

**The only programs required to receive LA Workforce Council recommendation are the following:**

- New credit CTE programs (New Program)
- Existing low-unit, local certificates for state chaptering (New Program)
- Modified programs that require a new control number in COCI (Modified Program)

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**New Program**

- Labor Market Data (LMI) Request Submitted to Center of Excellence (COE): [Form](#)
- Program Appeared as a Data Request (Informational Item) on a Previous Business Meeting Agenda\*: [Meeting Archives](#)
- Completion of the Online Program Application on [Regional CTE](#) by the Deadline Outlined on the [Respective Program Recommendation Calendar](#) with All Required Attachments:
  - COE LMI Report** Issued to College for the Respective Program & Dated Within One (1) Calendar Year
  - Advisory Minutes** That Reference the Respective Program & Are Dated Within Two (2) Calendar Years
  - Collegial Consultation Documentation** That Lists All Colleges Contacted, Which Are Colleges Listed on the LMI Report with Similar Programs\*\*

*\*A program cannot appear as both an informational item and an action item on an agenda.*

*\*\*Collegial consultation must include the respective voting members of the colleges contacted, which are always included on the [Program Recommendation page](#) of the LARC website.*

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**Modified Program Requiring a New Control Number**

- Labor Market Data (LMI) Request Submitted to Center of Excellence (COE): [Form](#)
- Completion of the Online Program Application on [Regional CTE](#) by the Deadline Outlined on the [Respective Program Recommendation Calendar](#) with All Required Attachments:
  - COE LMI Report** Issued to College for the Respective Program & Dated Within One (1) Calendar Year
  - Advisory Minutes** That Reference the Respective Program & Are Dated Within Two (2) Calendar Years

*Disclaimer: These checklists are intended to serve as a supplemental resource for those submitting programs for LA Workforce Council recommendation. Please refer to the [LARC Program Recommendation webpage](#) for full information regarding current requirements for the program recommendation process.*