

# Career-Technical Education Associated Services Guidance

## Background

### Career-Technical Planning District

A Career Technical Planning District (CTPD) is a local education agency configuration (comprehensive district, compact/contract district, or joint vocational school district) that meets the minimum requirements of law and subsequent standards to offer state-sanctioned career-technical education (CTE) programming. Ohio law requires all school districts and community (charter) schools to be members of a CTPD.

The lead district of each secondary CTPD must conduct an annual review for each CTE program within the district to maximize the use of resources improving the quality of CTE programs. Additionally, Perkins allocations are distributed to the lead district of each CTPD and distributed locally based on local application approval. Lead districts are determined locally, based on agreement within the career-technical planning district.

The goal of CTPDs is to provide greater access to CTE for all students and to ensure quality CTE programming.

### Associated Services

CTE Associated Services Funding are funds generated per pupil that are transferred to the lead CTPD for the purpose of CTE ([Ohio Rev. Code 3317.014, \[B, D\]](#)). Funds should only be used for the purposes that the department designates as approved for CTE expenses. CTE expenses approved by the department shall include only expenses connected to the delivery of career-technical programming to career-technical students. (Ex. Apprenticeship coordinators, coordinators for other CTE services, career-technical evaluation and other purposes designated by the department)

Formula: Funding unit's state share percentage X 0.0294 X Statewide average career-technical base cost per pupil for that fiscal year X Sum of the funding unit's categories one through five career-technical education ADM.

## Best Practices

### Partnership

Creating partnerships with associate schools can improve communication and understanding of CTE rules in general. Regularly scheduled (quarterly, monthly, etc.) meetings with associate schools opens a line of communication for changes and questions. For example, the Cleveland Plan creates a shared goal and a variety of supports for charter schools. While these are not CTE specific services, these supports, and regularly scheduled meetings create a working relationship between Cleveland Metro Schools and its charter schools. If a charter school wanted to start CTE Programming, this would provide a great starting point to gather information.

Additionally, opening experiences to all students in associate schools provides greater opportunities for students. This year Toledo Public School is opening the Career Connect Expo, a large-scale career pathway exploration event, to all CTPD members. They also are working with a regional organization, Toledo Tomorrow, to create 3E engagement events for students, including college fairs, industry presentations, speaker engagements, professional skills workshops, financial aid workshops and career fairs, with the goal of these opportunities being open to all CTPD members as well. Opportunities also should be offered to associate school administrators, such as encouraging leadership to attend CTE conferences (Ohio ACTE Summer Conference, OCTA Fall and Spring Meeting).

### **Administrative Supports**

Once a partnership has been established, the lead CTPD can begin to provide resources, such as guidance documents to the associated schools. Centerville-Kettering-Oakwood CTPD created and shared a [CTE compliance guide](#) for associate schools to reference. These supports can cover a host of topics such as, but not limited to; Standards, Assessments, CTSOs, WBL, Post-Program Placement and Quality Program Standards.

Penta Career Center provides the following for all associate schools:

- Professional development lunches
- WebXam Test Teacher Review
- Quarterly meetings with superintendents, principals and counselors

Personnel also is an integral resource. Some CTPDs provide a full-time administrator that is available to all CTE instructors across associate schools. Other personnel have an area of focus, such as Education Management Information System (EMIS) or career advising.

### **CTE-26**

The lead CTPD must approve all CTE-26 applications before sending onto the Department for final approval. Therefore, it is beneficial to both associate school and the lead CTPD to provide supports specifically for the CTE-26 application process. For a new CTE program, the CTPD lead and associate school should meet one-on-one to review programs are being offered in the CTPD, infrastructure and labor needs and all applicable regulations and requirements. Annual meetings can be used to review the application process for program renewals.

Example: Buckeye Hills JVSD hosts CTE-26 parties every year with the following stakeholders:

#### CTPD Lead Staff

- Superintendent
- Director of Compliance, Policy and Curriculum (Assistant Superintendent)
- Dean of Partnership (CTE Satellite Supervisor)
- Dean of Expansion & CTE (CTE Main Campus Supervisor)
- EMIS Coordinator
- TECH PREP Consultant
- CTE Instructor (If it is our program)
- Counselor (If it is our program)
- *New this year Career Coach\* (3 for the CTPD member districts, 1 per county)*

#### CTPD Associate Schools

- Superintendent
- High School Principal
- Middle School Principal

- Counselors
- EMIS Coordinator
- CTE Instructor

These parties cover all aspects of the CTE-26 process, as well as CTE expansion programs from grade 7 through Adult Education, Senior Only, STEM and/or STEAM opportunities, Career Awareness & Exploration and review all non-CTE programs that could become CTE approved programs.

### **Teacher Supports**

Teachers also should be included in provided supports and offered professional development opportunities. Professional development may cover Assessment Literacy Training, Work-Based Learning, etc. Penta Career Center provides all teachers and administrators with their Course of Study Bundle, which includes templates for the overall course of study, curriculum map and syllabus.

The lead CTPD also can assist with the recruitment of teachers and the hiring process. This assistance is especially important as the education community faces a teacher shortage.