

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)

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 the [Regional CTE Website](#) by the Deadline Outlined on the [Respective Program Recommendation Calendar](#) with All Required Attachments:
 - COE LMI Report** issued to the college for the respective program & dated within one (1) calendar year of Regional CTE submission
 - Advisory Minutes** that reference the respective program & are dated within two (2) calendar years of Regional CTE submission
 - Collegial Consultation Documentation** that lists all colleges contacted, which are colleges with similar programs listed on the LMI report**

**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.*

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 the [Regional CTE Website](#) 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 of Regional CTE submission
 - Advisory Minutes** that reference the respective program & are dated within two (2) calendar years of Regional CTE submission

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.