

**Kentucky Department of Education**  
Office of Career and Technical Education  
**New Program Viability Survey**  
(Must include all information on check-off list)

Program Name

Pathway Name

Pathway CIP Code

Program Assessment  
and/or Industry Certification

School Name and Address

Submitted By

Principal Name

Principal Signature \_\_\_\_\_ Date

Division Director Name

Division Director Signature \_\_\_\_\_ Date

**Submit to:**  
Dr. Beth Hargis  
Office of Career and Technical Education and Student Transition  
Kentucky Department of Education  
300 Sower Blvd, 5th Floor SW  
Frankfort, KY 40601

**Kentucky Department of Education**  
Office of Career and Technical Education  
**New Program Viability Checklist**  
(Must include cover sheet and the following information)

**A. Scope of Program**

**1. Description**

Name of Program  
CIP Code  
Name of Pathway  
End of Program Assessment and/or Industry Certification

**B. Justification**

**1. Demand Data**

Figures and source of data for projected local, state and national demand for trained workers in the occupational area  
Statements of support from employers, feeder school superintendent(s), high school principal(s), guidance counselor(s), government officials and others

**2. Supply Data**

Source of potential students  
Expected enrollment

**C. Implementation**

**1. Facility**

Estimated Construction cost of new space required  
Estimated cost and brief description of modifications required to existing space

**2. Equipment**

New equipment required and cost to OCTE

**3. Personnel**

New staff required, qualifications, and salary  
Anticipated cost (program operating budget), facility, equipment, personnel, and supplies  
Funding sources

**D. School Data**

Current School Enrollment	Current Preparatory Status
Current CCR Percentage	

**E. Comments: (Attach extra sheets, if necessary)**