

**Office of Department of Career Tech**

Oklahoma Career Tech  
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# Corrective Action Plan (CAP)

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This plan must be completed by an AEFL program in situations where a lapse in the execution of state policy occurred from the AEFL handbook or code of federal regulation (C.F.R.) Programs have no more than 45 days to send this document to Stephanie.Coca@careertech.ok

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\_\_\_\_\_  
Fiscal Year

\_\_\_\_\_  
AEFL Program

\_\_\_\_\_  
CAP Implementation AEFL Director Name

\_\_\_\_\_  
Superintendent/President Signature

\_\_\_\_\_  
Superintendent/President Signature Date

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## Description of the Finding

Briefly describe the finding and identify the area of in which the error occurred. (LACES, Finance, or Programmatic)

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## Corrective Action(s)

Describe the steps taken to address the lapse in execution described above and how those steps ensure a similar situation will not occur in the future.

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### **Activities to Support the Corrective Action(s)**

Describe how the corrective action(s) described above will be supported by the AEFL program (e.g., ongoing development of written policies and procedures, annual professional development (PD), workshops, trainings, etc.).

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### **Resources and Materials**

Describe any supplemental resources or materials necessary to assist local personnel in implementing the corrective action(s) described above (if applicable).

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### **THIS SECTION FOR ODCTE USE ONLY**

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Date CAP Received

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Reviewer's Signature

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Date CAP Approved by Reviewer

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Reviewer's Signature

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Date CAP Approved by Reviewer