CFSTES Level 1
Curriculum Development, Approval, and Implementation Process

Training Need

- Link to Certification Training Standards
- Assemble Curriculum Development Team
- Develop Course Information and Required Materials Document
- Develop Calendar of Events
- Determine Instructor Qualifications
- Identify Published Textbook (if available)

STEAC/SBFS PROVISIONAL APPROVAL

- Community Colleges Can Begin Their Curriculum Approval Process
- Develop Student Manual or Supplement (if required)
- Develop Student Activities
- Develop Lesson Plans
- Develop Evaluation Tools
- Develop Audiovisual Support
- Develop Instructor Guide with Glossary
- Propose Implementation Timeline

STEAC/SBFS FINAL APPROVAL

SFM ADOPTS FINAL CURRICULUM PACKAGE

- Update Course Information and Required Materials Manual
- Announce Course Release Date and Implementation Timeline

July 2009
CFSTES Levels 2 and 3
Curriculum Development, Approval, and Implementation Process

Training Need

- Link to Certification Training Standards
- Assemble Curriculum Development Team
- Develop Course Information and Required Materials Document
- Determine Instructor Qualifications
- Identify Published Textbook (if available)
- Propose Implementation Timeline

STEAC/SBFS APPROVAL

SFM ADOPTS FINAL CURRICULUM PACKAGE

Community Colleges Can Begin Their Curriculum Approval Process

- Update Course Information and Required Materials Manual
- Announce Course Release Date and Implementation Timeline

July 2009
FSTEP
Curriculum Development, Approval, and Implementation Process

Training Need

- Develop Course Information and Required Materials Document
- Determine Instructor Qualifications
- Identify Published Textbook (if available)

Northern/Southern Training Officer Sections Review for Statewide Need

No
Regional Course
- Develop Student Manual or Supplement (if required)
- Develop Student Activities
- Develop Lesson Plans
- Develop Evaluation Tools
- Develop Audiovisual Support
- Develop Instructor Guide/Glossary
- Identify Delivery Timeline

SFT APPROVAL
SFT Monitors Class Deliveries

Yes
Statewide Course
- Develop Student Manual or Supplement (if required)
- Develop Student Activities
- Develop Lesson Plans
- Develop Evaluation Tools
- Develop Audiovisual Support
- Develop Instructor Guide/Glossary
- Propose Implementation Timeline

STEAC/SBFS FINAL APPROVAL
SFM ADOPTS FINAL CURRICULUM PACKAGE

Update Course Information and Required Materials Manual
Announce Course Release Date and Implementation Timeline

Optional Component

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