# Advancing Career and Technical Education (CTE)

# in State and Local Career Pathways Systems

# Project Overview

The U.S. Department of Education (ED), Office of Vocational and Adult Education (OVAE), invites you to apply to participate in *Advancing Career and Technical Education (CTE) in State and Local Career Pathways Systems* — to assist your state in building its capacity to integrate CTE Programs of Study (POS) into its broader Career Pathways system development efforts. Five states will be selected through a competitive application process to participate in this two-year project, which is managed by Jobs for the Future through a contract with OVAE.

## Benefits of Participation

If selected, your state will:

* Be paired with an experienced state coach and receive individualized technical assistance to support your efforts to align and integrate CTE Programs of Study with your state’s Career Pathways system efforts.
* Receive coaching and technical assistance to: develop a strategic plan; identify and address obstacles to the alignment of CTE Programs of Study with Career Pathways; map assets and identify key partners, funding streams and targeted industry sectors; and implement new approaches in the participating local area with key stakeholders.
* Have access to subject matter experts in CTE Programs of Study and Career Pathways systems development, and opportunities to network virtually with other states participating in this project.

## Anticipated Outcomes

As a result of project participation, your state will be better able to:

* Align programs and policies and make systems changes that are necessary to integrate CTE Programs of Study into your state’s Career Pathways system.
* Better align comprehensive education and training programs with the needs of business and industry – addressing the skills gap and contributing to state and local economic growth and development.
* Expand opportunities for secondary and postsecondary CTE students as well as adults who progress through Programs of Study and Career Pathways that lead to industry-recognized credentials and to good jobs in in-demand industries and occupations in the state.
* Sustain system reforms and take them to scale over time.

## Eligibility

To be eligible, each state must:

* Submit an application that addresses the criteria outlined in the application.
* Conduct a preliminary Career Pathways Readiness Assessment <https://learnwork.workforce3one.org/view/2001134059610984712/info>

*(If the link does not open automatically, please copy and paste it into your browser)*

* Conduct a preliminary POS Self-Assessment <http://cte.ed.gov/docs/POSLocalImplementationTool-9-14-10.pdf>

*(If the link does not open automatically, please copy and paste it into your browser)*

* Create a cross-agency state team for this project, and submit either a letter of commitment from all required team members or a memorandum of understanding in support of and agreeing on the roles and responsibilities of each agency in carrying out this project.

At a minimum, the state team must be comprised of the State Director for CTE or his/her senior level designee(s) (including representatives of both secondary and postsecondary CTE); the lead state officials (or senior level designees) for K-12, Postsecondary, and Adult Education; the lead state official (or senior level designee) for Workforce Development; the Statewide Longitudinal Data System (SLDS) Director (or senior level designee); lead officials from comparable agencies or institutions from the participating local area; and representatives from business and industry. Other suggested state team members include: the lead state officials (or senior level designees) for Economic Development, Health and Human Services, Justice, and staff from the governor’s office (e.g., higher education policy director, the Workforce Investment Board).

* Identify a local area that will participate in the project, and include comparable local representatives/stakeholders as integral members of the state team. For purposes of this project, a local area may include a geographic area that is based on: a local labor market area; an economic development region; one or more workforce investment areas; and/or one or more local educational agencies, postsecondary institutions (including community and technical colleges), and area technical schools. Local area designations should take into consideration the distances individuals will need to travel for receipt of services, the resources available to the local area for carrying out the activities envisioned in the project, and the presence and participation of comparable local agencies and stakeholders as required for participation on the state team.
* Name both a state lead and a state coordinator to serve as the primary state liaisons for this project, one of whom must be a senior level designee of the State Director for CTE, with decision-making authority. The state lead will be responsible for providing high level guidance and promoting project work at the state level. The state coordinator will be responsible for managing the day-to-day operations and progress on the project.

The State Director for CTE must submit the application on behalf of the state team.

## Requirements for Participation

* The state lead and state coordinator will participate in monthly calls, webinars, and other forms of communication with their assigned state coach, and will oversee the state team’s participation in the initiative. The state liaisons will work closely with the state coach to schedule team meetings and appropriate technical assistance activities in support of the team’s action plan.
* The state team will participate in quarterly team meetings with their assigned state coach.
* The state team will participate in three two-day in-state site visits/meetings with the state coach during the first year of the project and four two-day in-state site visits/meetings with the state coach during the second year. The state liaisons will secure appropriate meeting space for the in-state meetings, away from their offices, where the state team can focus without distractions on the work of this project. During the state visits, the state coach will meet with the full team and assist the state in: assessing its readiness and progress throughout the project; developing its strategic action plan; identifying and addressing obstacles to the state’s alignment of CTE Programs of Study with Career Pathways systems; and connecting the state team with subject matter experts (SMEs) who can provide additional assistance to the state for meeting its goals for the project.
* The state team will participate in two virtual meetings each year with all five state teams, their coaches, SMEs, and OVAE, to engage in group problem-solving, interactive workshops, presentations in key content areas, and team time with coaches and trained facilitators.
* The state team will engage in peer-to-peer technical assistance and direct communication with the other participating states, the JFF project team, and OVAE, through a virtual hub built specifically for the project.

## Timeline

Technical assistance to states selected for participation will begin in January 2013 and conclude in September 2014. The following key dates and deadlines are provided for the project.

| DATE | EVENT |
| --- | --- |
| November 2, 2012 | State Application Released |
| November 14, 2012 | Webinar for Prospective Applicants 3:00 p.m. EST |
| November 27, 2012 | Responses to FAQs  |
| **January 7, 2013 by****3:00 PM EST** | Deadline for Application Submission  |
| **January 24, 2013** | State Selection Announced |
| **January 24-31, 2013** | State Team Formation and Communication with Coach |
| February 5, 2013  | 1st Virtual Meeting with Five State Teams |
| January/February/March 2013 | 1st In-State Meeting with Assigned State Coach (to be scheduled) |