

## Administrative Memo

**TO:** School Administrators

**FROM:** Dennis Harden, Coordinator, Career & Technical Education  
Jocelyn Strand, Coordinator, School Improvement

**SUBJECT:** LS-15-007 - Clarification on Expansion of Career and Technical Education Programs for MSIP5

**DATE:** September 24, 2015

This administrative memo is designed to provide additional guidance and clarification regarding the expansion of Career and Technical Education Programs for MSIP Standard 3\*4 College and Career Readiness for the 2016 APR.

As was stated in the original administrative memo LS-15-005 (<http://dese.mo.gov/sites/default/files/LS-15-005.pdf>), the expansion must develop a pathway for students to accomplish each of the following:

1. Enroll in a program of career and technical education while in high school;
2. Participate and complete an internship or apprenticeship during their final year of high school; and
3. Obtain the industry certification or credentials applicable to their program or career and technical education and internship or apprenticeship.

### **Apprenticeship Component**

The Department suggests that the guidelines found in the Graduation Handbook, Appendix D, Cooperative Career Education Programs be followed in order to meet this requirement. Some CTE programs may have an existing internship/apprenticeship as part of program of study, e.g. Health Science and Fire Science. Existing internships and apprenticeship fulfill the Apprenticeship Component requirement. In all cases, the internship/apprenticeship component must be available during the final year of high school.

### **Industry Certification or Credentials (IRCs)**

The IRC must be listed on the approved DESE IRC list found on the website at <http://dese.mo.gov/college-career-readiness/career-education/technical-skills-attainment-industry-recognized-credential> in order to qualify for program expansion credit. It is important to note that *Project Lead the Way* does not qualify for the expansion credit due to the lack of an IRC.

If an area career center is expanding a program, then all sending schools will be eligible for the two points. Each sending school will need to submit the form in order to be eligible for the two points.

Finally, we are extending the application deadline to **October 30, 2015**.

Please contact Dennis Harden, Coordinator of Career Education at [dennis.harden@dese.mo.gov](mailto:dennis.harden@dese.mo.gov) (573) 751-3500 if you have additional questions.

Thank you.