**Healthcare Science Industry Certification Process 2020-2021**

This is a Guide to help you set up your website sections and decrease your stress levels at the “end”, you will set up sections and “work on and complete” throughout the year until one month before your On-Site Evaluation to ensure you are ready for your “Self-study evaluation team”.

**By Thursday, October 1, 2020:**
1. ***Each school (HSE teacher(s) and any assistance by others):*** **Set up Your HSE IC school website.**

**2. *Each school‘s Healthcare Science teacher rep. [One HSE IC teacher, cc’ing their other HSE IC teacher(s), if any]:* Email Sharon your website address and any password.**

**3. *Each teacher:* Email Sharon the 3 Standards and it’s Elements per course you have chosen to showcase (copy and paste from Course Check off Form found on HTHU website,** [**www.hthu.net/gateacher20**](http://www.hthu.net/gateacher20) **).**

**4. *Review Lesson Plans.* Ensure that the Lesson Plan(s) includes the Standard and all Elements (Copy & paste from Course Standards forms) and each will be taught and evaluated as written. (Teachers might have to develop and write student activities, forms, and evaluations that addresses each Element /substandard as written for the Standards).**

**5. Set up filing system to place the sets that you will put in order to be scanned or uploaded to your web site.**

**Set up your website with sections for POS (Program Operational Standards) and the Courses**

**by October 1, 2020.**

**Send your website and any password to Sharon Norman at** **Sharon.norman101@outlook.com****.**

**The HTH Team and CTAE Program Specialist will review your website for work completed.**

Healthcare Science Education Industry Certification (HSE IC) Checklist

There’s “homework” for the sections to help you move along and not wait until before your On-Site Evaluation.

It should decrease stress by having a plan.

There are parts of the Sections that you will be achieving and adding the documents throughout the year.

Upload the check-off forms and the documentation that meets the requirements as listed.

Monthly, e-mail to Sharon Norman @ Sharon.norman101@outlook.com to share your progress,

ask questions for clarification.

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| Program oPerational standards (POS): |
| [ ]  | ***Section I (1). Program Goals & Objectives.*** Review documentation needed. Gather, “write/type up”, and place / upload documents in Section 1. Scan check off forms and documentation that meets the requirements/standards as listed. Scan and upload all documents to meet the standards to your POS Section I (1) on your website. – **due by Thursday, October 8, 2020.**   |
| [ ]  | ***Section II (2). Teacher Qualifications.*** Review documentation needed. Gather, type up, and place documents in POS Notebook. If you need to be updated on courses or certifications, schedule in September, list date planned, and complete. If you are a new teacher, list your plans toward receiving your Teacher Certification. Scan check off forms and documentation that meets the requirements as listed.Scan and upload all documents to meet the standards to your POS Section II (2) on your website – **due by Thursday, October 15, 2020.**  |
| [ ]  | ***Section III (3). Facilities.*** Review to identify requirements. Ask assistance by Administrators and possibly other teachers who might assist. Pull c heck off forms and documentation that meets the requirements as listed. Scan and upload all documents to meet the standards to your POS Section III (3) on your website. – **due Thursday, October 22, 2020.** |
| [ ]  | ***Section IV (4). Equipment & Supplies.*** -**Set up** your **Equipment & Supplies Inventory lists with columns, including a maintenance column for equipment for a log/record.** **Add column to left for a check off sheet for yourself and evaluators.** Add POS IV. Equipment & Supplies, and your name and school to a header for each page. -**Order any equipment & supplies needed by October.**  You need to be using these items during the school year, not receive before end of school year. Share lists that you might not be able to attain and need help in obtaining, with your Advisory Committee and other healthcare professionals, agencies/businesses, and friends, to see if they can help you attain these.-**Place Purchase Orders (P.O.s) in section for Equipment & Supplies.** You should not need these at the On-Site / Final Evaluation. You should have all equipment & supplies in place and using them during the school year, as appropriate. -**Put your areas in order and label for easy use and access.** Assign your students to assist and maintain organization, check number of items (inventory checks) and cleanliness (organizational competencies). Be sure to provide and present a neat, clean classroom and lab.  Add your check off forms and documentation that meets the requirements as listed for Section IV (4) to the website – list those in place or ordered, **due Thursday, October 29, 2020.** Then provide an updated report when all in place.  |
| [ ]  | ***Section V (5). Advisory Committee.*** **Your HSE program should have an active advisory committee.** -Review the section and plan the Advisory Committee meeting to include review of this section and others to be accomplished. Start meeting the requirements / standards. Develop the Agenda of the Advisory Committee with the Chairperson. -Plan and hold a Fall Healthcare Science Advisory Committee Meeting. Provide the Committee with the Agenda and previous meeting Minutes. Provide them the requirements for Section V (5) and ask them to help you meet those standards. (I would have a large paper with markers ready to ask question and have them actively provide ideas.) -Goals for the HSE program: The **short-range** (this year) **goals** can be listed and the **long range goals** (next few years’ goals – such as add a Pathway and teacher; bring in partners to support students going to Ga and National HOSA conferences and activities.) Those planned Short Range Goals & Plans (this year) and Long Range Goals & Plans should then be placed in the Minutes.-**Gather the Agenda and Minutes for Advisory Committee meetings for the past 2 years and add to your website.** (Some schools have the CTAE Director keep them for other reviews. HSE teachers should also keep their Agenda & Minutes in this notebook.) - Share the equipment & supplies / your needs, especially those items that you might not be able to attain/need help in obtaining, with your Advisory Committee and other healthcare professionals & friends, to see if they can help you attain these. (for Section POS IV)Add the Agenda and Minutes to your POS Section V (5) on your website (scan and upload old Agendas and Minutes) – **due by Tuesday, November 17, 2020.**[ ]  ***Section VI (6). Program of Study.*** * September: Review sections and pull information to understand, share with students, and add for documentation. This section is to also make you and the students aware of this information. (If you need to review and create a rubric to show how you use and teach the information, do that now.) Information can be added as activities occur during the year.

 Upload the check off forms/rubrics you have made and the documentation that meets the requirements as listed for POS Section VI (6) – **due Thursday, November 19, 2020.** |
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|  | **PATHWAYS AND COURSES:*****Each teacher will provide evidence that they are teaching the Standards and Elements as written and approved by the Georgia Board of Education. If two teachers teach the same course, then each teacher will provide their (1) Lesson Plan, (2) their student’s actual /completed Student Work, and (3) their student’s actual/completed Student Evaluation for the Standards they chose to showcase for each course they teach. These will cover every Element in each Standard chosen to showcase. Teachers might need to develop worksheets or projects to cover the Elements as written.***  |
| [ ]  | **Choose and highlight the 3 standards and its Elements per course you teach**. Copy the full course. Highlight 3 standards to showcase. Upload full course and place in front section of the course. Upload your Lesson Plan for that Standard and all the Elements. **Send me the “Final” three (3) standards per course you have chosen (copy & paste just those 3 Standards & Elements in an email) due by Tuesday, September 29, 2020.**  |
| [ ]  | **Set up sections on your website for each Course taught. If two teachers teach the same course, each teacher needs to choose 3 standards per course to showcase.** **Set up by Thursday, October 1, 2020.** |
| [ ]  | **Review your Lesson Plans** to be sure the Standards and the elements you are covering are listed according to the approved Georgia Board of Education for Healthcare Science Courses. (Copy and paste onto Lesson Plans.) You do not need to have a different, ”special” Lesson Plan template. Use the Lesson Plan template your school requires. Be sure that you include the activities and evaluations, and resources that you are using, and showing as the samples of actual student work and evaluations you have shown as “evidence of teaching and evaluating for those standards and each element as written”. **Upload / place Lesson Plans for 1st Semester on your website, Lesson Plans for each Standard selected per Course you teach by October 8, 2020.** |
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| [ ]  | Labeling student work and student evaluation: If your student work and student evaluation are the same (such as, the student activity is making the project, poster, clay project, skills check off, and the Evaluation is the rubric that shows how they are graded), then write on the document “the standard number and elements numbers for the student work & student evaluation”. Email Sharon Norman Sharon.norman101@outlook.com ), one set, labeled, for review. **Set up on your web site for review: one Standard’s set (Lesson Plan, student work that addresses each Element as written, student evaluation that addresses each Element as written) for the Courses you are teaching this semester - due by Tuesday, October 6, 2020.**You may enhance your sections by adding other materials and pictures of students in action. But minimally, this is what you need to fulfill this review. You want the evaluator to “turn the page and find the document needed /labeled to easy find and check off that it is in place. *You are show**casing yourself, your students, your program, your school, and community.* Brag. Let them walk away amazed at “what all you provide and the students learn at your school”. Try to file, and/or scan and upload the labeled Student work, Evaluations every week for the standards chosen and are ahead of this schedule. Upload all Lesson Plans, labeled Student Work, and Student Evaluations with pictures for 1st semester courses – **due Monday, December 14, 2020**.**2nd Semester: Upload documents every week that you are teaching and evaluating the standards and elements of the standards chosen for showcasing.** **You should complete all standards chosen for showcasing before your Self Study Team Review in February, *so they are uploaded and ready to be checked by me and your Self-Study Evaluation Team by late February*. Print or email if online/virtual evaluation the check off forms for the evaluators’ use to review the POS and your Course Standards. Their notes, suggestions, and questions will help you polish off your website and materials.** **These Self Study Team/ evaluators are to help you with a “last check” before the Application is signed by one representative from your Self Study Team and your Principal or CTAE Director. The Application is then scanned and emailed to Sharon Norman. This Self Study Team allows you to add or change anything as any recommended.** **(This team can be your fellow teachers, who have gone through IC, and administrators, or other Healthcare Science teachers, NOT the team members chosen as your Healthcare Professionals serving on your On-Site Evaluation Team. You will have checked these yourself.)** **Ask questions, don’t make it harder than it should be. We are here to support you toward *achieving the Healthcare Science Education Industry Certification Process.***  |

**For the HSE IC Process:**

**December 14, 2020:** **Upload all Lesson Plans, Student Work, and Student Evaluations with pictures for 1st semester courses (per teacher** – **due Monday, December 14, 2020.** Finish up your Power Point Welcome Presentation.

**January 2021:**

**Upload all Lesson Plans for the 2nd Semester Courses (per teacher). Due by Wednesday, January 8, 2021.**

**Forms and information needed are on** [**https://hthu.net/gateacher20**](https://hthu.net/gateacher20) **as shared with you during September 2020.**

**Save the HSE IC Program Operational Standards (POS) forms and the Course check-off forms on your computer to be used several times for check-offs. (Yourself, Self-Study Team and the On-Site / Final Evaluation Team)**

**For the On-Site / Final Evaluation: Add your school name, date and your name (when appropriate) to the check –off forms (POS & Courses).** Add dates when evaluations are set, then print or email for those 2 evaluations:

1. Self-Study/Pre-Application Evaluation with local school teachers and administrators to assist in seeing if anything is missing (***February***).

2. On-Site / Final Evaluation (as date set with Sharon Norman).

**HSE IC On-Site Final Evaluation: Add school name, date and evaluator, then print ONE set for each assigned person.**

**HSE IC Final Evaluation using online/virtual methods: Email check off forms and questionnaires to assigned evaluators. Sharon Norman will guide you through process.**

***At the Self Study Evaluation, have the Application completed and ready for one person on the Self Evaluation Team and an Administrator (Principal or CTAE Director) to sign it.* Electronic signatures are accepted. Then you will send in the Application with all signatures stating and agreeing that you are ready for the On-Site / Final Evaluation to Sharon Norman in February before the scheduled On-Site / Final Evaluation. Please email this document right after your Self-Study Team signs off and signs the Application, along with your Principal and CTAE Director.** (Review the Application so you know what is needed.)

**HSE IC Website Calendar (Internship Homework Overview)**

**September 9 & 10, 2020: Attend the Healthcare Science Education (HSE) Industry Certification (IC) required Workshop**

**September 11, 2020 – October 1, 2020: Set up your website with front page and sections by October 1, 2019 for review. Then provide an updated report when all in place to me via email.**

**Order equipment & supplies needed by October.. Request support from your Administrators and your Advisory Committee and local healthcare professionals and businesses. (POS IV) Start setting up your Inventory spreadsheet for your Equipment and Supplies. Recommend setting it up in order of your room and areas with columns including left side column for check-offs. Place Purchase Order in to show ordered. If more than one teacher, you might have two Inventory Lists.**

**October 2020 – February 2021:**

**Work on your Website and Power Point Welcome Presentation with the Administrator(s) who will be presenting this at your On-Site / Final Evaluation. (You will provide quick presentation of this Power Point during the Friday, January 29th HSE IC workshop (9:00am-4:00pm.) Polish off your website and Welcome presentation after peer review.**

**January 2021 until your On-Site / Final Evaluation:**

* **Complete and polish all required documents needed for the Self Study Evaluation in late February and the HSE IC On-Site / Final Evaluation, as scheduled with Sharon Norman.**
* **Remind your Invited (by You) Self Study Team and your Invited (by You) On-Site / Final Evaluation Team of your need for their evaluations to help you review and improve your program. Continue to follow/correspond to ensure your evaluation team members will be available to evaluate as scheduled.**
* **Prepare rooms needed if On-Site Final Evaluation. Prepare Welcome presentation and review room with computers and check off forms for the On-Site Final Evaluation, Prepare classrooms, labs, and Interview rooms (reserve early in year and remind), plan for copying Final report [(2 copies, original to Sharon Norman/HomeTown Health)] and hospitality for your On-Site Evaluation Team.**
* **Sharon Norman will coordinate with the teachers for a virtual/online HSE IC Final Evaluation. All materials and videos will be found on the school’s HSE IC website, as developed by the HSE IC teachers.**
* **The HSE IC Teacher(s) will send the check-off forms as appropriate to the evaluators’ assignment.**
* **The Teacher(s) will assist and guide their evaluators through their website to identify and document that required supporting documents are in place and noted.**
* **The teacher(s) will coordinate the HSE IC Final Evaluation with Sharon Norman.**
* **The teacher, working with Sharon Norman and the evaluators, will upload the evaluations to a Final Report. The Final Report will be provided to the teams.**

**January 29, 2021: Attend the Virtual Mid-Year Workshop to present your Website and “Welcome” Power Point Presentation.**

**January 30, 2021: Attend the Virtual HSTEA Winter Conference.** [**www.hstea.org**](http://www.hstea.org)

**July 14-16, 2021: Attend the 74th Annual GACTE Summer Leadership Conference. HSE IC Awards to be presented during the HSTEA Awards Program. Virtual or at The Classic Center, Athens, GA.**