



Division of Technical and Adult Education
Career and Technical Education
Preparing Students for the Future!

ONLINE LEA PLAN DIRECTIONS

1. Access the West Virginia Department of Education Career Technical Education – Administration - Data Profile Management website:
<https://wveis.k12.wv.us/teched/sprofiles/signon.cfm>
2. Log in with your User ID and Password
3. Click on “LEA” at the bottom of the list
4. All forms are listed on the menu.
5. TO PRINT: Right click on the page when it is opened and select “Print”.

LEA: Program Planning Guide Menu

Form	Description	Complete
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11	<u>Technical Education Adult Part-time Classes</u>



Additional resources that will be needed to assist you in completing the Online LEA are located in the CTE File Cabinet – on the CTE main webpage – under the section entitled, “Online LEA Resources.”

1. Review Statement of Assurance statements for 2013-2014. Note that your county will be pre-populated throughout the documentation.

The _____ board(s) of education hereby assures that:

1. This plan has been developed in consultation with the local advisory council for career and technical education and will be made available for review and comment by interested parties
2. Equal opportunities in and access to career and technical education programs will be provided to persons without discrimination because of race, gender, color, religious preference, national origin, disability, or age.
3. The findings of evaluations of programs operated by this applicant during previous years were considered when planning the programs proposed in this application.
4. The activities proposed in this application take into consideration manpower programs conducted in the area under the Workforce Investment Act (WIA) in order to assure a coordinated approach to meeting the training needs of the area.
5. To avoid duplication, consideration has been given to other occupational training programs being conducted by other agencies in the area.
6. Federal funds will not be used to supplant state or local funds designated for vocational education.
7. Federal funds will be used to improve the academic and technical skills of students participating in career and technical programs by strengthening the academic, and career and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and career and technical subjects; to provide students with the strong experience in and understanding of all aspects of an industry; and to provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs.
8. Students who participate in career and technical education programs are taught to the same challenging academic proficiencies as are taught for all other students.
9. Statistical, financial, and descriptive reports required by the West Virginia Department of Education will be submitted accurately and on time.
10. The applicant has made provisions for including appropriate representation of career and technical education personnel on Individualized Education Program Committees and/or Placement Advisory Committees for disabled students.

2. Superintendent will enter name acknowledging acceptance of required performance. (Additional lines are provided for multi-county facility signatures).
3. Click on Submit.
4. Click on the top left "LEA Menu" link to return to the main menu.

Required Levels of Performance

1. Review Required Levels of Performance for 2013-2014.

	2010-11	2011-12	2012-13	2013-2014
1S1 Academic Attainment Reading/Language Arts	79	83		Under negotiations
WV Standard ACT WorkKeys Reading for Information	60	60	72	
Locating Information	60	60	66	
1S2 Academic Attainment Applied Mathematics	72	79.50		
WV Standard ACT WorkKeys Applied Mathematics	60	60	72	
2S1 Technical Skill Attainment	72	78		
3S1 Secondary School Completion	95	95.25		
4S1 Student Graduation Rates	83	86		
5S1 Secondary Placement	91.56	92		
WV Standard Placement In-Field Jobs	60	60	60	
Continuing Education	60	60	60	
6S1 Nontraditional Participation	40	41.50		
6S2 Nontraditional Completion	16	17		

Under the provisions of Section 113(b)(4)(A) of the Carl D. Perkins Career and Technical Education Act of 2006, the state adjusted levels of performance listed above are hereby accepted as local adjusted levels of performance and incorporated into the LEA Plan for the first two program years covered by the local plan.

2. Superintendent/Chair of the Administrative Council will enter name acknowledging acceptance of required performance.

County Superintendent/Chair of Administrative Council _____

3. TO PRINT: Right click on the page when it is opened and select "Print".
4. Click on Submit.
5. Click on the top left "LEA Menu" link to return to the main menu.

NOTE: DRAFT – Core Indicators for 2013-2014 have not been negotiated with the Federal Government. Thus this form is draft only. A new form will be disseminated when negotiations are completed.

List the facilities and career and technical education programs and services to receive federal funds, the activities contained in Section 135 of the Act which are to be incorporated in the programs, the amount to be spent for each activity, and a narrative description of the intended purpose of the expenditure, to include activities addressed to meeting state and local adjusted levels of performance where deficiencies are identified.

1. Enter the Projected Total \$ from last year's allocation and plan the budget based on this amount.
2. When the final allocation is determined, you will need to make adjustments in the budget by entering the Final Allocation \$ and increasing/reducing use of funds.
3. Select County-wide or specific School from your drop down list.
4. Explain the use of funds in the Program Description. NOTE:
 - a. **Calculate 5% maximum on administrative expenditures.**
 - b. **Assure total administrative expenditures including direct and indirect costs does not exceed 5%. These expenditures should be designated as Section 135 code P19 administrative costs.**
 - c. **Assure expenditures do not include any CTE student organization costs.**
 - d. **Assure NO funds are used for ADULT expenditures.**
5. Select the related concentration or select "All" if this is a school-wide use of funds. (NOTE: IF the use of funds is for multiple concentrations, you will need to divide the amount by the number of concentrations and create duplicate entries for each concentration with the divided amount.)
6. Select ONE Section 135 Required OR Permissive Federal Fund Code from the drop down list that directly relates to the program description. (NOTE: The Section 135 Required and Permissive Codes are found in the Appendix. Make sure that the description aligns with the code). NOTE: Codes have been limited for 2013-2014. Required Codes R1-R9 and Permissive Codes P2, P3, P16, and P19.
7. Enter the Amount of Federal Funds per Section 135 Activity.
8. Identify type of expenditure – Salary, Contract, Equipment, Supplies, Travel, and Other (Administrative Costs).
9. TO PRINT: Right click on the page when it is opened and select "Print".
10. Click Submit at the bottom of the screen.

11. Review the Total Line Items \$ amount at the bottom to assure the amount matches the projected total/final allocation amount. (NOTE: This is a running total as you enter each line after you click Submit).

12. Click on the top left “LEA Menu” link to return to the main menu.

**Note: In order to see the total calculations you must submit and then return to the form – by hitting the submit button you are also updating your information and your calculations.

Describe the career and technical education programs of study to be offered to students which include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content, the opportunity for participation in dual or concurrent enrollment, and that lead to an industry recognized credential or certificate. Enter as many activities that you are implementing or plan to implement.

1. (**NOTE:** You will need to make a separate line for each course and identify the school and concentration information for each course. This will require you to copy the name of the school and concentration for additional lines. List all required and elective courses that you are scheduling for each concentration at each school. Next year this information will automatically upload).
2. Select School from the drop down list.
3. Enter the name of the concentration.
4. Enter the WVEIS Concentration Code number. (Example; ET 1820, BM 0411, etc.)
5. Enter the name of the course in the “List Courses Offered in This Concentration” box.
6. Enter the WVEIS Code for course.
7. Identify if the course is required to be a completer or an elective from the drop down list.
8. Identify if EDGE credit is available from the drop down list.
9. Look up the industry credential code which can be found in the “2012-2013 Student Credentials” document located in the Online LEA Resource file in the CTE File Cabinet. Enter the code number(s) that you plan to provide for students.
10. TO PRINT: Right click on the page when it is opened and select “Print”.
11. Click Submit
12. Click on the top left “LEA Menu” link to return to the main menu.

Form 1.2 [Improving Academic and Technical Skills](#)

Describe how the academic and technical skills of career and technical education students will be improved through integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in the core academic subjects and career and technical education subjects; provide students strong experience in, and understanding of, all aspects of an industry; ensure that career and technical education students are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students; and, encourage career and technical education students to enroll in rigorous and challenging core academic courses. Enter as many activities that you are implementing or plan to implement.

1. Select School or Countywide for the specific activity.
2. Select an activity from the drop down list:

ABE
Academic Teacher Collaboration (HS)
Academic Teachers (at Career Center)
Career Academics
Career Academies
Differentiated Instruction
Freshman Academy
GED Options Program
Key Train
Interdisciplinary projects
Learning Styles
Literacy Training
Online Classes
Oral Presentations
Portfolios
Scheduling (Block, Modified, Period)
Senior Projects
Technology Resources (ie: Tooling U, Tech Steps)
Tutoring
WIN
Writing Across the Curriculum
WV Writes - CTE Prompts
Other (Add)

3. If the activity is not on the list, enter the activity in the “Other Activity” box.
4. Enter a brief description of how the school is implementing or planning to implement the activity in the box under the “Please enter your information in this box”.

5. Click on "Submit"
6. Enter as many activities that you are implementing or plan to implement.
7. To view all activities entered, click on the "View all Activities Entered" link at the top left.
8. TO PRINT: Right click on the page when it is opened and select "Print".
9. To return to the main menu, click on "LEA Menu" at the top left.

Describe how comprehensive professional development for career and technical education, academic, guidance, and administrative personnel will be provided that promotes integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education. Enter as many activities that you are implementing or plan to implement.

1. [Select School or Countywide for the specific activity](#)
2. [Select an activity from the drop down list:](#)

ACT Work Keys
Content Specific
County-required
CTE Administration
Data analysis
Formative Assessment
Global 21
High Schools that Work (HSTW)
I-CAR
Improvement Plans
Individual Professional Development Documentation Process
Industry Externships
Industry-specific
Instructional Walk Throughs - Data Analysis
Key Train
Lesson Plans
Lesson Plan Review Process/Feedback
Mentoring Process
National Conferences
NCCER
North Central Accreditation
Professional Development Needs Analysis Conducted
Professional Development Team
Professional Learning Communities (PLC)
Special Needs Considerations
Tech Steps
Technical Centers that Work (TCTW)
Technology
Tooling U

Webinars
WIN
WV Writes
WVDE Conferences
Other

3. If the activity is not on the list, enter the activity in the “Other Activity” box.
4. Enter a brief description of how the school is implementing or planning to implement the activity in the box under the “Please enter your information in this box”.
5. Click on “Submit”
6. Enter as many activities that you are implementing or plan to implement.
7. To view all activities entered, click on the “View all Activities Entered” link at the top left.
8. TO PRINT: Right click on the page when it is opened and select “Print”.
9. To return to the main menu, click on “LEA Menu” at the top left.

Describe how parents, students, educators, representatives of tech prep consortia, entities participating in P.L. 105-220 activities, business and industry, labor organizations, special populations, and other interested individuals are involved in the development, implementation, and evaluation of technical education programs and how such individuals are effectively informed about and assisted in understanding the requirements of Title I of Perkins IV, including career and technical programs of study. Enter as many activities that you are implementing or plan to implement.

1. Select School or Countywide for the specific activity
2. Select an activity from the drop down list:

Adult Programs
Advisory Committees
Awards Ceremony
Business/Industry Forum
Business/Industry Customized Training
Collaborations - Agency, Business/Industry
Community Involvement
Community Organization Involvement (ie: Rotary, Chamber)
Co-curricular Student Organizations
Edline
LSIC
Newsletters
Open House
Orientations
Parent Teacher Conferences
Parent Teacher Workshops
Postsecondary Collaboration
Promotional materials (Brochures)
Strategic Planning
Student Council
Surveys - Advisory Committees
Surveys - Business/Industry
Teacher Teams
Tech Prep Consortium
Web Page Communication
Workforce Investment Boards (WIB)
Other

3. If the activity is not on the list, enter the activity in the “Other Activity” box.
4. Enter a brief description of how the school is implementing or planning to implement the activity in the box under the “Please enter your information in this box”.
5. Click on “Submit”
6. Enter as many activities that you are implementing or plan to implement.
7. To view all activities entered, click on the “View all Activities Entered” link at the top left.
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9. To return to the main menu, click on “LEA Menu” at the top left.

Describe the process that will be used to evaluate and continuously improve the performance of career and technical education programs and services. Explain how effectiveness will be based upon the system of core indicators of performance and state adjusted levels of performance. Reference the involvement of the various constituents in the evaluation process. Enter as many activities that you are implementing or plan to implement.

1. [Select School or Countywide for the specific activity](#)
2. [Select an activity from the drop down list:](#)

ACT Plan/Explore Data
ACT Work Keys
Assessment Data Analysis
Attendance
Completion analysis
CTE Data Profile
Data-Analysis
Discipline Data
EDGE Usage
Enrollment/Completion
Industry Certifications - Analysis
Instructional Walk-throughs
Labor Market Analysis
Placement Follow-up Process
Special needs completers
Strategic Planning Process
Surveys - Advisory Councils
Surveys - Business/Industry
Surveys - Students
Surveys - Teachers
Technology Resource Analysis
Tracking Individual Student Data
Trend Analysis
Westest Results
Other

3. [If the activity is not on the list, enter the activity in the “Other Activity” box.](#)
4. [Enter a brief description of how the school is implementing or planning to implement the activity in the box under the “Please enter your information in this box”.](#)
5. [Click on “Submit”](#)
6. [Enter as many activities that you are implementing or plan to implement.](#)

7. To view all activities entered, click on the “View all Activities Entered” link at the top left.
8. TO PRINT: Right click on the page when it is opened and select “Print”.
9. To return to the main menu, click on “LEA Menu” at the top left.

Describe how equitable access to career and technical education programs will be provided to students who are members of special populations; how special population students will be assisted in meeting state adjusted levels of performance; and how special population students will not be discriminated against on the basis of their population status. Include in your description steps to be taken in support of persons experiencing barriers due to gender, race, national origin, color or age. Enter as many activities that you are implementing or plan to implement.

1. [Select School or Countywide for the specific activity](#)
2. [Select an activity from the drop down list:](#)

Accommodations Awareness Process
CTE Teachers Participate in IEP meetings
Community Literacy Tutoring
Data Analysis - Special Needs student achievement
Data Analysis - Special Needs student enrollment by concentration
GED Options Program
Modifications to facilities and equipment
Non-discrimination
Professional Development
Special Needs Resource Teacher On-Site
Tutoring
Vocational Assessment
Vocational Rehabilitation Collaboration
Other

3. [If the activity is not on the list, enter the activity in the “Other Activity” box.](#)
4. [Enter a brief description of how the school is implementing or planning to implement the activity in the box under the “Please enter your information in this box”.](#)
5. [Click on “Submit”](#)
6. [Enter as many activities that you are implementing or plan to implement.](#)
7. [To view all activities entered, click on the “View all Activities Entered” link at the top left.](#)

8. TO PRINT: Right click on the page when it is opened and select "Print".
9. To return to the main menu, click on "LEA Menu" at the top left.

Describe how funds will be used to promote preparation for nontraditional training and employment in high skill, high wage occupations, particularly for individuals who are members of special populations. Defined as an occupation or field of work “for which individuals from one gender comprise less than 25% of the individuals employed in each such occupation or field of work.” Enter as many activities that you are implementing or plan to implement.

1. [Select School or Countywide for the specific activity](#)
2. [Select an activity from the drop down list:](#)

Counseling and guidance to assist non-traditional students
Data-analysis - enrollment/gender
Incentives for non-trad students
Industry Certifications - Analysis
Occupational research
ONOW - Non-traditional occupations for women
Promotional materials - non-trad represented
Other

3. [If the activity is not on the list, enter the activity in the “Other Activity” box.](#)
4. [Enter a brief description of how the school is implementing or planning to implement the activity in the box under the “Please enter your information in this box”.](#)
5. [Click on “Submit”](#)
6. [Enter as many activities that you are implementing or plan to implement.](#)
7. [To view all activities entered, click on the “View all Activities Entered” link at the top left.](#)
8. [TO PRINT: Right click on the page when it is opened and select “Print”.](#)
9. [To return to the main menu, click on “LEA Menu” at the top left.](#)

Describe how career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities. Enter as many activities that you are implementing or plan to implement.

1. Select School or Countywide for the specific activity
2. Select an activity from the drop down list:

ACT Plan & Explore Analysis
ACT Preparation
ACT Results
Business Computer Applications 1 (BCA) Integration with Career Awareness
Career Fairs
CFWV Use
College Visits
Counselor Meeting Participation
CTE Guidance Counselor - Onsite
CTE Job Coaches
CTE Middle School
CTE Visits (8th-10th)
Financial Aid Workshops
Individual Student Career Plan Review
Job Fairs
Links curriculum
My Strategic Compass Exploration
Parent Workshops
Summer Academy
Postsecondary Collaboration
Tech Prep Consortium
Transcript analysis
Workforce Transition
Other

3. If the activity is not on the list, enter the activity in the "Other Activity" box.
4. Enter a brief description of how the school is implementing or planning to implement the activity in the box under the "Please enter your information in this box".
5. Click on "Submit"
6. Enter as many activities that you are implementing or plan to implement.

7. To view all activities entered, click on the "View all Activities Entered" link at the top left.
8. TO PRINT: Right click on the page when it is opened and select "Print".
9. To return to the main menu, click on "LEA Menu" at the top left.

Describe efforts to recruit and retain career and technical educators, career guidance and academic counselors, including members of groups underrepresented in the teaching profession, and the transition of individuals to teaching from business and industry. Enter as many activities that you are implementing or plan to implement.

1. [Select School or Countywide for the specific activity](#)
2. [Select an activity from the drop down list:](#)

Appreciation/Incentives
Classroom support
Competitive Pay
Competitive Stipends
Industry Externships/Shadowing
Professional Development Opportunities
Promotion/Advertising
Recruiting - Internet
Surveys - School Environment
Other

3. [If the activity is not on the list, enter the activity in the “Other Activity” box.](#)
4. [Enter a brief description of how the school is implementing or planning to implement the activity in the box under the “Please enter your information in this box”.](#)
5. [Click on “Submit”](#)
6. [Enter as many activities that you are implementing or plan to implement.](#)
7. [To view all activities entered, click on the “View all Activities Entered” link at the top left.](#)
8. [TO PRINT: Right click on the page when it is opened and select “Print”.](#)
9. [To return to the main menu, click on “LEA Menu” at the top left.](#)

Describe how activities will be provided to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that will lead to self-sufficiency. Enter as many activities that you are implementing or plan to implement.

1. [Select School or Countywide for the specific activity](#)
2. [Select an activity from the drop down list:](#)

Advisor/Advisee activities
Internships
Job Shadowing
Mentors
ONOW - Non-traditional occupations for women
Presentations - Community, Civic Organizations, Feeder Schools
Strategic Compass/Labor Market Analysis
Work Study Assignments
Other

3. [If the activity is not on the list, enter the activity in the "Other Activity" box.](#)
4. [Enter a brief description of how the school is implementing or planning to implement the activity in the box under the "Please enter your information in this box".](#)
5. [Click on "Submit"](#)
6. [Enter as many activities that you are implementing or plan to implement.](#)
7. [To view all activities entered, click on the "View all Activities Entered" link at the top left.](#)
8. [TO PRINT: Right click on the page when it is opened and select "Print".](#)
9. [To return to the main menu, click on "LEA Menu" at the top left.](#)

List below those persons who have been appointed to serve on the county advisory council for career/technical education.

Each year LEAs will have the ability to update the listing (add or delete members).

Form 2a – County-wide

1. **All Advisory Council members from last year’s LEA Plan have been uploaded**
2. **Review the list and edit missing information (ie: email address)**
3. **For additions:**
 - **Enter Last Name**
 - **Enter First Name**
 - **Enter Place of Employment**
 - **Enter Position**
 - **Select “Type” to identify member type:**
 1. Agency
 2. Business/Industry
 3. Education
 4. Higher Education
 5. Legislator
 6. Parent
 7. Student
 8. Undecided
 - **Identify an email address**
4. **For deletions: (ie: not on county-wide committee, inactive)**
 - **Click “delete” in the appropriate column**
5. **Click on the box to certify advisory council met and electronically sign in the CTE Administrator box:**
6. **TO PRINT: Right click on the page when it is opened and select “Print”.**
7. **Click on “Submit”**

1. **All Advisory Council members from last year's LEA Plan have been uploaded**
2. **Review the list and edit missing information (ie: email address)**
3. **For additions:**
 - **Select school from drop down menu**
 - **Enter Last Name**
 - **Enter First Name**
 - **Enter Place of Employment**
 - **Enter Position**
 - **Select "Type" to identify member type:**
 1. Agency
 2. Business/Industry
 3. Education
 4. Higher Education
 5. Legislator
 6. Parent
 7. Student
 8. Undecided
 - **Identify an email address**
4. **Click on the box to certify advisory council met and electronically sign in the CTE Administrator box:**
5. **TO PRINT: Right click on the page when it is opened and select "Print".**
6. **Click on "Submit"**

1. **Advisory Council members from last year's LEA Plan have been uploaded**
2. **Review the list and edit missing information (ie: email address)**
3. **For additions:**
 - **Select school from drop down menu**
 - **Select concentration from drop down list**
 - **Enter Last Name**
 - **Enter First Name**
 - **Enter Place of Employment**
 - **Enter Position**
 - **Select "Type" to identify member type:**
 1. Agency
 2. Business/Industry
 3. Education
 4. Higher Education
 5. Legislator
 6. Parent
 7. Student
 8. Undecided
 - **Identify an email address**
4. **Click on the box to certify advisory council met and electronically sign in the CTE Administrator box:**
5. **TO PRINT: Right click on the page when it is opened and select "Print".**
6. **Click on "Submit"**

1. Select school
2. Enter WVEIS Code
3. Select level from drop down list (postsecondary or secondary or both)
4. Briefly explain reason for closure (ie: low enrollment, lack of job opportunities)
5. Explain provisions to assure students who started the concentration can be completers
6. TO PRINT: Right click on the page when it is opened and select "Print".
7. Click "Submit"

Any concentration on 2011-2012 Approved Curriculums by Facility list MUST appear in the LEA Plan

- Form 8 or
 - Form 9 or
 - Form 3
 - NO programs may be modified without approval of the Division of Technical, Adult and Institutional Education Services
1. Select school
 2. Enter WVEIS Code
 3. Select level from drop down list (postsecondary or secondary or both)
 4. Explain modification
 5. TO PRINT: Right click on the page when it is opened and select "Print".
 6. Click "Submit"

Please select the School, enter the concentration name and WVEIS Course Code and Level, and other applicable items for this curriculum.

1. Select school
2. Enter name of the new CTE concentration
3. Enter WVEIS Code
4. Select level from drop down list (postsecondary or secondary or both)
5. Enter the following information
 1. Number of secondary students to be enrolled
 2. Number of ungraded students to be enrolled.
 3. Number of postgraduate students to be enrolled.
 4. Number of adult preparatory students to be enrolled.
 5. Total number of hours required to complete this curriculum.
 6. Number of contact hours per week to be provided each student
 7. Student/teacher ratio.
 8. Percent students to be involved in cooperative or other out-of-class work experience directly related to this curriculum.
 9. Percent students to be involved in simulated work experience directly related to this curriculum.
 10. Estimated percent of students completing that will be employed in the field for which trained, or a closely related field
 11. Number of advisory committee meetings planned per year.
 12. Describe facilities and equipment available for use by students in this curriculum. Equipment to be purchased with CTE funds should be itemized on LEA Form 6.
 13. Describe the need for this curriculum, including, when appropriate:
 - a. The availability of jobs for curriculum completers
 - b. The interest shown in the curriculum by potential employers
 - c. Assurances that the kind of training proposed for these students is not already available in the area
 - d. Evidence that there is sufficient student interest so that, at least, state minimum enrollment standards will be met
6. TO PRINT: Right click on the page when it is opened and select "Print".
7. Click on "Submit".

Please identify the units of instruction and hours planned for the new concentration.

1. Select school
2. Enter name of the new CTE concentration
3. Enter WVEIS Code
4. Select level from drop down list (postsecondary or secondary or both)
5. List the units of instruction and the number of instructional hours planned for each unit.
6. TO PRINT: Right click on the page when it is opened and select "Print".
7. Click on "Submit".

1. Select School
2. Click on “Submit” – then the form will appear
3. Enter name of the CTE concentration/curriculum
4. Enter WVEIS Code
5. Select level from drop down list (postsecondary or secondary or both)
6. Enter Local Funds Available for Matching \$
7. Identify Funding Source (Replacement Equipment Allocation, Federal Allocation, Incentive Program, Program Modernization)
8. Enter Name/Description of Item
9. Enter Quantity
10. Enter Unit Cost
11. Enter Total Cost
12. TO PRINT: Right click on the page when it is opened and select “Print”.
13. Click “Submit”

Form 7	<u>Application for Approval Incentive or Other Special Project</u>
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1. Select school
2. Enter name of the new CTE concentration
3. Select level from drop down list (postsecondary or secondary or both)
4. Enter WVEIS Code
5. Select Status (new or ongoing)
6. Identify type request (application for new program state funds requested OR application for new program formula only).
7. List the name(s) of instructor(s)
8. FUNDS REQUESTED - Do not complete if requesting formula funding only, otherwise identify:
 - a. Salary
 - b. Fixed Costs
 - c. Supplies and Materials
 - d. Travel
 - e. Equipment (Complete LEA Form 6)
 - f. Other (specify in box below)
 - g. Indirect Cost (Restricted rate %)
9. TO PRINT: Right click on the page when it is opened and select "Print".
10. Click on "Submit".

**Form
8**

**Application for Approval of Continuing
Secondary Technical Education
Concentrations (Secondary Teachers)**

1. Enter the Superintendent's Name
2. Select school
3. Enter WVEIS Code of concentration
4. Enter Instructor name
5. Enter Instructor email address
6. Enter days employed
7. Enter % of time
8. Determine if Teacher offers the four required courses and click "Yes". Non-applicable is if the concentration is non-occupational.
9. Enter the WVEIS teacher endorsement code(s)
10. TO PRINT: Right click on the page when it is opened and select "Print".
11. Click "Submit"

1. Select school
2. Select the WVEIS code
3. Enter the Instructor Name
4. Enter Position/Title
5. Enter Program Name
6. Enter the number of days employed
7. Enter the percent (%) of time
8. Select the appropriate Insurance choice (Family or Single)
9. Select the appropriate Retirement Rate (15% or 7.5%)
10. Indicate the Educational Level of the individual
11. Enter the salary figure (No commas, please).
12. TO PRINT: Right click on the page when it is opened and select "Print".
13. Click on "Submit"

Please enter the values in the State and Approved columns, and provide a brief description in the bottom box. (No commas in dollar amounts please).

1. 111 Professional Personnel Salaries (Supervision)
2. 111 Professional Personnel Salaries (Teachers)
3. 121 Service Personnel Regular
4. 151 Temporary/Part-Time Professional Personnel
5. 211 Health/Accidental/Life (PEIA)
6. 21X Other Fringe Benefits (8% of salaries)
7. 321 Professional Educator Services (Contracted Services)
 - Other-North Central Fees (\$2500 per site)
 - Other-Faculty Senate (\$200 per site)
8. Your Direct Costs will total for you. Notice that they are highlighted in yellow.
9. 911 Fund Transfers out (Indirect Cost) rate is %
10. Your Total Costs will total for you. Notice that they are highlighted in yellow.
11. Please provide a brief description of how these funds will be utilized in the text box provided.
12. TO PRINT: Right click on the page when it is opened and select "Print".
13. Click on "Submit"

Please enter the detail lines. **DO NOT ENTER COMMAS IN VALUE.** Click on the Submit Button when all have been entered. Ten additional lines of entry will be supplied after updating has occurred.

1. Enter the Program
2. Enter the amount of Tuition per student
3. Enter the amount (if any) for a Lab Fee
4. Enter the amount (if any) for an Application Fee
5. Enter the amount (if any) for Books
6. Enter the amount (if any) for a Background check
7. Enter the amount (if any) for Certification Testing
8. Enter the amount (if any) for Parking
9. Enter the amount (if any) for Student Organization Fees
10. Enter the amount (if any) for Equipment or Other.
11. You will notice that the Cost per student will generate automatically
12. Enter the number of students per program
13. You will notice that the Total cost of Students will generate automatically
14. Enter the appropriate Revenue Account
15. You will notice that the Program Expenses will generate automatically
16. TO PRINT: Right click on the page when it is opened and select "Print".
17. Click on "Submit"

- Completed ONLY for non-instructional positions that were filled the previous year
- New positions MUST be on LEA Form 7, even if no funds are requested from the Division of Technical, Adult and Institutional Education Services
- CTE education director, CTE school counselors, job placement coordinators, & other CTE coordinators and clerical personnel should be listed on LEA Form 10a.
- NO salary or other cost or revenue data is required
- With the exception of the CTE director, % of time may be approximations – CTE director time is important because funds for administration all allocated ONLY to LEAs that employ at least a ½ time director

1. Enter Superintendent Name/Administrative Council Chair (Multi-county facilities)
2. Select school
3. Enter CTE education director, CTE school counselors, job placement coordinators, & other CTE coordinators name
4. Enter job title
5. Enter email address
6. Enter days employed
7. Enter % of time
8. TO PRINT: Right click on the page when it is opened and select “Print”.
9. Click “Submit”

**Form
10B**

**Application for Approval of
Continuing Support Services**

- Completed ONLY for non-instructional positions that were filled the previous year
 - New positions MUST be on LEA Form 7, even if no funds are requested from the Division of Technical, Adult and Institutional Education Services
 - Support personnel should be reported on Form 10b.
 - NO salary or other cost or revenue data is required
1. Enter Superintendent Name/Administrative Council Chair
 2. Select school
 3. Enter office, maintenance, and support staff name
 4. Enter job title
 5. Enter days employed
 6. Enter % of time
 7. TO PRINT: Right click on the page when it is opened and select "Print".
 8. Click "Submit"

- Offering adult part-time classes is critical to calculating the final split in the federal Carl Perkins Act between the WVDE and the WV Community and Technical Colleges
 - Used to plan for appropriate adult part-time classes
 - Classes must be designed to provide students with upgraded or new skills that are related to paid employment
 - Indicate the number of clock hours of instruction planned for the 2011-2012 school year by occupational instructional area
1. Enter estimated hours for each occupational area
 2. TO PRINT: Right click on the page when it is opened and select “Print”.
 3. Click “Submit”

Appendix

Form 1 – Use of Funds

LOCAL USES OF FUNDS

Section 135

REQUIRED USES:

- R1. Provide activities that strengthen the academic and career-technical skills of students through integration of academic and career-technical education through a coherent sequence of courses, such as career and technical programs of study.
- R2. Link secondary and postsecondary career-technical programs, including by offering the relevant elements of not less than one career-technical program of study.
- R3. Provide students with experience in and understanding of all aspects of an industry, which may include work-based learning experiences.
- R4. Develop, improve, or expand the use of technology in career-technical education, which may include: training career-technical personnel to use technology, which may include distance learning; providing students with the academic and career-technical skills that lead to entry into the technology fields, and encouraging collaboration with technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students
- R5. Provide professional development programs to personnel, including:
 - a. In-service and preservice training on: effective integration of academic and career-technical education; effective teaching skills based on research that includes promising practices; effective practices to improve parental and community involvement, and effective use of scientifically based research and data to improve instruction
 - b. Support of programs to ensure that personnel stay current with all aspects of an industry
 - c. Internship programs that provide relevant business experience
 - d. Programs designed to train teachers in the effective use of technology to improve instruction
- R6. Evaluation of career-technical education programs, including assessment of how special populations needs are being met
- R7. Initiate, improve, expand, and modernize quality career-technical education programs, including relevant technology
- R8. Provide services and activities that are of sufficient size, scope, and quality to be effective
- R9. Provide activities to prepare special populations for high skill, high wage, or high demand occupations that will lead to self-sufficiency

PERMISSIVE USES:

- P1. Involve parents, businesses, and labor organizations in the design, implementation, and evaluation of career-technical programs
- P2. Provide career guidance and academic counseling
- P3. Provide local education and business partnerships, including for internships, cooperative education, school based enterprises, entrepreneurship, job shadowing, adjunct faculty arrangements for qualified industry professionals, and industry experience for faculty
- P4. Provide programs for special populations
- P5. Assist career-technical student organizations
- P6. Mentoring and support services
- P7. Leasing, purchasing, upgrading, or adapting equipment, instructional aids, and publications
- P8. Teacher preparation programs
- P9. Develop and expand postsecondary offerings, including through distance learning
- P10. Provide activities to support entrepreneurship education and training
- P11. Improving or developing new career-technical education courses
- P12. Develop and support small, personalized career-technical learning communities
- P13. Provide support for family and consumer sciences programs
- P14. Provide career-technical education programs for adults and school dropouts
- P15. Provide assistance to participants in finding an appropriate job or continuing the education
- P16. Support training and activities in nontraditional fields
- P17. Provide support for training programs in automotive technologies
- P19. Administrative costs not to exceed five percent