

# Career Technical Education2020–21 Program Instrument

**California Department of Education**

**June 2020**

## II. Governance and Administration

### CTE 01: Agreements: Funding Applications

1. The Local Educational Agency (LEA) must maintain and retain for three years in district files copies of approved applications and claims for reimbursement for allocated federal vocational education funds. (Title 2 Code of Federal Regulations [CFR] Section 200.333; 34 CFR sections 76.730–76.731)

#### Evidence Requests

##### Assurances

Abbreviation: Asrnces

Description: “Assurances” from Section 1 of the Perkins renewal application in the Programs Grant Management System (PGMS), signed when appropriate, and retained for a minimum of three years.

Item Instructions:

Related Items: CTE 01

## III. Funding

### CTE 02: Fiscal Requirements: Supplement Not Supplant, Allowable, Consortiums

1. Funds made available under The Strengthening Career & Technical Education for the 21st Century Act (Perkins V), Title II, Part A, shall be used to supplement, and not supplant, non-federal funds expended to carry out CTE activities. (Title 20 United States Code [20 U.S.C.] Section 2391[a])
	1. Funds must be used to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive local needs assessment. (20 U.S.C. Section 2355[a])
	2. Costs charged to the program must be reasonable and necessary for carrying out the program, and allowable in accordance with applicable statutes, regulations and program plans.
	(Title 2 Code of Federal Regulations [2 CFR] Section 200.403)
	3. The LEA must have a board approved and uniformly implemented system of controls for the time accounting of each employee paid, either in whole or in part, through Perkins funding in accordance with California School Accounting Manual (CSAM) Procedure 905 and 2 CFR Section 200.430(i).
	4. Not more than five percent of the funds shall be used for administrative costs associated with the administration of the activities assisted.
	(20 U.S.C. Section 2355[d])
	5. Administrative charges for direct or indirect costs must be properly assessed. (CSAM Procedure 915; 2 CFR Section 200.412–200.414)
	6. The governing board of each school district shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education. (California *Education Code* [*EC*] Section 35168; 2 CFR Section 200.313)
	7. Historical inventory records must include a description of the property; a serial number or other identification number; the source of property; who holds title; the acquisition date and cost of the property; percentage of federal participation in the cost of the property; the location, use and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property.
	(2 CFR Section 200.313[d][1])
	8. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
	(2 CFR Section 200.313[d][2])
	9. Capital expenditures for special purpose equipment (unit costs of $5,000 or more) are allowable as direct costs and must have prior approval of the awarding agency. (2 CFR Section 200.439[b][2])
	10. There shall be adequate safeguards and maintenance procedures to keep property in good condition and prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
	(2 CFR Section 200.313[d][3–4])
	11. If the LEA is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
	(2 CFR Section 200.313[d][5])
	12. Funds allocated to a consortium shall be used only for purposes and programs that are mutually beneficial to all members of the consortium and may not be reallocated to individual members of the consortium for purposes or programs benefiting only one member of the consortium.
	(20 U.S.C. Section 2351[f][2])

#### Evidence Requests

##### Capital Expenditures

Abbreviation: CapExpdtrs

Description: Capital outlay expenditure request forms with corresponding invoices and approval letters for the current and previous two years.

Item Instructions:

Related Items: CTE 02

##### Consortium Meeting Minutes

Abbreviation: ConMtgMnts

Description: Consortium members: current and previous two years of minutes and sign-in sheets, in accordance with CTE instrument item 2.12.

Item Instructions:

Related Items: CTE 02

##### Consortium Memorandum of Understanding

Abbreviation: ConMOU

Description: Consortium members: a signed agreement between two or more LEAs, in accordance with CTE instrument item 2.12.

Item Instructions:

Related Items: CTE 02

##### Department Budgets

Abbreviation: DptBdgts

Description: Evidence showing the amount of non-Perkins funded discretionary budget allocated to each department of each school receiving Perkins Funds.

Item Instructions:

Related Items: CTE 02

##### Detailed Financial Expenditures Report

Abbreviation: DtlFnclExpnRprt

Description: A detailed financial expenditure report of resource code 3550 spending, including date, vendor, description, purchase order number, and price. Current and previous fiscal years.

Item Instructions:

Related Items: CTE 02

##### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities, as agreed to by employer and employee.

Item Instructions: CTE 02: For any employees paid for in whole or in part with Perkins funds.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 10, CE 11, CE 13, NorD 06

##### Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for $500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: CTE 02: Provide evidence in accordance with CTE instrument items 2.6 and 2.7.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 14, NorD 04

##### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: CTE 02: Include \*all\* resource codes (i.e. sources of funds) contributing to CTE programs. Preferably an Excel file, sorted by goal code then by resource code. Current and previous fiscal year.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Invoices

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts or documentation to substantiate how costs benefited programs.

Item Instructions: CTE 02: The reviewer will indicate which invoices are required based on review of the detailed financial expenditure report.

Related Items: FM 02, FM 03, SEI 05, SEI 06, SEI 07, CTE 02

##### LEA Inventory Policies and Procedures

Abbreviation: InvntryPolProcs

Description: LEA’s board adopted inventory management policies and procedures, in accordance with CTE instrument item 2.6.

Item Instructions:

Related Items: CTE 02

##### Time and Effort Policies and Procedures

Abbreviation: TmEffrtRprtPlcyPrcdrs

Description: LEAs established written policies and procedures for documenting time and efforts of employees that work on federal programs. Current year.

Item Instructions:

Related Items: AE 02, FM 01, CTE 02, EL 08, CE 13, NorD 06

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: CTE 02: For staff funded in whole or in part with Perkins, PARs or equivalent in accordance with 2.3, including substitute teachers’ timesheets indicating the name of the CTE teacher subbed for.

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 10, CE 13, NorD 05

## VII. Teaching and Learning

### CTE 03: Programmatic Requirements: High Quality CTE Program

1. The Strengthening Career & Technical Education for the 21st Century Act (Perkins V) requires that funds be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective (20 U.S.C. Section 2355[b]), and that:
	1. Are staffed by qualified CTE teachers, meaning teachers who: (1) possess a standard secondary, single-subject or designated-subject credential which authorizes the teaching of the CTE course(s) to which assigned, and (2) can document employment experience, outside of education, in the career pathway addressed by the program or other evidence of equivalent proficiency.
	(Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, p. 58)
	2. Are a coherent sequence of CTE courses, consisting of not less than two full-year CTE courses with a combined duration of not less than 300 hours, or a single, multiple hour course that provides sequential units of instruction and has a duration of not less than 300 hours, with objectives and content having a direct relationship to the occupation(s) or career(s) targeted by the program.
	(Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, p.63; 20 U.S.C. Section 2355[b][1]);
	3. Prepare students for further education or further training in the industry of their pathway by linking career and technical education at the secondary level to the postsecondary level, including by offering the relevant elements of not less than one complete program of study as described in 20 U.S.C. Section 2302 (41). (20 U.S.C. Section 2354[b][2]);
	4. Are aligned with applicable feeder school and advanced level instruction in the same career pathway.
	(Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, p. 59)
	5. Provide students with strong experience in and understanding of all aspects of an industry, focus on current or emerging high skill, high wage, or high demand occupations, and be aligned with the State’s CTE Model Curriculum Standards and Framework. (20 U.S.C. Section 2355[b][3]);
	6. Strengthen the academic and CTE components of the CTE programs through the integration of academics with CTE programs.
	(20 U.S.C. Section 2355[b][4])
	7. Provide practical applications and experiences through actual or simulated work-based learning assignments, and include planned career awareness and exploration experiences.
	(Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, p. 60; 20 U.S.C. Section 2355[b])
	8. Perkins V Section 135 provides general authority for the local uses of funds to develop, coordinate, implement, or improve career technical education programs to meet the needs identified in the comprehensive needs assessments described in section 134(c). Section 135 (b)(5)(F) specifies that career and technical education programs may include “industry-recognized certification examinations.” (20 U.S.C. Section 2355)
	9. Provide equitable access, needed support services, and activities to prepare all students – including special populations, those preparing for nontraditional occupations, single parents, and displaced homemakers – for high skill, high wage, or high demand occupations that will lead to self-sufficiency. (20 U.S.C. Section 2354 [b][5][A])
	10. Provide for the development of student leadership skills through an established career technical student organization (CTSO) or an alternate strategy that incorporates this instruction in all of the courses that make up the sequence.
	(Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, pp. 59-60)

#### Evidence Requests

##### Course Outlines

Abbreviation: CrsOtlns

Description: Reviewer will ask for a sampling of CTE Model Curriculum Standards aligned course outlines, based on the course sequence worksheets, as evidence for CTE instrument items 3.2 and 3.5–3.10.

Item Instructions:

Related Items: AE 07, PE 06, PE 07, CTE 03

##### Course Sequence

Abbreviation: CrsSqnc

Description: Perkins Course sequence worksheets or similar document, in accordance with CTE instrument item 3.2, for each pathway, including all variations.

Item Instructions:

Related Items: CTE 03

##### Credit Transfer Agreements

Abbreviation: CrdtTrnsfrAgrmt

Description: Evidence of at least one CTE pathway with a signed CTE credit transfer agreement with a postsecondary institution, in accordance with CTE instrument items 3.3 and 3.4.

Item Instructions: CTE 03: Qualifying agreements are aligned to postsecondary coursework in the same industry sector and are a step further along the path to employment than if the high school CTE coursework hadn’t been done.

Related Items: CTE 03

##### Industry-Recognized Certifications

Abbreviation: IndRecCrts

Description: Industry-recognized certifications for each CTE pathway, when available, in accordance with CTE instrument item 3.8.

Item Instructions:

Related Items: CTE 03

##### Leadership Development

Abbreviation: LdrshpDvlpmnt

Description: Evidence of Career Technical Student Organization (CTSO)/leadership activities: invoices, agendas and activities, units of instruction, membership roster (names redacted) or evidence of other strategies in accordance with CTE instrument item 3.10.

Item Instructions:

Related Items: CTE 03

##### Master Schedule

Abbreviation: MstrSchd

Description: Master schedule of all courses offered at sites with CTE programs for the current and prior school year. Highlight CTE classes and CTE credentialed teachers.

Item Instructions:

Related Items: CTE 03

##### Programs of Study

Abbreviation: ProgStdy

Description: A six to eight-year education plan showing how students move through a CTE pathway including academic classes into post-secondary training or employment, in accordance with CTE instrument items 3.3 and 3.4.

Item Instructions:

Related Items: CTE 03

##### Teacher Credentials

Abbreviation: TchrCreds

Description: For each CTE teacher, the California Commission on Teacher Credentialing authorized credential, in accordance with CTE instrument item 3.1.

Item Instructions:

Related Items: CTE 03

##### Work-Based Learning

Abbreviation: WrkBsdLrng

Description: In accordance with CTE instrument item 3.7, evidence of activities along the continuum of real or simulated work-based learning, such as: lesson plans, student work samples, internship performance reviews.

Item Instructions: CTE 03: Continuum examples (low to high): industry field trips, virtual businesses, job shadowing, internships, on-site student-run businesses, offsite volunteer or paid work in the industry of the pathway.

Related Items: CTE 03

### CTE 04: Results of Annual Evaluation and Improvement

1. The Strengthening Career & Technical Education for the 21st Century Act (Perkins V) require that funds be used to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the Comprehensive Local Needs Assessment (CLNA) described in section 134(c). (20 U.S.C. Section 2355[a])
	1. The LEA must involve representatives from each of the eight categories of stakeholders enumerated in Perkins V Section 134(d)(1-8): LEA CTE staff, postsecondary CTE staff, local workforce development boards, a variety of local or regional businesses or industries, parents and students, LEA representatives of special populations, local or regional agencies serving at-risk youth, and Indian Tribes or Tribal Organizations where applicable.
	(20 U.S.C. Section 2354[d][1-8])
	2. The governing board of each school district participating in a CTE program shall appoint a CTE advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers. The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Employment Development Department. (*EC* Section 8070)
	3. The comprehensive local needs assessment must be conducted with stakeholders engagement at least once every two years and updated with continued consultation annually.
	(20 USC sections 2354[c][1][B] and 2354[e][1])
	4. Funds must be used to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive local needs assessment. (20 U.S.C. Section 2355[a])
	5. The LEA must use program funds to develop and implement evaluations of the CTE programs, including how to ensure special populations’ equal access to and non-discrimination in CTE programs (20 U.S.C. Section 2354[b][5][C]-[D]), and that the CLNA develops strategies for special populations to overcome barriers to achieving self-sufficiency and performance targets. (20 U.S.C. Section 2354[c][2][A])
	6. The LEA must annually prepare and submit a report to the California Department of Education (CDE) regarding its progress in achieving local adjusted levels of performance on core indicators of performance. The report must include data for the performance indicators described in 20 U.S.C. Section 2323(b)(2), and such data must be disaggregated for the subgroups of students described in 20 U.S.C. Section 6311(h)(1)(C)(i) and 20 U.S.C. Section 2302(48) unless disaggregation would reveal personally identifiable information about an individual student or not yield statistically reliable information due to the small size of students in a category.
	(20 U.S.C. Section 2323[b][4][B])
	7. The LEA must identify and quantify any disparities or gaps in performance by any category of students, and must ensure that no duplicative data is reported. (20 U.S.C. Section 2323[b][4][B][ii–iii])
	8. The LEA share the results of annual evaluation with students, parents, business and industry, and the general public.
	(Federal Perkins V State Plan, Part IIB p. 60; 20 U.S.C. Section 2323[b][4][B][v])
	9. The LEA must have a systematic plan for promoting the program to all concerned groups including but not limited to students, special populations, those preparing for nontraditional careers, parents, counselors, site and district administrators, and postsecondary educational agencies.(Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, p. 60)
	10. The LEA must use annual evaluation results, including achieved core indicators performance levels, to determine needed program improvements, modifications, and professional development activities for staff.(Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, p. 60; 20 U.S.C. Section 2354[c][2][D])
	11. The LEA must provide professional development programs to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated CTE programs.
	(20 U.S.C. Section 2355[b][2])

#### Evidence Requests

##### CLNA Data

Abbreviation: CLNAData

Description: Listing of the evaluative data brought to Stakeholders in the creation of the CLNA, for example from the CDE’s CLNA Template or an equivalent, from CALPADS, and/or the LEA’s own student information system.

Item Instructions:

Related Items: CTE 04

##### CLNA Needs and Strategies

Abbreviation: CLNANdsStrtgs

Description: Listing of identified needs (strengths and weaknesses) and strategies discussed with Stakeholder Consultation in the creation of the CLNA, for example from the CDE’s CLNA Template or an equivalent.

Item Instructions: CTE 04: District CTE Stakeholder Consultation agendas, sign-in sheets, and minutes for the most current and the previous year including any handouts shared.

Related Items: CTE 04

##### CLNA Stakeholders Roster

Abbreviation: CLNAStkhldrsRstr

Description: District CTE Stakeholder Engagement/Consultation roster including name, position, and industry sector represented (student names redacted if applicable), in accordance with CTE instrument item 4.11.

Item Instructions:

Related Items: CTE 04

##### LEA Board Minutes

Abbreviation: LEABrdMins

Description: LEA board minutes indicating approval of district CTE Stakeholder Engagement/Consultation members, annually, in accordance with CTE instrument item 4.2.

Item Instructions:

Related Items: CTE 04

##### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed professional development relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: CTE 04: Evidence of professional development that improves the participants’ expertise in the industry sector of their pathway and CTE-eligible credential especially for staff members from underrepresented groups.

Related Items: AE 04, SEI 02, SEI 08, CTE 04

##### Program Promotion

Abbreviation: ProgProm

Description: Evidence of CTE program promotion to all students including but not limited to, general, special, and nontraditional populations.

Item Instructions: CTE 04: E.g., pathway brochures, handouts from back to school night, open house, career day, eighth grade recruitment, presentations to the board, advisory committee meetings.

Related Items: CTE 04

##### Public Dissemination

Abbreviation: PubDiss

Description: Proof of public dissemination of annual evaluation in accordance with CTE instrument item 4.8.

Item Instructions:

Related Items: CTE 04