

2025-26 TAPE Process and FAQs:

Career and Technical Education programs are assessed every year through the Form 14-1 and once every five years through TAPE, or as often as they appear on the Compliance Monitoring Schedule.

The Compliance Monitoring Schedule will be used to determine which LEAs undergo TAPE Reviews.

An LEA may also be placed on the TAPE Review schedule by the ALSDE Assistant Superintendent for CTE.

ALSDE contact:

TAPE@alsde.edu

334-694-4755 (work)

TAPE Technical Assistance Zoom meets (optional)

- To be provided by TAPE Liaison

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When will programs be reviewed?

- All CTE programs are reviewed annually by the CTE director using the Form 14-1.
- ALSDE TAPE reviews should occur during the year and month of the LEA's compliance monitoring schedule (but NOT during the same week).
- The ALSDE reserves the right to do reviews outside of the compliance monitoring month when circumstances prohibit reviews during that time. The determination of an alternate date will be executed in collaboration with the LEA CTE Director.
- When LEAs have CTE programs with uncleared Program Improvement Plans (PIPs) after 12 months.

Which programs will be reviewed, and by whom will they be reviewed?

- 25% of each LEA's CTE programs will be reviewed.
 - For example, if the LEA has four (4) programs, one (1) of those programs will be chosen for the ALSDE TAPE review. (Partial numbers will round up when determining programs totals)
 - If the LEA has that program at multiple schools, ALL programs will be reviewed.

- Statewide, of the total programs under review for the year, 25% of the programs in each cluster area will be identified for review.
- Every effort will be made to have the cluster area specialist review their associated programs, but any ALSDE CTE specialist or administrator could perform the review.
- Programs that **will not** be on the **25-26** schedule: Government & Public Administration Cluster. (ALSDE reserves the right to review if needed or requested)

When will I be notified of which programs will be up for review?

- ALL CTE programs should be ready for review each year.
- The Compliance Monitoring Schedule, identifying the LEAs up for review, is usually available in May prior to the new school year
 - TAPE reviews are during the **same month** (but not the same dates) as the Compliance Monitoring review
- Two (2) weeks prior to your review month, an email notification will be sent identifying the LEA's **programs** for review.

How are the LEA programs chosen?

- In consideration of the purpose of the overall EQIP process (program improvement and quality), several methods are used to determine the programs visited:
 - Risk based selection
 - Random selection
 - CTE Director request (any program area the director feels would benefit from a TAPE review and the associated technical assistance)

What is the timeline for LEAs identified for review?

- Onsite visit dates will be determined by August 30 of the review year (or as quickly as the data can be aggregated for the year). These dates will be provided to the systems at that time.
 - Notify all CTE instructors and associated staff of the onsite visit date.
 - Plan to have alternate coverage for the number of programs to be reviewed (25% of your LEAs CTE programs, rounded up)
- Notify the ALSDE CTE staff to request technical assistance as needed.
- 15th of the month prior to the scheduled review month: LEAs will be notified of the specific programs to undergo the full TAPE review.
- 1st of review month: LEAs should have ALL evidence uploaded into Cognia.
 - Documentation that is not uploaded for review inside the timeline **WILL** be reviewed onsite. **This may extend the review time and delay** the Cognia completion for all scheduled reviews.
- Scheduled onsite review date: ALSDE staff will have the uploaded evidence reviewed with the understanding that some onsite reviews maybe be required depending on the evidence upload date.
- Schedule onsite review date: Implementation of the TAPE review.
 - ALSDE will work collaboratively, and make every effort to, perform all indicated program reviews simultaneously on the scheduled date(s).
 - The CTE Director, or LEA Cognia liaison will be notified of official findings through the Cognia platform.
 - The CTE Director may attend, or participate in, any of the scheduled onsite program reviews.

- The program instructor(s) are expected to be available throughout the onsite reviews to facilitate the review and allow for technical assistance as needed.
 - **Subs WILL be needed for these teachers.**
- ALSDE reviewers, along with the TAPE liaison, will meet after each system review to assure consistency in recommendations, findings, and PIPs.
- ALSDE will work with the LEA to provide technical assistance and clear potential findings within 10 days after the onsite review.
- After 10 days a Program Improvement Plan (PIP) will be finalized for EACH uncleared QPI and the findings will be entered into the Cognia platform.
 - The ALSDE reviewer and the teacher collaborate to create the PIP
 - The PIP will be uploaded into the **Manage Resources** area of Cognia and may be accessed at any time by the LEA
- A post review survey link will be provided to facilitate improvement through LEA feedback.
 - Please encourage all LEA personnel who participated in the TAPE process to complete the survey (CTE Director, teachers, principals, etc.)
- LEAs will take corrective action (detailed in PIP) and will provide evidence to clear the finding **inside the Cognia platform** within 12 months of the last day of the review month.

Will assistance be available for the LEA's?

- Assistance is available in the following forms:
 - LEA technical assistance upon request
 - TAPE presentations at CTE attended conferences. (ACTA, MEGA, ALACTE, etc.)
 - Tutorial videos for QPIs available through Schoology courses (directors) & groups (teachers).
 - Samples' folder of evidence documents in Schoology courses (directors) & groups (teachers).
 - **Access to Regional Consultants, Specialists, and TAPE Liaison**

What communication should the LEA expect?

- **June:** The ALSDE TAPE Liaison will email the CTE Directors on the review schedule requesting the following information:
 - The programs expected to be declared for the upcoming school year
 - For each of those programs – the location, teacher, teacher email, teacher contract length
- **August:** The ALSDE TAPE Liaison will email the CTE Directors on the review schedule the expected TAPE review date.
- **1st of the month prior to the review month:** The ALSDE TAPE Liaison will email the CTE Director to confirm the CTE Program list provided in June is unchanged and to make adjustments as needed.
- **15th of the month prior to the review month:** The ALSDE TAPE Liaison will email the CTE Director with the following information:
 - Overall review date and time
 - Programs identified for review, and the names of the ALSDE specialists assigned the review
 - Request for confirmation of program and teacher information
 - Instructions for evidence uploads and the onsite review
 - Contact information for questions
- **Between the 15th and the last day of the month prior to the review month:** The ALSDE specialists assigned the reviews will email the program area teachers **(and copy the CTE Director):**

- Offering technical assistance
- Providing more detailed information on the order and timing of the reviews if there are multiple programs in the system.
- Throughout the review, ALSDE and LEA will communicate and:
 - Assure all questions are answered and evidence is provided
 - Develop a plan for program improvement as needed
 - Copy CTE Director on communications with the CTE program area teachers
- After the review is complete in Cognia, a copy of the PIP, if applicable, will be uploaded in the *CTE Tool for Assessing Program Effectiveness (TAPE)* folder in the **Manage Resources** area for immediate access. All PIPs should begin with “00PIP” so they will appear at the top of this folder.
 - Clicking the three dots to the right of the file will allow you to download a copy of each PIP

What happens if there are findings?

- Findings will be discussed with the program area teacher(s), technical assistance will be offered, and additional evidence may be provided to clear the finding prior to, during, or within 10 days of the onsite review date.
- Findings will not be entered into the Cognia system until 10 days post onsite visit.
- Program Improvement Plans (PIPs) will be created for all findings which remain uncleared after 10 days. PIPs may be created prior to this timeline if it is apparent the correction will take more than the allotted timeframe.
- The CTE Director will have access to all PIPs. PIPs will be uploaded under Manage Resources/Files inside the Cognia platform in response findings.
- Evidence to clear the findings should be uploaded in the **Findings** area inside the Cognia Platform after the 10-day grace period.

What happens if findings are not cleared within 12 months?

- If the system does not clear a finding with a PIP within the 12-month period:
 - The program could lose funding
 - If the system continues to fund the program, all CTE funding could be withheld
 - Reference: Code of Federal Regulations 2CFR 200.338 (a-f)
 - The program and/or ALL programs in the LEA may be placed on the TAPE review cycle the subsequent year.
 - Other actions as deemed appropriate to rationale for non-clearance

Are Craft Training Centers reviewed?

- **Currently**, the Craft Training Centers do NOT meet the requirements and are NOT subject to TAPE reviews.

Are charter schools reviewed?

- Charter schools are subject to TAPE reviews if the following conditions are met:
 - They are placed on the Compliance Monitoring schedule
 - They are teaching ALSDE approved CTE courses in a sequence of three or more in a program area
 - They have declared CTE programs

Are Dual Enrollment courses/programs reviewed?

- Evidence is uploaded into the Cognia Platform for Scenarios 1, 2 and 3.
- Dual enrollment TAPE reviews by scenario:

- **Scenario 1: Program on the LEA campus: Uses LEA Teacher AND Community College Teacher**

Declared programs that include a dual enrollment course(s) can be selected for evaluation using the Tool for Assessing Program Effectiveness (TAPE). For example, a welding program that has a full-time welding teacher employed by the LEA that teaches welding classes in addition to dual enrollment classes taught by a community college instructor can be evaluated.

The teacher employed by the LEA is responsible for the evaluation process. The community college instructor should not be included.

- All evidence is uploaded to Cognia by the Career Tech Director (CTE Director).
- Reviewer documentation is in Cognia. (Findings, PIP, Clearing Findings)
- Technical Assistance (TA) is provided to the teacher employed by the LEA.
- TA is provided to the community college instructor upon request of the CTE Director or the instructor.

- **Scenario 2: Program on the LEA campus: Uses LEA Teacher only**

Declared programs that include a dual enrollment course(s) that is taught by the teacher employed by the LEA, on the secondary campus, can be selected for evaluation. The teacher employed by the LEA is responsible for the evaluation process.

- All evidence is uploaded to Cognia by the Career Tech Director (CTE Director).
- Reviewer documentation is in Cognia. (Findings, PIP, Clearing Findings)
- Treated as part of the standard program, is not a stand-alone program.
- TA is provided to the LEA employed teacher.

- **Scenario 3: Program on the LEA campus: Uses Community College Teacher only**

Declared programs that are taught solely by a community college instructor on the LEA's campus can be selected for evaluation using TAPE. However, only the following QPIs will be evaluated:

- 1.1A – 1.1F, CTSOs
- 2.1.F, Classroom/Lab Safety
- 2.1.G, Facilities, and
- 3.1C – 3.1D, Advisory Committees

The CTE Director will be responsible for the evaluation process.

- Selected evidence is uploaded into Cognia by the CTE Director
- ALSDE would perform review with the CTE Director.
- TA would be with the CTE Director and whomever else the CTE Director includes.
 - i.e. the program instructor

Scenarios 4 and 5 do NOT meet the requirements for TAPE reviews:

- **Scenario 4:** Programs/Courses that are offered at the community college campus and taught by community college instructors are not eligible to be evaluated using TAPE.
- **Scenario 5:** Program/Courses that are offered at the community college campus and taught by the teacher employed by the LEA are not eligible to be evaluated using TAPE.