

NEW PROGRAM FOLDER

AUDIT CHECKLIST

(Keep the following documentation on file in the event that your program is audited.)

- ___ 1. Copy of Program Approval
- ___ 2. ★Certification Page with Signatures★
- ___ 3. ★Letters of Support for the Program★
- ___ 4. ★CTSO Organization Affiliation Documentation★
- ___ 5. Classroom Floor Plan
- ___ 6. Articulation Agreements
- ___ 7. ★Program Development Team Information★
- ___ 8. ★List of Advisory Committee Members, Their Occupational Title and Place of Employment★
- ___ 9. ★Advisory Committee Minutes★
- ___ 10. Matrix

★ A copy of these items must be sent to the Career & Tech. Ed. Office