

CBI Program Compliance

☐ Course Structure

- **MUST** be 120 hours (1 yearlong course or have a course A and course B built in Power School.)
- Cannot change the program without advice and consent from CTE team and Diane Smith

☐ Documentation and Paperwork

- Will need ongoing report of students participating
- CTE related expense

☐ Educators

- Consider having a teacher complete the CBI certification course
- Let CTE team know if you will need a teacher of record to get started

☐ Required Meetings

- Monthly school check-in with CTE team
- Set up meeting with finance, marketing, and state reporting

☐ Curriculum

- Discounted curriculum options available from the CTE team
- Must meet state expectations

☐ Finance

- Work with your finance partner for budgeting and program expenditures