

Administrative Memo

Date: October 4, 2016

To: School Administrators

From: Dr. Chris Neale, assistant commissioner, Office of Quality Schools
Dr. Blaine Henningsen, assistant commissioner, Office of College and Career Readiness

Subject: LS-16-003 Expansion of Career and Technical Education for Standard 3*4 College and Career Readiness – 2017 Annual Performance Report (APR)

Again this year with the 2017 APR, the Department of Elementary and Secondary Education will award additional points under Standard 3*4: College and Career Readiness for schools that create or expand career and technical education (CTE) opportunities. A local education agency (LEA) may receive two points toward the 10 points possible in Standard 3*4 by creating and entering into a partnership with area career centers, comprehensive high schools, industry or business to 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.

LEAs that provide for all three of the above objectives will receive the aforementioned two points under Standard 3*4. In order for LEAs to maintain these two points in consecutive years, they must continue to expand their CTE program offerings each year, either by continuing to grow the previously expanded program, expanding a separate program, or creating a new program in compliance with the stated criteria. Additionally, all LEAs that partner with an area career center or vocational school that has expanded or created CTE opportunities in alignment with the stated criteria will be eligible for the two additional points. Programs that meet these criteria for the 2016-17 school year will be reflected in the 2017 APR. LEAs will be asked to complete and submit the attached [assurance form](#) by 5 p.m. on Dec. 16, 2016, in order to procure these two points within Standard 3*4. The form may be submitted by mail, fax or email.

New this Year

If the area career center has created or expanded CTE opportunities, then it will submit the form and list all sending schools that are eligible for the two points under its expansion. The sending schools do not need to submit the form unless they are expanding programs in their district.

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 apprenticeships 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 <https://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.

Please share this information with your staff. If you have any additional questions contact Dennis Harden, coordinator of Career Education at dennis.harden@dese.mo.gov or 573-751-3500.