

# Career Technical Education 2023–24 Program Instrument

**California Department of Education**

**July 2023**

## 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 [2 CFR] Section [§] 200.334; Title 34 CFR [34 CFR] sections [§§] 76.730–76.731)

#### Evidence Requests

##### Assurances

Abbreviation: Assrncs

Description: Assurances from Section I and II of the Perkins renewal application in the Programs Grant Management System (PGMS), signed at the time of application, and retained for a minimum of three years.

Item Instructions:

Related Items: CTE 01

## III. Funding

### CTE 02: Fiscal Requirements: Supplement Not Supplant

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.] § 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. § 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. (2 CFR § 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 § 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. § 2355[d])
   5. Administrative charges for direct or indirect costs must be properly assessed. (CSAM Procedure 915; 2 CFR §§ 200.412–200.414)

#### Evidence Requests

##### 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, CTE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, ME 07, ME 08, CE 10, NorD 05

##### Department Budgets

Abbreviation: DptBdgts

Description: Evidence showing the amount of non-Perkins funded discretionary budget allocated to each department of each school with high quality CTE pathways.

Item Instructions:

Related Items: CTE 02

## III. Funding

### CTE 03: Fiscal Requirements: Allowability

1. Perkins V, Title II, Part A, shall be used to supplement, and not supplant, non-federal funds expended to carry out CTE activities. (20 U.S.C. § 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. § 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. (2 CFR § 200.403)

#### Evidence Requests

##### 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 03

##### Invoices

Abbreviation: Invcs

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

Item Instructions: CTE 03: The reviewer will indicate which invoices are required based on review of the detailed financial expenditure report.

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

## III. Funding

### CTE 04: Fiscal Requirements: Time and Effort

1. Perkins V, Title II, Part A, shall be used to supplement, and not supplant, non-federal funds expended to carry out CTE activities. (20 U.S.C. § 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. § 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. (2 CFR § 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 § 200.430(i).

#### Evidence Requests

##### 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, CTE 04, FM 01, 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 04: For staff funded in whole or in part with Perkins, PARs or equivalent, including substitute teachers’ timesheets indicating the name of the CTE teacher subbed for.

Related Items: AE 02, CTE 04, FM 01, FM 03, EXLP 09, EL 08, HE 10, ME 09, CE 10, CE 13, NorD 05

##### 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 04: For any employees paid for in whole or in part with Perkins funds.

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

## III. Funding

### CTE 05: Fiscal Requirements: Inventory

1. 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] § 35168; 2 CFR § 200.313)
   1. 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 § 200.313[d][1])
   2. 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 § 200.313[d][2])
   3. 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 § 200.439[b][2])
   4. 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 § 200.313[d][3–4])
   5. 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 § 200.313[d][5])

#### Evidence Requests

##### LEA Inventory Policies and Procedures

Abbreviation: InvntryPolProcs

Description: LEA’s board adopted inventory management policies and procedures.

Item Instructions:

Related Items: CTE 05

##### 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:

Related Items: AE 02, AE 09, CTE 05, ELC 06, EXLP 08, EXLP 11, EL 06, HE 08, ME 06, CE 14, NorD 04

##### Capital Outlays

Abbreviation: CapOut

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

Item Instructions:

Related Items: CTE 05

## III. Funding

### CTE 06: Fiscal Requirements: Consortia

1. 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. § 2351[f][2])

#### Evidence Requests

##### Consortium Memorandum of Understanding

Abbreviation: ConsMOU

Description: A signed agreement between two or more LEAs for the purposes of qualifying for Perkins grant funds detailing adherence to the requirements of this item.

Item Instructions:

Related Items: CTE 06

##### Consortium Meeting Minutes

Abbreviation: ConsMtgMnts

Description: Current and previous two years of minutes and sign-in sheets for the meetings detailing adherence to the requirements of this item.

Item Instructions:

Related Items: CTE 06

## IV. Standards, Assessment, and Accountability

### CTE 07: Programmatic Requirements: Sufficient Scope and Quality

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. Perkins V requires that funds be used to support career and technical education programs that are of sufficient scope, and quality to be effective (20 U.S.C. § 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. 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. § 2355[b][2])
   3. Objectives and content have 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. § 2355[b][1])
   4. 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. § 2355[b][3])
   5. Provide practical applications and experiences through actual or simulated work-based learning assignments, and include planned career awareness and exploration experiences. (20 U.S.C. § 2355[b][3-4])
   6. Strengthen the academic and CTE components of the CTE programs through the integration of academics with CTE programs. (20 U.S.C. § 2355[b][4])

#### Evidence Requests

##### Teacher Credentials

Abbreviation: TchrCreds

Description: For each CTE teacher, full name, credential type, subject authorization, document number, CALPADS name of sector and pathway assignment, name of school site.

Item Instructions: CTE 07: The Programs Grant Management System (PGMS) can export this as an Excel spreadsheet from the Application, Section II, CTE Teacher Matrix.

Related Items: CTE 07

##### 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 07: 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, CTE 07, SEI 02, SEI 08

##### Course Outlines

Abbreviation: CrsOtlns

Description: Current and prior year.

Item Instructions: CTE 07: 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 7.4-7.7.

Related Items: AE 07, CTE 07, CTE 08

## IV. Standards, Assessment, and Accountability

### CTE 08: Programmatic Requirements: Coherent Sequencing and Sufficient Size

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. § 2355[b]), and that:

1. Perkins V requires that funds be used to support career and technical education programs that 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. (Federal Perkins V State Plan, Part IIB, Program Administration and Implementation, p.63; 20 U.S.C. § 2355[b][1]), and that:
   1. Are of sufficient size to be effective (20 U.S.C. § 2355[b]),
   2. Are aligned with the State’s CTE Model Curriculum Standards and Framework. (20 U.S.C. § 2355[b][3])

#### Evidence Requests

##### 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 08

##### Course Outlines

Abbreviation: CrsOtlns

Description: Current and prior year.

Item Instructions: CTE 08: 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 8.1 and 8.3.

Related Items: AE 07, CTE 07, CTE 08, PE 06, PE 07

##### 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 08

## IV. Standards, Assessment, and Accountability

### CTE 09: Programmatic Requirements: Programs of Study

1. 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. § 2302 (41). (20 U.S.C. § 2354[b][2]);
   1. 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)
   2. 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. § 2355)

#### Evidence Requests

##### 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 9.1-9.2.

Item Instructions: CTE 09: Qualifying agreements are aligned to postsecondary coursework in the same industry sector and are a step further along the path to certification/degree attainment than if the high school CTE coursework hadn’t been done.

Related Items: CTE 09

##### 6-8 Year Plans

Abbreviation: 6-8YrPln

Description: A six to eight year education plan showing how students enter and move through a CTE pathway, including academic classes, then into post-secondary training or employment after pathway completion.

Item Instructions:

Related Items: CTE 09

##### Industry-Recognized Certifications

Abbreviation: IndRecCrt

Description: Industry-recognized certifications and/or independent third-party assessments for each CTE pathway.

Item Instructions:

Related Items: CTE 09

## IV. Standards, Assessment, and Accountability

### CTE 10: Programmatic Requirements: Work-Based Learning, Career Exploration, and Leadership

1. Provide students with strong experience in and understanding of all aspects of an industry and focus on current or emerging high skill, high wage, or high demand occupations. (20 U.S.C. § 2355[b][3]);
   1. Provide practical applications and experiences through actual or simulated work-based learning assignments, and include planned career awareness and exploration experiences. (20 U.S.C. § 2355[b][3-4])
   2. 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, p. 59-60)

#### Evidence Requests

##### Work-Based Learning

Abbreviation: WrkBsdLrng

Description: Evidence of activities along the high-end of the continuum of real or simulated work-based learning, such as: job shadowing, virtual businesses, on-site student-run businesses, off-site unpaid or paid internships, internship performance reviews.

Item Instructions:

Related Items: CTE 10

##### Career Exploration

Abbreviation: CrrExpl

Description: Evidence of activities along the low-end of the continuum of real or simulated work-based learning, such as: lesson plans, student work samples, resume writing, interview practice, 10-year plans, guest speakers from industry, career fairs, industry field trips.

Item Instructions:

Related Items: CTE 10

##### Leadership

Abbreviation: Ldrshp

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.

Item Instructions:

Related Items: CTE 10

## VI. Opportunity and Equal Educational Access

### CTE 11: Annual Evaluation and Improvement: Stakeholder Engagement and CLNA

1. Perkins V requires 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. § 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. § 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 § 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 § 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. § 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. § 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. § 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. § 2323(b)(2), and such data must be disaggregated for the subgroups of students described in 20 U.S.C. § 6311(h)(1)(C)(i) and 20 U.S.C. § 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. § 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. § 2323[b][4][B][ii–iii])
   8. 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. § 2354[c][2][D])

#### Evidence Requests

##### CLNA Stakeholders Roster

Abbreviation: CLNAStkhldrsRstr

Description: District CTE Stakeholder Engagement (CTE Advisory Committee) roster including name, position, and industry sector represented (student names redacted if applicable). From the most recent and previous meeting, agendas, sign-in sheets, handouts, hand-written notes, minutes.

Item Instructions:

Related Items: CTE 11

##### LEA Board Minutes

Abbreviation: LEABrdMin

Description: LEA board minutes indicating approval of district CTE Stakeholder Engagement/Consultation members, annually.

Item Instructions:

Related Items: CTE 11

##### CLNA Evaluative Data

Abbreviation: CLNAEvltvDt

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

Item Instructions:

Related Items: CTE 11

##### CLNA Needs and Strategies

Abbreviation: CLNANdStrat

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

Item Instructions:

Related Items: CTE 11

## VI. Opportunity and Equal Educational Access

### CTE 12: Annual Evaluation and Improvement: Program Promotion, Recruitment, and Dissemination

1. 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. § 2355[a])
   1. 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)
   2. 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. § 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. § 2354[c][2][A])
   3. 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. § 2323(b)(2), and such data must be disaggregated for the subgroups of students described in 20 U.S.C. § 6311(h)(1)(C)(i) and 20 U.S.C. § 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. § 2323[b][4][B])
   4. 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. § 2323[b][4][B][v])

#### Evidence Requests

##### Program Promotion & Recruitment Among LEA & General Student Population

Abbreviation: PP&RInLEAGenPop

Description: Evidence of CTE program promotion among LEA as a whole and to the general student population. including but not limited to, general, special, and nontraditional populations.

Item Instructions: CTE 12: E.g., pathway brochures, handouts from back to school night, open house, career day, eighth grade recruitment, spring course selection presentations, presentations to the board, advisory committee meetings.

Related Items: CTE 12