**Career and Technical Education**

OSSE CTE LEA Funding Application

Local education agencies (LEAs) seeking **to receive Office of the State Superintendent of Education (OSSE) funding to establish a recognized Career and Technical Education (CTE) program for the first time** must submit the OSSE CTE LEA Funding Application by Dec. 1, 2024, to be eligible for funding in July 2025 and to implement an **OSSE approved program of study** for the 2025-26 school year. All materials should be submitted to [careertechdc@dc.gov](mailto:careertechdc@dc.gov).

For LEAs to receive initial OSSE funding to support CTE programs in the District of Columbia, they must form an [LEA CTE Implementation Committee](#Commitee) that will lead the LEA’s work of completing the OSSE CTE LEA Funding Application and meet the criteria for sufficient size, scope and quality.

Size

* To be of a sufficient size, eligible recipients must offer at least [one state-approved program of study](https://careertechdc.org/wp-content/uploads/2023/07/Official-CTE-OSSE-Programs-of-Study-Matrix.xlsx) in the recognized career clusters for the District of Columbia.
* LEAs with 320 or more high school students should have at least 25 percent of the high school population enrolled in CTE once the program(s) reaches full development.
* LEAs with less than 320 high school students must have at least 60 students enrolled once the program(s) reaches full development.

Scope

* CTE state-approved programs of study relate to high-skill, high-wage and/or in-demand careers aligned with the economic and workforce development needs in the state or region.
* CTE programs lead to an industry-recognized credential, postsecondary credits and/or an associate or baccalaureate degree.
* Students are provided with equitable access to CTE programs of study.

Quality

* Local recipients achieve local targets established for state and federal indicators of performance.
* Programs of study are delivered by instructors who meet the state requirements to teach at the secondary and/or postsecondary level.
* Programs of study are guided by industry advisory committees.
* CTE programs of study provide students with strong experience in and comprehensive understanding of the industry for which the program is preparing students.
* Professional development is provided for administrators and faculty members to enhance student learning and ensure the implementation of high-quality CTE programs of study.
* State and local reporting requirements are met to ensure CTE programs are continuously improved to meet industry standards.
* LEAs must meet the requirements for CTE program approval by OSSE, including alignment with state-approved programs of study and implementation of individual course standards.

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| **LEA Information** | |
| School or LEA Name:  Click or tap here to enter text.  Address:  Click or tap here to enter text.  Click or tap here to enter text. | CTE Point of Contact *individual overseeing the application process.*  Name: Click or tap here to enter text.  Title: Click or tap here to enter text.  Phone Number: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |
| Program of Study:  Click or tap here to enter text. | Start Year: Choose an item. |
| Is operational/facilities approval required?  Yes No N/A | |
| **Program Site** | |
| Please identify all locations where the program content will be delivered. | |
| Site Name: Click or tap here to enter text.  Address:  Click or tap here to enter text.  Click or tap here to enter text. | School Leadership:  Name: Click or tap here to enter text.  Phone Number: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| Current Enrollment:  9th Grade:  10th Grade:  11th Grade:  12th Grade:  Total Enrollment: | Current Enrollment Demographics:  Race/Ethnicity:  White:     percent  Black:     percent  Asian/Pacific Islander:      percent  American Indian/Alaska Native:      percent  Multi Racial:     percent  Hispanic/Latino:     percent  Gender:  Male:      percent Female:      percent  Additional Sub-populations:  Students with disabilities:      percent  English learners:      percent |

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| **Assurances and Approvals** |
| CTE program of study approval and funding are contingent upon the following assurances.   1. The LEA will comply with all OSSE policies and guidance related to CTE programming and requirements under DC’s State Plan for the Carl D. Perkins Career and Technical Education Act of 2018. 2. The LEA will submit CTE program data as required by OSSE. 3. All teachers are certified in the appropriate CTE area and participate in program specific professional learning. 4. The LEA will convene and engage a program implementation committee to support the implementation development and continuous improvement of the program. Committee members may include but are not limited to teachers, school leaders, professional school counselors, parents, community members and industry professionals. 5. All students have equal access to the program of study as well as early career/early college options. 6. Career and Technical Student Organizations are an integral component of the program of study. 7. The LEA will maintain safe facilities and equipment aligned with the program of study goals. 8. The LEA adheres to the Methods of Administration policies, including regular monitoring, to ensure that all students, regardless of race, ethnicity, gender, or disability have access to high-quality CTE programs. |

**LEA CTE Implementation Committee**

The CTE Implementation Committee includes representatives from the LEA as well as external partners who represent the community and industry. We recommend that the committee include teachers, college and career advising staff, school administration, special education support staff, higher-education partners, industry representatives, parents and other community representatives.

**Purpose:** The committee's goal is to provide a general overview of the current educational landscape at the LEA and identify how CTE will enhance the learning environment for students while also determining CTE program needs to accomplish the goals of a quality CTE program.

**Roles and Responsibilities:** Committee members willmeet at least once a month to develop an implementation plan that incorporates the LEA’s responses to the questions below and ultimately ensures the LEA meets the size, scope and quality requirements outlined in the application. The committee will be required to submit attendance and minutes from meetings as part of the application approval process.

**Intended Outcomes:** The committee will address the following questions as part of the LEAs Funding Application.

1. How does CTE align with the mission and vision of your LEA?
2. How did the LEA select the CTE program(s) of study for this application?
3. How will you ensure CTE programming is accessible to all students? What steps will you take to support the success of students in special/sub-populations? Special/sub-populations include: …
4. How will the LEA implement the program of study, and when will the program reach full maturity? A complete program of study includes at least four sequential courses.
5. Does the LEA have additional funding (outside of OSSE’s CTE funding) for resources required to provide CTE programming? Resources include classroom supplies and materials, teacher salary and professional development, work-based learning opportunities, curriculum, etc.
6. What work-based learning experiences will students participate in their CTE program?
7. How will you partner with industry and institutions of higher education to support programming? What existing partnerships will help you in the implementation phase?
8. What role will CTE play in the LEA's career advising strategy?
9. How will the LEA get operational or facilities requirements set up before launching the program, if necessary?
10. What proposed curriculum/content will the LEA adopt as part of the CTE program of study?
11. What type of support will the LEA provide to ensure CTE teachers have the proper skills and training to teach the CTE courses?
12. How will the LEA determine if the CTE program is successful? What data will the LEA use to monitor program quality?

Once approved, the committee will work with LEA staff to implement in the contents of their implementation plan.