CTEDs must provide career exploration opportunities for students in grades 5-9. These activities help students develop awareness of career pathways, education and training requirements, workplace expectations, and potential career opportunities before entering a CTE program.

Note: This requirement is optional for non-Perkins CTED central programs.

9. Upload Evidence of Career Exploration Opportunities for Students in Grades 5-9

9. The district or CTED must provide career exploration opportunities for students in grades 5–9. This is optional for non-Perkins CTED central programs.

Example evidence documents:

- Schedule of district or CTED career exploration activities
- District course handbook
- CTE Director narrative

9. Upload Evidence



Browse Files
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Upload documentation demonstrating that the district or CTED provides career exploration opportunities for students in grades 5-9.

Evidence should describe how students are exposed to career awareness, career exploration, and career planning activities that support informed educational and career decision-making.

Acceptable evidence may include:

- District or CTED career exploration activity schedules
- Student course catalogs or course handbooks
- Career awareness event information
- Middle school career exploration lesson plans
- Career fair documentation
- CTE Director narratives
- Other documentation demonstrating career exploration opportunities for students in grades 5-9

Documentation should clearly demonstrate that career exploration activities are intentionally provided and accessible to students prior to participation in a CTE program.

Click **Browse Files** to upload the required evidence.

Requirement 10. Career and Technical Student Organization (CTSO) Alignment

Each Local Occupational Program (LOP) must be affiliated with, or demonstrate the intent to affiliate with, a recognized **Career and Technical Student Organization (CTSO)** that aligns with the program's career pathway. CTSOs provide students with opportunities to develop leadership, employability, technical, and workplace readiness skills through participation in competitive events, conferences, service-learning activities, and leadership development experiences.

10. Select the CTSO That Best Aligns with the Proposed Program

10. The Local Occupational Program (LOP) is, or will be, affiliated with a recognized Career and Technical Student Organization (CTSO) aligned with the program's career pathway. Which CTSO would you like to align with?

- ☐ DECA
- ☐ FBLA
- ☐ FCCLA
- ☐ FFA
- ☐ HOSA
- ☐ SkillsUSA

****Final approval will be determined by the Career and Technical Student Organization (CTSO) State Director.**

Choose the CTSO that most closely aligns with the occupational focus and instructional objectives of the proposed Local Occupational Program.

Available options include:

- **DECA:** Marketing, finance, hospitality, management, and entrepreneurship-related programs.
- **FBLA:** Business, information technology, accounting, computer science, and related career pathways.
- **FCCLA:** Family and consumer sciences, education, culinary arts, human services, and related programs.
- **FFA:** Agriculture, natural resources, environmental systems, and related pathways.
- **HOSA:** Health science and healthcare-related programs.
- **SkillsUSA:** Trade, technical, industrial, manufacturing, transportation, construction, and other skilled workforce programs.

Select the CTSO that provides the strongest connection to the program's curriculum, technical standards, and student leadership opportunities.

Need Help Selecting a CTSO? Applicants are encouraged to review the ADE-approved CTE program list to identify CTSO alignments for existing Arizona CTE programs. Reviewing how similar programs are aligned can help ensure the selected CTSO provides the strongest connection to the program's technical standards, curriculum, student leadership opportunities, and career pathway outcomes. Refer to the CTE Approved Program List for CTSO alignments associated with approved Arizona CTE programs:

<https://www.azed.gov/sites/default/files/2026-07/2026-2027CTEProgramList.pdf>

Important: Final CTSO alignment approval will be determined by the Arizona CTSO State Director. Applicants may be contacted if additional information is needed to verify alignment between the proposed Local Occupational Program and the selected CTSO.

Requirement 11. End-of-Program Assessment

Each Local Occupational Program must include an end-of-program assessment process that measures student attainment of the program's technical knowledge and skills. Applicants must describe how student competency will be evaluated, identify the assessment instrument(s) to be used, and explain the methodology used to develop or select the assessment.

11. Upload documentation describing the program's end-of-program assessment process.

11. Submit documentation describing the program's end-of-program assessment process, including the assessment instrument(s) that will be used, how student competency will be measured, and the methodology used to develop or select the assessment.

Example evidence documents: narrative, sample assessment, etc.

****Final approval will come from the Technical Standards and Assessment Team.**

11. Upload Evidence



Browse Files
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The documentation should include:

- The assessment instrument(s) that will be used to measure student competency.
- The technical knowledge and skills being assessed.
- How student performance will be evaluated and documented.
- The methodology used to develop, select, or validate the assessment.
- Any scoring criteria, performance benchmarks, rubrics, or proficiency standards used to determine successful completion.

Acceptable evidence may include:

- Assessment narratives
- Sample assessments
- Performance assessment rubrics
- Technical skills assessments
- Certification or credential assessments
- Capstone project evaluation criteria
- Other documentation demonstrating how student competency will be measured

The assessment should align to the technical standards identified for the proposed Local Occupational Program and provide a valid measure of student learning and skill attainment.

Important: Final approval of the end-of-program assessment will be determined by the ADE Technical Standards and Assessment Team.

Requirement 12. Industry-Recognized Credentials

Industry-recognized credentials provide an important measure of student achievement and workforce readiness. Applicants should identify both currently available and planned credentials associated with the proposed program.

12. Upload Evidence of Industry-Recognized Credentials

12. List all industry-recognized credential(s) available for students enrolled in the proposed program.

Note: If a credential is not currently included on the Arizona Department of Education (ADE) Approved Industry Credential List, the CTED or district must submit a separate Industry Credential Application for each credential being requested for approval.

Please provide the following:

- Current Approved Credential(s)
 - Identify the existing industry credential(s) students will have the opportunity to earn upon successful completion of the program.
- Planned Future Credential(s)
 - Identify any additional industry credential(s) the program intends to pursue in the future, including those that may require approval through the ADE Industry Credential Application process.

This information should demonstrate how the proposed program prepares students to earn industry-recognized credentials that align with program outcomes and workforce needs.

12. Upload Evidence


Browse Files
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Provide documentation identifying all industry-recognized credentials associated with the proposed Local Occupational Program.

Your submission should include the following:

Current Approved Credential(s)

Identify any existing industry-recognized credential(s) that students may earn upon successful completion of the program.

For each credential, include:

- Credential name
- Issuing organization
- Relationship to program competencies and standards
- Relevance to the identified occupation or career pathway

Planned Future Credential(s)

Identify any industry-recognized credential(s) the program intends to pursue or implement in the future.

For each planned credential, include:

- Credential name
- Issuing organization, if known
- Anticipated implementation timeline
- Alignment to program outcomes and workforce needs

Important: If a credential is not currently included on the ADE Approved Industry Credential List, the district or CTED must submit a separate Industry Credential Application for each credential being considered for approval.

Documentation should clearly demonstrate how the proposed program prepares students to earn credentials that support employment, postsecondary education, and career advancement within the identified occupational field.

Acceptable evidence may include:

- A credential inventory or summary document
- Credential provider information
- Program-to-credential alignment documentation
- Credential pathway maps
- Industry certification plans
- Other supporting documentation demonstrating current or planned credential opportunities

Click **Browse Files** to upload the required evidence.

Preparing for Submission

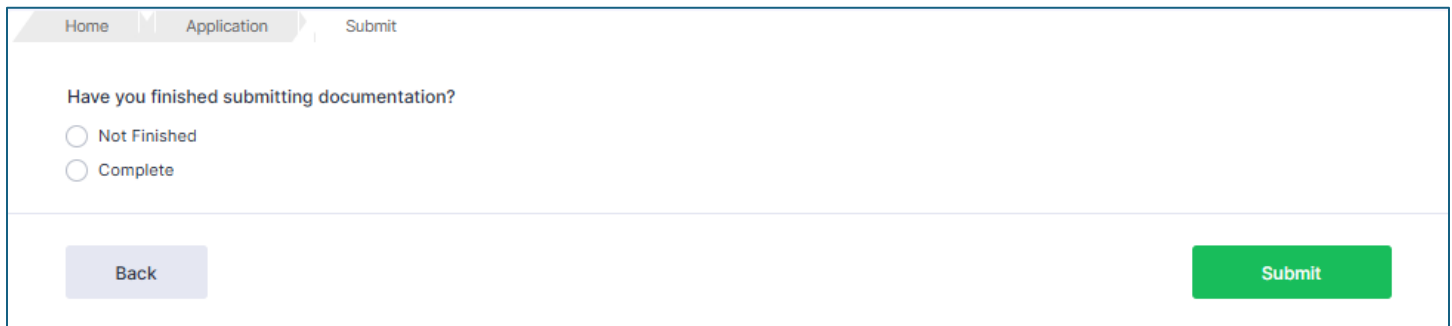
Before proceeding to the **Submit** tab, verify that:

- All required fields have been completed.
- All supporting documentation has been uploaded.
- Uploaded documents are current and clearly labeled.
- Contact information is accurate.
- The application has been reviewed for completeness.

Completing this review prior to submission can help avoid delays during the ADE review process.

Submit Tab

The Local Occupational Program (LOP) Application allows applicants to save their progress and return later to complete the application. Applicants should use the **Have you Finished Submitting Documentation?** question to indicate whether the application is ready for ADE review.

The screenshot shows the 'Submit' tab of the LOP Application interface. At the top, there are three tabs: 'Home', 'Application', and 'Submit', with 'Submit' being the active tab. Below the tabs, the question 'Have you finished submitting documentation?' is displayed. There are two radio button options: 'Not Finished' and 'Complete'. At the bottom of the form, there are two buttons: a light blue 'Back' button on the left and a green 'Submit' button on the right.

Have You Finished Submitting Documentation?

Select one of the following options before clicking Submit:

- **Not Finished:** Select **Not Finished** if additional information, documentation, or revisions are still needed before the application is ready for review.

After clicking **Submit**, the application will be saved but will not be submitted to ADE for review. A continuation link will be sent to the CTE Administrator email address entered on the Home tab. Use the link provided in the email to return to the application and continue working on it.

- **Complete:** Select Complete only after all required information has been entered and all supporting documentation has been uploaded.

After clicking Submit, the application will be formally submitted to ADE for review. Once submitted as complete, the application will enter the ADE review process.

Important: Applications marked **Not Finished** are saved for later completion and are not reviewed by ADE. Only applications marked **Complete** and submitted through the final **Submit** page will be considered for approval.