

Proposed Amendments to Regulations on Vocational Technical Education, 603 CMR 4.00

This document shows the proposed amendments to portions of 603 CMR 4.00 by strikethrough (language deleted) and underline (new language). In some instances, current language was moved to another section. Those instances, where the substance did not change, are not marked. The full regulations can be found at: <https://www.doe.mass.edu/lawsregs/603cmr4.html>.

Presented to the Board of Elementary and Secondary Education for initial action: March 10, 2025

Period of public comment: through April 18, 2025

Final action by the Board of Elementary and Secondary Education anticipated: May 20, 2025

603 CMR 4.00:

~~Vocational~~ Career Technical Education

Section:

- [4.01](#): Purpose
- [4.02](#): Definitions
- [4.03](#): Program Approval Criteria and Operational Requirements
- [4.04](#): Program Approval Procedures and Policies
- [4.05](#): Program Outcomes
- [4.06](#): Unpaid Off-Campus Construction and Maintenance Projects
- [4.07](#): Types of ~~Vocational Career~~ Technical Teacher Licenses, Requirements for Licensure and Licenses Issued
- [4.08](#): Types of ~~Vocational Career~~ Technical Administrator Licenses and Requirements for Licensure
- [4.09](#): Types of ~~Vocational Career~~ Technical Cooperative Education Coordinator Licenses and Requirements for Licensure
- [4.10](#): Professional Standards
- [4.11](#): Extension of Preliminary ~~Vocational Career~~ Technical Teacher License
- [4.12](#): Professional ~~Vocational Career~~ Technical Educator License Renewal and Professional Development
- [4.13](#): General Provisions Regarding Educator Licensure
- [4.14](#): Certificate of Occupational Proficiency
- [4.15](#): Endorsements
- [4.16](#): Pilot Programs
- [View All Sections](#)

Most recently amended by the Board of Elementary and Secondary Education: June 22, 2021

4.01: Purpose

(1) 603 CMR 4.00 supervises the operation of public ~~vocational~~ career technical education programs in the Commonwealth, and governs the operation and approval of secondary and postsecondary ~~vocational~~ career technical education programs offered in public school districts. They govern the licensure of ~~vocational~~ career technical education educators in public school districts.

(2) *Purpose.* The purpose of 603 CMR 4.00 is to promote, for all ~~vocational~~ career technical education programs, the scope and quality necessary to provide students with the knowledge and skills needed to compete in a dynamic, global workplace and in postsecondary education including registered apprenticeship programs.

4.02: Definitions

Administrator Performance Assessment: The assessment required for the Initial Vocational Career Technical Education Superintendent/Assistant Superintendent and the Initial Vocational Career Technical Education Principal/Assistant Principal licenses pursuant to 603 CMR 4.08.

Bilingual Education: An educational program that involves teaching academic content in two languages, English and another language. Program types determine the varying amounts of each language used in instruction. Bilingual education programs include dual language education or two-way immersion and transitional bilingual education programs, as defined in M.G.L. c. 71A, § 2, and any other bilingual program types that may be approved by the Department.

Board: The Massachusetts Board of Elementary and Secondary Education.

Career ~~Vocational~~ Technical Education Program: For purposes of Sheltered English Immersion, a career ~~vocational~~ technical education ~~program~~ shall include programs approved under M.G.L. c. 74; programs that meet the definition of career and technical education listed in the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 U.S.C. § 2302(5), as amended by the Strengthening Career and Technical Education for the 21st Century Act and its implementing regulations; and any other programs that may be designated by the Commissioner.

Career ~~Vocational~~ Technical Education Framework: Framework approved by the Commissioner, consisting of six strands representing all aspects of the industry that students in the ~~vocational~~ career technical education program are preparing to enter.

Career ~~Vocational~~ Technical Education Teacher: For purposes of Sheltered English Immersion, a teacher of a career ~~vocational~~ technical education subject in a career ~~vocational~~ technical education ~~program~~ at the secondary level.

Career ~~Vocational~~ Technical Literacy Skills Test: The test of communication and literacy skills required pursuant to 603 CMR 4.07(2), 4.08(6) and 4.09(2) and (3) and 4.13(4) and approved by the Board.

Career ~~Vocational~~ Technical Subjects: For purposes of Sheltered English Immersion, such subjects shall include automotive technology, carpentry, culinary arts, engineering, exploratory, masonry, information technology, and any other subjects listed by the Department in guidance.

Certificate of Occupational Proficiency: The Certificate issued pursuant to M.G.L. c. 69, § 1D (iii). The Certificate of Occupational Proficiency shall include a determination that the recipient has demonstrated mastery of a core set of skills, competencies and knowledge in a particular trade or professional skill area set by established industry standards.

Commissioner: The Massachusetts Commissioner of Elementary and Secondary Education or ~~his/her~~ their designee.

Communication and Literacy Skills Test: The test of communication and literacy skills required pursuant to 603 CMR 7.00: *Educator Licensure and Preparation Program Approval* and 603 CMR 4.08 and approved by the Board.

Cooperative Education: A ~~vocational career~~ technical education program for students enrolled in programs approved pursuant to M.G.L. c. 74 that alternates study in school with a work-based learning opportunity in a related occupational field.

Department: The Massachusetts Department of Elementary and Secondary Education.

District of residence: The school district of the city or town where a student resides.

Inactive Career ~~Vocational~~ Technical Education Educator License: A professional ~~vocational career~~ technical education educator license that is not renewed within the five-year validity period. A license that is not renewed is deemed inactive for five years.

Individual Professional Development Plan: A five-year plan developed by an educator that outlines the professional development activities for the renewal of the ~~vocational career~~ technical education educator's professional license(s).

Induction Program: A planned program of professional support with a trained mentor for beginning educators during their first year of employment with a new license provided by the school district and approved by the Department.

Initial Career ~~Vocational~~ Technical Educator License: A ~~vocational career~~ technical education educator license issued to a person who has met the requirements established

by the Board for an Initial ~~Career Vocational~~ Technical Administrator or Cooperative Education Coordinator license. The Initial license is valid for five years of employment.

Internship: A planned program providing the candidate for the Initial ~~Career Vocational~~ Technical ~~Education~~ Supervisor/Director license and the Initial ~~Career Vocational~~ Technical Cooperative Education Coordinator license with on the job training with a trained mentor in the role of the license sought.

Invalid ~~Career Vocational~~ Technical ~~Education~~ Educator License: A professional ~~career vocational~~ technical ~~education~~ educator license that is not renewed within the five-year validity period and that is not renewed within the five-year inactive period.

Mentor: An educator who has at least three full years of experience under an Initial or Professional license under 603 CMR 4.00 or 7.00: *Educator Licensure and Preparation Program Approval* and who has been trained to assist a beginning educator in the same professional role with ~~his or her~~ their professional responsibilities and general school district procedures. In addition, a mentor may assist an experienced educator who is new to a school, subject area, or grade level. A mentor may also assist an educator who is participating in a performance assessment or a district-based program for licensure.

National Occupational Program Approval Standards: Those standards established by an organization that is nationally recognized by a specific industry or industry cluster, and that is involved in the accreditation, approval and/or certification of ~~vocational career~~ technical education programs.

Non-resident student: A student who has been, or seeks to be, admitted to a ~~Chapter 74-~~ ~~approved~~ state-designated program outside of ~~her/his~~ their district of residence.

Occupational Clusters: A group of ~~vocational career~~ technical education programs that share certain common skills.

Pilot ~~Vocational Career~~ Technical Education Program: A program approved by the Commissioner for the purpose of determining the feasibility of establishing a new ~~vocational career~~ technical education program under M.G.L. c. 74.

Postgraduate Students: Adults who enroll in the ~~shop~~ technical education portion of a secondary state-designated career vocational technical education program.

Postsecondary Program: A ~~vocational career~~ technical education program at the grade 13 and/or grade 14 level.

Preliminary ~~Career Vocational~~ Technical ~~Education~~ Teacher License: A ~~Vocational Career~~ Technical ~~Education~~ Educator license issued to a person who has met the requirements established by the Board for the Preliminary ~~Career Vocational~~ Technical

Education Teacher license. The Preliminary ~~Vocational~~ Career Technical Education Teacher license is valid for five years of employment and may be extended at the discretion of the Commissioner for one additional five-year employment period.

Professional ~~Career~~ Vocational Technical Education Educator License: A ~~Career~~ Vocational Technical Education Educator license issued to a person who has met the requirements established by the Board for a Professional ~~Career~~ Vocational Technical Education Teacher, Administrator or Cooperative Education Coordinator license. The Professional ~~Career~~ Vocational Technical Education Educator license is valid for five years and renewable for additional five-year terms pursuant to 603 CMR 4.12.

Professional Development Point (PDP): A unit of measurement of professional development activities. One clock hour of new employment experience is equivalent to one PDP. One semester hour is equivalent to 15 PDPs. One continuing education unit is equivalent to 10 PDPs. Professional development activities sponsored or approved by the Department and advanced academic and ~~career vocational~~ technical education subject matter studies will receive 1.5 PDPs per clock hour. Refer to 603 CMR 4.12(8).

Receiving school: The school in which a nonresident seeks to enroll or enrolls.

Related Instruction: Instruction that introduces, explains and amplifies the conceptual and theoretical foundations of the knowledge and skills in the ~~Career~~ Vocational Technical Education Frameworks and the Massachusetts Curriculum Frameworks.

School Committee: A school committee or board of trustees of a school district or agricultural school or a board of trustees of an educational collaborative.

Scope: Curricular scope refers to the depth and breadth of skills and content addressed in that curriculum in total.

Sequence: Curricular sequence refers to the order in which the skills and content addressed in a program's curriculum are taught.

Sheltered English Immersion (SEI): Shall have the meaning set forth in M.G.L. c. 71A, § 2.

~~Vocational Technical Education:~~ ~~Education offered pursuant to M.G.L. c. 74.~~

State-Designated ~~Career~~ Vocational Technical Education Educator: A person employed in a school or school district under a ~~Career~~ Vocational Technical Education Educator license issued pursuant to 603 CMR 4.00.

State-Designated ~~Career~~ Vocational Technical Education Program: A program approved by the Commissioner pursuant to M.G.L. c.74 that provides instruction based on

the ~~Vocational Career~~ Technical Education Frameworks and the Massachusetts Curriculum Frameworks.

~~State-Designated Chapter 74 Vocational Exploratory Program:~~ A program approved by the Commissioner that provides students an opportunity to explore career technical education programs approved pursuant to M.G.L. c. 74.

Waitlist: A list of students who have completed the admissions application process to a school offering programs approved pursuant to M.G.L. c. 74 and are not selected for admission. A completed application means ~~all criteria used in the district's Department-approved admission policy have been met~~ the student has submitted an application to the career technical education school or program, and the career technical education school or program has received the information it requires that is available.

Weighted lottery system: a lottery for admission to a career technical education school or program in which all students are entered, and students who meet additional permitted criteria are given one additional weight per criterion. A student with a weight of two has twice the chance of being selected in the lottery as a student with a weight of one.

Written and Performance Tests for Prospective Career ~~Vocational~~ Technical Education Teachers: Tests in the subject matter the candidate for a career vocational technical education teacher license will teach based on the applicable ~~Vocational Career~~ Technical Education Framework and the Massachusetts Curriculum Frameworks.

4.03: Program Approval Criteria and Operational Requirements

Each school district requesting full approval of a state-designated career vocational technical education program shall demonstrate that the program meets the following approval criteria:

(1) Organization

(a) Each career vocational technical school district and agricultural school shall employ a ~~vocational career~~ technical superintendent and ~~vocational career~~ technical principal licensed pursuant to 603 CMR 4.00.

(b) Each school district that conducts five or more approved vocational career technical education programs in public comprehensive high schools must employ a licensed ~~vocational career~~ technical supervisor/director of ~~vocational career~~ technical education to plan and supervise the programs. A supervisor/director of ~~vocational career~~ technical education who is assigned to a single school within a district shall report to the principal of that school. The supervisor/director reports to the superintendent in cases where the supervisor/director supervises programs in

more than one school in the district or supervises programs that are not under the principal.

(c) Each school district seeking approval for a ~~vocational career~~ technical education program shall demonstrate that the program has been planned in consultation with the following advisory committees:

1. Program Advisory Committee

Each school committee shall appoint a Program Advisory Committee for each program area under its control. The Program Advisory Committee shall consist of representatives of local business and industry related to the program, organized labor, postsecondary institutions, parents/guardians, students and representatives from registered apprenticeship programs if the program area has such registered programs; provided however, that no member of the school committee, or other school official or school personnel shall serve on the committee. Every effort shall be made to promote membership on the Advisory Committee that includes ~~diverse perspectives, females, racial and linguistic minorities, populations, persons with disabilities and individuals in occupations nontraditional for their gender, who are representative of~~ and reflects the communities eligible to be particular district or community served by the school. The members shall appoint a facilitator who in most cases would be a program teacher or a program supervisor/director. The Program Advisory Committee shall meet at least twice per year. Meetings shall comply with the Open Meeting Law, M.G.L. c. 30A, § 18–25. It shall be the responsibility of the Program Advisory Committee to advise, assist and support school personnel in order to improve planning, operation and evaluation in its program area. Such advice shall be based on adequate and timely information as to workforce and job development demands or job market trends, technological developments, training alternatives and other factors affecting the quality of the program.

2. General Advisory Committee

Each school committee shall appoint a General Advisory Committee for all ~~vocational career~~ technical education programs under its control. The General Advisory Committee shall include, but not be limited to, chairpersons of the program advisory committees. Every effort shall be made to promote membership on the General Advisory Committee that includes ~~diverse perspectives, females, racial and linguistic minorities persons with disabilities and individuals in occupations nontraditional for their gender who are representative of~~ and reflects the communities eligible to be particular district or community served by the school. The General Advisory Committee shall meet at least twice per year, provided that one of the meetings is with the school committee. Meetings shall comply with the Open Meeting Law, M.G.L. c. 30A, §§ 18–25. It shall be the responsibility of

the General Advisory Committee to advise the school committee, based on adequate and timely information, as to the planning, operation and evaluation of ~~vocational~~ career technical instruction provided by programs under its control. The chief administrative officer of the school committee, or designee, shall act as facilitator to the General Advisory Committee.

(2) **Control.** Each school district that conducts one or more state-designated career ~~vocational~~ technical education programs shall be under the control of a school committee.

(3) **Location (Facilities) and Equipment**

(a) Each ~~vocational~~ career technical education program shall be conducted in facilities that meet current occupational standards.

(b) Equipment shall be industry validated to meet current occupational standards and be sufficient in quantity and variety to allow students to attain competencies necessary for the occupation and the Certificate of Occupational Proficiency and to enable each student, or student team, to work continuously.

(c) The facilities shall meet all applicable building and safety codes and shall be inspected by building and safety officials per applicable local, state and federal laws and regulations.

(d) The school shall develop and implement a comprehensive safety and health plan to safeguard the safety and health of all students and school personnel. The regulations of the Occupational Safety and Health Administration (OSHA) governing work sites shall serve as the minimum standards for safety in the career ~~vocational~~ technical education program. The plan should include provisions for safety inspections of all facilities, safety training for all students and staff and the use, storage and disposal of toxic and hazardous materials.

(4) **Program of Study and Methods of Instruction**

(a) The program of study shall:

1. be based on the applicable Career ~~Vocational~~ Technical Education Framework and the Massachusetts Curriculum Frameworks;
2. be of sufficient scope to address the applicable Vocational ~~Career~~ Technical Education Framework, and provide a minimum of 900 program hours, or as otherwise specified in the applicable Vocational ~~Career~~ Technical Education Framework;
3. include a sequence of courses building on past knowledge and skills across grade levels);

4. include competency-based applied learning that contributes to a student's higher order reasoning and problem solving skills;
5. integrate academic and technical instruction through the efforts of technical and academic teachers who share responsibility for the development of the knowledge and skills of their students;
6. be articulated, where appropriate, with postsecondary education programs including registered apprenticeship programs;
7. include program specific work-based experience wherever appropriate and feasible;
8. meet National Occupational Program Approval Standards as set forth in Department guidelines;
9. meet state board/agency approvals, accreditation association approvals as set forth in Department guidelines;
10. include related instruction that shall be primarily taught by licensed career vocational technical education teachers in the specific program area. Academic teachers may assist in the delivery of related instruction components when their particular expertise will enhance the instruction;
11. be free of bias and stereotyping;
12. include a comprehensive safety and health plan, which includes safety training for all students and staff;
13. be taught by appropriately licensed teachers; and
14. be scheduled so that career vocational technical shop instruction, if scheduled as a full school day, does not exceed ten consecutive full school days. Technical Shop instruction scheduled for ten consecutive full school days or less must be scheduled for at least the same number of full school days of academic instruction before beginning another schedule of technical shop instruction.

(b) A Program of Studies including both academic and technical programs and courses and the admission policy shall be published and a copy shall be provided to each student and parent/guardian.

(c) The career vocational technical education program shall include a process for assessing and documenting the attainment by each student of the technical and academic competencies. Assessment methods may include portfolio and performance assessment.

(d) Career guidance and placement services shall be provided to each student, consistent with the requirements of 603 CMR 26.04, and shall include assessment of all career vocational technical education students to determine individual career vocational technical and academic aptitude, interest and learning styles and assistance with the development of a four-year career plan based on the assessments. Services shall be provided to assist each student in making the

transition to the workforce, postsecondary education and apprenticeship programs.

(e) School districts that offer five or more ~~State-Designated Career approved vocational~~ Technical Education Programs shall provide a minimum of a one half year exploratory program approved by the Department for all incoming ninth graders. The programs shall meet the standards in the Department's guidelines for exploratory programs. The exploratory program must be based on the applicable ~~Career Vocational~~ Technical Education Framework and the Massachusetts Curriculum Frameworks. If a district no longer offers five or more programs approved pursuant to M.G.L. c. 74, it may not report itself as having an approved exploratory program, unless it is an agricultural school.

(5) Qualifications of Personnel

(a) All personnel in the ~~career vocational~~ technical education program including academic teachers shall have an appropriate educator license and endorsement, if needed, in accordance with the requirements set forth in 603 CMR 4.00, 7.00: *Educator Licensure and Preparation Program Approval*, and 14.00: *Education of English Learners*.

(b) Non-licensed substitute teachers and teacher (instructional) aides shall be supervised by an appropriately licensed ~~career vocational~~ technical education teacher while serving in a ~~career vocational~~ technical facility laboratory and shall not be allowed to supervise students using hazardous equipment.

(c) The Commissioner may exempt a school district for any one school year from the requirement to employ individual ~~career vocational~~ technical education personnel licensed under 603 CMR 4.00 upon the request of a superintendent for a waiver and demonstration to the Commissioner that the district has made a good-faith effort to hire licensed personnel. Persons employed under waivers must demonstrate that they are making continuous progress toward meeting the requirements for licensure in the field in which they are employed. During the time that a waiver is in effect, service of an employee of a school district to whom the waiver applies shall not be counted as service in acquiring Professional Technical Teacher status.

(d) The Commissioner may deem a district to have a critical shortage of licensed ~~career vocational~~ technical education teachers for the purpose of M.G.L. c. 32, § 91(e) upon request of a superintendent and demonstration that the district has made a good-faith effort to hire personnel who have not retired under M.G.L. c. 32. A district deemed to have a critical shortage of licensed technical teachers for the purposes of M.G.L. c. 32, § 91(e) may employ retired ~~career vocational~~ technical teachers subject to all laws, rules and regulations governing the employment of teachers. The period of determination of a critical shortage of licensed ~~career~~

~~vocational~~ technical teachers shall not exceed one year, but a district may seek to invoke this provision in consecutive years upon a new demonstration of a good-faith effort to hire personnel who have not retired. The Commissioner shall notify the Teachers' Retirement Board of each determination of a critical shortage made for the purposes of M.G.L. c. 32, § 91(e). In each instance when, after a good-faith effort, a district is unable to hire a licensed career vocational technical education teacher who has not retired under M.G.L. c. 32, the superintendent of the district has discretion to choose whether to seek a waiver, pursuant to 603 CMR 4.03(5)(c) or to seek a determination of critical shortage, pursuant to 603 CMR 4.03(5)(d).

(e) Persons with special expertise related to the ~~career vocational~~ technical area of instruction who can strengthen the career vocational technical education program may be employed without a ~~career vocational~~ technical teacher license. Such persons shall work in concert with, and under the direct supervision of, an appropriately licensed career vocational technical education teacher at all times.

(f) The qualifications of the Pilot Program Teacher(s) shall be subject to approval by the Commissioner according to industry standards. Employment as an approved Pilot Program Teacher may be counted towards Professional Teacher Status.

(6) Admission of Students

(a) Career Vocational technical education schools and ~~vocational~~ programs at comprehensive high schools shall develop and implement an admission policy that is consistent with federal and state law and any relevant guidelines issued by the Department or the U.S. Department of Education. Career technical education Vocational schools and programs shall condition admission on a student having been promoted to the grade that they have been admitted to enter. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

(b) Beginning with the 2025-2026 admissions cycle, for students entering in Fall 2026, where there are more applicants than available seats, students shall be accepted for admission by a lottery conducted by the career technical education school or program. All lotteries for career technical education school or program seats shall be conducted in a public place and with reasonable public notice given at least one week prior to the lottery. Such lotteries may be conducted electronically; provided that the methods must be shared publicly, the process must be fair, and selection must be random. If there is a local agreement among sending districts concerning seat allocation, career technical education schools and programs may run a lottery for each sending district, consistent with the seat allocation requirements of any local agreement.

(c) If a career technical education school or program holds at least two open houses and at least three virtual information sessions each school year, it may require applications for admission to contain an indication of student interest in career technical education. Students must be able to demonstrate their interest by any of the following: a non-evaluative interview with a career technical education school or program staff member; attendance, at the invitation of the school or program, to answer questions about their interest in the school or program; participation in a tour of a career technical education school or program; attendance at a presentation by a career technical education school or program; attendance at a virtual information session; attendance at an open house; submission of an audio or video presentation; personal essay; letter of recommendation from a non-family member; or other measure proposed by a career technical education school or program and approved by the Department.

(d) Career technical education schools and programs whose admission policies include selective criteria for students to enter the lottery process may only use one or more of the following criteria, and only as part of a weighted lottery system:

(1) student attendance: students with fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application;

(2) student discipline: students who have not been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2, or suspended or expelled for more than 10 days pursuant to M.G.L. c.71 §37H3/4;

All students who apply to a career technical education school or program will be entered into its lottery. Career technical education schools and programs that choose to use any of the above selective criteria will not score students on these criteria. A student who satisfies a criterion is assigned one additional weight in the lottery.

(d) Career technical ~~Vocational~~ education schools and programs that use selective criteria shall not use criteria that have the effect of disproportionately excluding persons of a particular race, color, national origin, sex, gender identity, sexual orientation, religion, or disability unless they demonstrate that (1) such criteria have been validated as essential to participation in career technical education ~~vocational~~ programs; and (2) alternative equally valid criteria that do not have such a disproportionate adverse effect are unavailable.

(e) Selective criteria shall be approved annually by the school's board of trustees or school committee. The superintendent of the career technical ~~vocational~~ education school or program shall submit an annual attestation to the Department that the admissions policy of the school or program complies with federal and state law and any relevant guidelines issued by the Department or the U.S. Department of Education.

~~(f) Beginning with the 2021-22 school year, Each career technical education school and program shall submit its admissions, recruitment, and retention policy to the Department by October November 1, 2025, and by November 1 of any subsequent years if the school or program has revised its policy. Each school and program shall annually publish its admission, recruitment and retention policy in its Program of Studies, post a copy on the school website, and provide a copy to each student applicant and their parent/guardian. Career technical Vocational education schools and programs shall ensure that all admissions materials are in both English and the primary language of the home, if such primary language is other than English.~~

Each policy shall include the following:

1. The process for application and admission to the school, as well as admission to particular programs within the school, including any criteria, lotteries, or other processes to be used in selecting students;
2. A plan that includes deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile;
3. A description of the exploratory program, if such program is required by 603 CMR 4.03(4)(e); and
4. A process for prospective students and parents/guardians to appeal to the superintendent or their designee the decision to deny the prospective student admission to the school or program. The superintendent or their designee shall maintain documentation as to the specific admission requirements that were used to deny admission, and shall provide such documentation to the Department or to the prospective student's parent/guardian upon request.

~~(g) Career Vocational technical education schools and programs shall maintain a record of all students who apply for admission, and students who enroll in the school, or are placed on a waitlist, and their score on admission criteria weight, if used, to facilitate an analysis and evaluation of the admissions system and its compliance with 603 CMR 4.03(6). The school or program shall provide such information to the Department upon request. Career Vocational technical education secondary schools that have more applicants than available seats shall also maintain a waitlist for the current school year for eligible all students in the lottery who do not gain admission to the school, and report such data to the Department.~~

The Department will take actions it deems necessary to address cases where the admissions policies and practices of ~~career vocational~~ technical education schools and programs do not comply with applicable state and federal laws and regulations, and order compliance actions, including revisions to, or replacement of, existing

admission policies. Such intervention may include a requirement that such ~~vocational~~ career technical education schools and programs shall not use selective criteria institute an admissions lottery.

(h) Beginning in the 2025-2026 school year, all career technical schools will adhere to the following admissions cycle for school level admission:

Application available no later than: November 1

Application deadline not before January 1 and no later than March 1

Applications received by the published deadline will be entered into the lottery. Applications received after the published deadline will be drawn from a lottery if additional seats become available in accordance with the district's published admission, recruitment, and retention policy.

(i) Access for Middle Schools Students. Sending districts shall offer ~~career technical vocational~~ career technical education schools and programs opportunities to provide middle school students with information about ~~career technical vocational~~ career technical education programs and careers on-site at their middle schools, as well as through mail and email, and through inclusion on their public facing websites, by October 15 of each school year. Sending districts may not count middle school student tours of ~~vocational career technical education~~ career technical education schools or programs during the school day as unexcused absences if the ~~vocational career technical~~ career technical school or program confirms the student's participation, and may not ~~unreasonably~~ withhold student access to tours of ~~career technical vocational~~ career technical education schools and programs during the school day. Beginning in the 2025-2026 school year, all sending districts will maintain a districtwide Middle School Pathway Exploration Policy that documents how middle school students in the district are made aware of and gain exposure to career technical education schools and programs available to them in their district, regional, agricultural, and other public high schools. The district policy shall include processes for:

1. how the middle schools in a district will collaborate with career technical schools and programs in their district, regional, agricultural, and other public high schools to inform students about such opportunities to them;
2. how the district will provide all middle school students an opportunity to tour, during regular middle school hours, with the transportation costs to be assumed by the school hosting the tours; and
3. how the exploration and awareness of secondary school options including career technical education schools and programs is connected to a student's secondary and postsecondary academic and career planning;

Middle School Pathway Exploration Policies must be submitted to the Department by November 1, 2025 and as amended. Annually, all districts will attest to implementing said policy. Districts will make their Middle School Pathway

Exploration Policy available on the district website and provide written copies to students and parents, upon request.

~~(j)~~ **(b) Non-resident students.** Students who reside in cities and towns not maintaining ~~approved state-designated career vocational~~ technical education programs in the ~~career vocational~~ technical education program area sought by the student may apply for admission to a school of another city, town or district offering the desired instruction as set forth in M.G.L. c. 74, § 7.

1. Students who reside in cities and towns that do not maintain a ninth grade state-designated exploratory program may apply for admission to a school of another city, town or district offering an state-designated exploratory program. Ninth grade students who reside in cities and towns that offer an ~~approved~~ state-designated exploratory program shall attend the exploratory program provided by the district of residence; provided however, that students may apply for non-resident admission for the purpose of exploring aviation maintenance technology, or specialized agriculture and natural resources programs, or concentrations therein, designated by the Commissioner, and not available in the student's district of residence.
2. Non-resident students shall submit an application of admission to the receiving school no later than March 15th of the preceding school year and shall be subject to the admissions criteria of the receiving school. A non-resident student must submit the Chapter 74 ~~Vocational Career~~ Technical Education Program Non-resident Student Tuition Application to the district of residence no later than April 1 of the preceding school year. If the receiving school has a waitlist, resident students will be admitted via lottery before non-resident students may be admitted via lottery. If a student moves to a non-resident district after April 1, the student shall submit a new Chapter 74 ~~Career Vocational~~ Technical Education Program Non-resident Student Tuition Application to their district of residence as soon as practicable. Upon receipt of the application, the superintendent in the district of residence must either approve or disapprove the application and submit it to the receiving school and the non-resident student's parent/guardian within 10 school days of receipt. If the application is disapproved, the reason for disapproval must be clearly stated. The non-resident student's parent or guardian may request that the Department review the disapproval. The request for a review and any supporting documentation shall be submitted in writing to the Department no later than May 1st, or in the event of a student move after April 1, within 14 school days of the application's disapproval. The decision of the Commissioner shall be final. In making the decision, the Commissioner shall take into consideration the following:
 - a. The availability of a comparable program that is closer in proximity to the non-resident student's residence.

- b. Whether the cost of providing transportation to the non-resident student would exceed the resident district's prior-year average non-resident transportation cost.
 - c. The relative burdens on the student and their family, and the district of residence.
- 3. Once a non-resident student has been accepted to a receiving school for an approved ~~vocational~~ career technical education program and has been approved by the district of residence or the Department, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. The receiving school shall notify a non-resident student in writing that admission is program specific and that a change in program by a non-resident student will require the submission of a new ~~Chapter 74 state-designated Career Vocational~~ Technical Education Program Non-resident Student Tuition Application. The non-resident student is entitled to the same rights and privileges of students who reside in the receiving school district, including the right to remain in the receiving school until completion of their secondary program, unless the student changes their program or moves out of their district of residence. If the non-resident student requires additional time to complete the program and a resident student would have been offered the right to continue until completion at the expense of member districts, the city or town of residence must continue to pay tuition for the additional time. If a non-resident student leaves the program but returns within one year, the student shall be entitled to be reinstated if that privilege would have been extended to a resident student. Schools must pro-rate the tuition if the student attends for less than a full year.
- 4. In instances where there is no tuition agreement in place between sending and receiving districts, the Commissioner shall establish tuition rates for the purposes of M.G.L. c. 74, s. 7C. In calculating and establishing said tuition rates the Commissioner:
 - a. Shall base the calculation on actual expenditures made by the receiving district during the most recent fiscal year for which such expenditures are available to the Department, adjusted for inflation in any subsequent year prior to the year of enrollment for which the tuition is to be paid. Said inflation adjustment shall be made in a manner consistent with calculations of inflation for foundation budgets pursuant to M.G.L. c. 70.
 - b. Shall establish a maximum tuition cap based on a percentage of the per pupil foundation budget rate for ~~vocational~~ career technical education students. Beginning in fiscal year 2017 the established cap shall not exceed 125% of the per pupil foundation rate.

- c. May, in instances where the receiving district has been authorized to operate a facility that serves a high percentage of non-resident students, establish a capital construction and renovation increment to be added to the tuitions paid on behalf of non-resident students attending the school. In calculating any such increments, the Commissioner shall use the actual expenditures for this purpose, as reported by the district for the year for which the non-resident tuition was calculated, divided by the total school enrollment. Students who reside in a city or town that is a member of a district which offers at least five approved ~~career vocational~~ technical education programs shall not be required to pay more than 75% of the calculated per pupil amount. The capital construction and renovation increment shall not be subject to the cap established pursuant to 603 CMR 4.03 (6)(b)4.b.
- d. May approve the addition of increments to tuitions for non-resident students enrolled in special education programming. Such increments must be consistent with those approved for use as part of school choice special education calculations pursuant to 603 CMR 10.00: *School Finance*. Any special education increment to non-resident tuitions shall not be subject to the cap established pursuant to 603 CMR 4.03 (6)(~~b~~)4.b.

(k) Each school shall have a code of conduct which shall include standards and procedures for suspension and expulsion of students in accordance with M.G.L c. 71, § 37H. The code shall be published in the Student Handbook and a copy shall be provided to each student, parent/guardian. Expulsion for reasons not included in the code shall not be allowed.

(l) Each school with postsecondary ~~career vocational~~ technical education programs shall develop and implement an admission policy for the postsecondary programs. The policy must be ~~approved by~~ submitted to the Department prior to implementation, and as updated.

(m) Each school that admits postgraduate students shall develop and implement an admission policy for the postgraduate openings. The policy must be ~~approved by~~ submitted to the Department prior to implementation, and as updated.

(n) In order to provide students and their parents with information on the availability of ~~vocational career~~ technical education, a school shall release the names and addresses of grade 7 and grade 8 students no later than October 15th of each year to authorized school personnel of a regional ~~career technical vocational~~ school education district if the city or town in which the school is located is a member of the regional ~~vocational career technical education~~ school district; provided that the school shall give public notice that it releases this information and allows parents and eligible students, as defined by 603 CMR 23.02: Definition of Terms, a

reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

(7) Employment of Students (Cooperative Education)

(a) ~~Vocational~~ Career Technical Cooperative Education Programs must be approved by the Department prior to implementation.

(b) Each approved program shall:

1. be supervised by a person holding a ~~Vocational~~ Career Technical Cooperative Education Coordinator license or Career ~~Vocational~~ Technical Education Teacher license in the cooperative education program area;
2. enroll only those students who are enrolled in an approved career ~~vocational~~ technical education program and who have demonstrated the acquisition of the knowledge and skills in the applicable Career ~~Vocational~~ Technical Education Framework and the Massachusetts Curriculum Frameworks associated with at least one and one half years of full time study in the ~~vocational~~ career technical cooperative education program area, and in no case enroll students earlier than midway through the junior year;
3. be offered only during time not scheduled for academic classes during the school year, and may include summer programs;
4. provide students the opportunity to acquire knowledge, and develop skills not acquirable in a school-based setting but acquirable in a work-based setting;
5. provide competency-based assessments;
6. provide students with continuous supervision by the employer;
7. provide students with career ~~vocational~~ technical education credit;
8. provide a written agreement between the school, employer, student and parent/guardian delineating the conditions of the employment including, but not limited to, hours, wages and time-off. The agreement shall include the skills to be acquired by the student. The employer shall agree to meet all applicable requirements of state and federal labor laws and regulations including, but not limited to, those addressing worker compensation insurance, equal employment opportunity and occupational safety and health;
9. provide a safety and health orientation specific to the site for all employee-students; and
10. provide sufficient supervisory visit time between the student, employer and the school's cooperative education coordinator or appropriate career ~~vocational~~ technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the ~~vocational~~ career technical teacher. The school's cooperative education coordinator or ~~vocational~~ career technical education teacher shall conduct regular supervisory

activities at the work site to see that the agreement is being followed and to update the student's competency attainment file.

(8) Expenditures

Each school that conducts one or more career vocational technical education programs shall provide resources that are adequate to enable the programs to meet current industry and Occupational Safety and Health Administration (OSHA) regulations with respect to facilities, safety, equipment and supplies.

(9) ~~Waitlists~~

~~Vocational Career technical secondary schools that have more applicants than available seats shall maintain a waitlist for the current school year for eligible students who do not gain admission to the school, and report such data to the Department.~~