



Indiana Office of  
**Career & Technical  
Education**

GOVERNOR'S WORKFORCE CABINET

**MEMORANDUM**

**To:** CTE Directors, Principals, Superintendents, School Counselors  
**From:** P.J. McGrew, Executive Director Governor's Workforce Cabinet  
Jerris Cross, Assistant Director of CTE – Grant Administration  
Chris Deaton, Assistant Director of CTE – Performance and Accountability  
Anthony Harl, Assistant Director of CTE – Programs  
**Date:** May 27, 2020  
**Re:** CTE COVID-19 Update

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The following document contains answers to some frequently asked questions we have been receiving regarding CTE. These weekly updates are designed to help consolidate information from postsecondary partners, licensing boards, and certification providers about best practices, meeting hands-on requirements, options for completing industry certifications, dual credits and more. As we continue to receive more information, the guidance that follows is likely to change or need to be updated. We understand everyone is working through this situation to the best of their abilities and we encourage you to reach out to our office for any support or guidance you may need. Thank you for your patience and flexibility as we work together to serve students during this unprecedented time.

New information and questions this week (indicated in red throughout the document):

- Update on recommendations for CTE in the fall of 2020
  - Summer Bridge moving closer to reality
  - CTE and CARES Act funds
  - WBL and Clinical Placement Questionnaire
  - Perkins and Methods of Administration (Civil Rights) monitoring
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**Who is providing recommendations regarding CTE programs this fall?**

As this school year comes to a close for many schools, the focus on completing CTE courses has shifted to whether or not schools will be open this fall and how CTE will be impacted. While we all recognize the benefits of being able to move courses and programs to a virtual format, the possibility of continued remote learning will be challenging for many CTE programs that have hands-on, in-person requirements. The challenges for CTE courses and programs of shifting to remote learning will be compounded this fall by the fact that students will not have already completed a majority of lab activities, work-based learning, or clinical hours.



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The CTE working group that was formed to provide recommendations for a summer bridge program will also be preparing recommendations for operation of CTE programs this fall. Recommendations for the fall will build off the information gathered and the recommendations provided for the summer bridge program. We encourage you to share any questions, concerns, or suggestions with the Office of CTE by emailing us at [CTE@gov.in.gov](mailto:CTE@gov.in.gov).

**How does the Office of CTE, CHE, Ivy Tech and Vincennes plan to provide students with the opportunity to complete their CTE courses, including dual credit, that require hands on, in-person learning?**

Based on the current progress of Indiana's "Back on Track" program, we are fairly certain that we will be able to move forward with a summer bridge program that would begin on or near July 6, 2020. We held the first session of the CTE working group on Tuesday of this week and plan to have a second meeting on Monday, June 1<sup>st</sup>. Once we review anticipated recommendations from IDOE and ISDH regarding summer school, we will develop plan specifics and will share logistical information with administrators, instructors and interested students by June 10<sup>th</sup>. This will give students 7-10 days to register for the summer bridge program.

Currently, over 450 students statewide have expressed an interest in participating in a program. We are analyzing the results of the student interest survey in more detail to determine the best locations, time, and logistics of the program. Please encourage your students to complete the [student interest survey](#) by Friday, May 29th if they have not already done so.

The Office of CTE encourages schools and CTE instructors to make use of the regular incomplete procedures for students if at all possible. The IDOE recently shared guidance that recommends the use of a V on the transcript for COVID-19 related incompletes. This code is only valid for seniors where there is no intent to complete the course. Both Ivy Tech and Vincennes have shared guidance with their students that provides the option of an incomplete that will allow them to complete the dual credit course through early August. We would recommend this option be available for all CTE students in these courses that have hands-on, in-person requirements whether they are completing the course for dual credit or not.

Anticipated expenses to offer these programs include stipends for teachers/instructors and student transportation costs. Other expenses may include administrative, personal protective equipment (ppe), clerical and maintenance personnel, cost of industry certifications, and curriculum resources. We are exploring every possibility for funding to cover these expenses including the use of unused Perkins funds.

**Are CTE programs eligible for CARES Act Direct Grant program?**

The IDOE released information last week regarding the CARES Act Direct Grant in their weekly update. The IDOE is utilizing a portion of its state-level set-aside to provide further support to



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LEAs and educationally-related entities with needs prioritized upon special populations, rural locales, hard-hit areas, and institutions that serve juveniles. This direct grant opportunity is due June 30. Submission information and additional details can be found in this [memo](#).

The IDOE has shared with us that Perkins activities, such as summer bridge programs and providing more virtual opportunities for students, are allowable and encouraged under the CARES Act. We would encourage CTE Directors and Instructors to share their needs with local administrators and either apply or ask to be included in any corporation applications for the Direct Grant funds.

**What flexibility is available to students who were on track to earn the Technical Honors diploma?**

The IDOE has provided information regarding flexibility for the Technical Honors diploma in their [FAQ for graduation flexibility](#). Schools are encouraged to continue offering instruction so that students are able to achieve one of the additional requirements in order to earn an honors or technical honors diploma. The frequently asked questions document provides some example criteria that schools could use to determine if a student has completed one of the requirements for the honors or technical honors diploma. These example criteria include information on the WorkKeys and Accuplacer assessments.

**What plans should schools be considering now that they are not able to re-open for face-to-face instruction this school year?**

One of the difficulties created by the current situation is that it is nearly impossible to predict how this will shift the labor market and what economic recovery may look like. Considering the number of unknowns, seniors who were planning to go straight to the workforce may want to reconsider the possibility of pursuing postsecondary education or training. As instructors and staff are reaching out to seniors to discuss postsecondary plans you may want to discuss the possibility to pursue postsecondary education through the [Next Level Jobs Workforce Ready Grant program](#). Individuals must be eligible for state financial aid which requires that they complete the FAFSA. You may follow this [link](#) to complete the FAFSA. The website is mobile accessible and provides multiple ways to complete the FAFSA. Additional resources may be found at [Learn More Indiana.org](#) or the Commission's Learn More Indiana social media platforms: Facebook ([facebook.com/LearnMoreIN](#)), Instagram ([@LearnMoreIndiana](#)) and Twitter ([@LearnMoreIN](#)).

The Indiana Commission for Higher Education has extended the FAFSA deadline for the 21<sup>st</sup> Century Scholarship program and the Frank O'Bannon Grant. Students who are eligible for these two programs who did not file before the original April 15<sup>th</sup> deadline, are encouraged to submit the form at [FAFSA.gov](#) as soon as possible. The Commission will consider students who



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file past the original deadline, however, limited funding is available on a first-come basis. There is no FAFSA deadline for Hoosiers applying for the Next Level Jobs Workforce Ready Grant.

**Will the Office of CTE be providing guidance or establishing requirements for awarding high school credit?**

The Office of CTE has no plans to establish criteria for awarding high school credit. Any decisions regarding instructional practices related to standards and learning objectives, including any required lab/hands-on activity, is a local school or school district decision. Whether or not a student demonstrates the requisite knowledge to earn course credit is best determined at the local level by those educating them. We would encourage each instructor, counselor or administrator to be sure to explain that the high school credit and any dual credit requirements are separate and to share the option of taking an incomplete for the dual credit course if they were not able to finish the course.

**Now that Indiana is starting to lift stay at home orders and re-open certain businesses, may CTE students resume work-based learning or clinical placements in order to meet hands-on, clinical, or training hours requirements?**

WBL and clinical placements continue to be a major point of discussion and was specifically addressed during our first CTE Working Group session. Concerns are focused on both restarting placements to complete courses from this spring and on whether WBL will be available this fall. In order to gather information for the working group to consider, we are asking CTE Instructors, especially CNA and Cosmetology programs, to reach out to local partners to see if they are willing and able to accept students for WBL or clinical placements. Please follow this [link](#) to share your feedback with us.

**Are clinical or lab hours going to be waived for Cosmetology, CNA, EMS, and Firefighter I or II licensing or certifications?**

The Professional Licensing Agency recently shared the following guidance regarding Cosmetology and Barbering. Distance Learning - 820 IAC 4-1-5(b): For the duration of the public health crisis, the Indiana State Board of Cosmetology and Barber Examiners has temporarily suspended 820 IAC 4-1-5(b). This suspension means that cosmetology students are **no longer required to attain their cosmetology school hours in-person at the school and may take remote programming provided by the cosmetology school.** The students are still required to attain the same amount of hours and the courses must otherwise comply with existing rules; however they are not required to be in-person for the duration of the public health crisis.

The State Board of Health shared the following reminder on their webpage in relation to CNA certification: "ISDH is aware of the concerns in regards to COVID-19 and the limited access training entities have for students to complete their clinical hours. Please remember that 16 hours



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of clinical may be completed in a lab environment. However, due to the health and safety of Indiana Hoosiers we are supporting facilities in the decisions they are making to keep their residents safe. We understand this may cause Training Programs to extend and postpone clinical hours completion for a period of time. We will take into consideration and not hold training entities responsible for extending the training process.”

We are also following up with the Department of Homeland Security on EMS and Firefighter I and Firefighter II certifications. The only relevant update provided so far is that certifications will now be by appointment only. To schedule a time, applicants are asked to email [emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov) or [firecertifications@dhs.in.gov](mailto:firecertifications@dhs.in.gov).

The IDHS shared that all requirements must still be completed for the EMS certification. However, due to the hospitals not allowing students at this time, students will be allowed to complete clinical time on ambulance rather than an emergency department. The National Registry of EMTs is allowing students to receive a provisional certification after completing the cognitive exam until they can complete their psychomotor examination. The provisional certification is good for up to 120 days.

**Will students have more time to complete or be able to complete additional certifications from home?**

The following list is information organizations have posted on their websites. This list will be updated on a regular basis as we gather more information.

AWS – Most AWS seminars and/or exams have been cancelled though June 20, 2020. Some Prometric testing locations using COVID-19 safety precautions opened with limited capacity on May 1<sup>st</sup>. Updated confirmation letters with new exam dates and eligibility codes will be sent to you via email. AWS has shared [online resources](#) containing more details and FAQs. AWS has also shared [online resources](#) to help welding instructors during this time.

CompTIA – As of April 15, 2020, CompTIA has updated its [website](#) with additional information needed to take CompTIA exams from home. The home page contains a learn more link that will take you to a page that covers policies and procedures, provides a system test, allows you to create a Pearson VUE account, and to schedule and complete your exam. All CompTIA exam vouchers with expiration dates through April 30, 2020 have been extended to June 30, 2020. Vouchers that expire May 1 – May 31, 2020 have been extended to July 31, 2020. CompTIA is offering the opportunity to switch to a remote proctored exam if you had registered for an exam at a Pearson VUE testing center. Please visit this [page](#) to provide your email to receive further instructions.

ProStart (NRAEF) – The foundation is prepared to make accommodations for students affected by school closures as needed. UPDATE: The following [link](#) will take you to a page that details



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free online courses available through ServSafe. Please note that these online courses are for the ServSafe Food Handlers course. Only the ServSafe Managers certification counts toward Graduation Pathways.

Certified Production Tech and Certified Logistics Tech (MSSC) – After May 15th, MSSC's Authorized Assessment Centers can place orders for their test takers to take assessments from home or remote location since our organization just contracted with the remote proctoring service, ProctorU. This will apply to all modular assessments needed for the high stakes, in-demand MSSC Certified Production Technician (CPT) and Certified Logistics Technician (CLT). Additional information regarding cost and online course materials is available on their [website](#).

ASE – **Prometric is opening some limited testing on May 1st, however ASE testing will not be available until at least May 18th**, and most likely not in every area of the country at that time. Prometric has put safety measures in place and will also be following state and local guidelines in opening test centers. More testing information can be found in ASE's [online resources](#).

Microsoft Certifications – Microsoft is working with Pearson VUE to provide online certification exams as soon as possible.

NIMS – NIMS will offer online testing sessions beginning April 20, 2020 through May 20, 2020. Instructors are encouraged to email [support@nims-skills.org](mailto:support@nims-skills.org) to request a link to sign up candidates for an online testing session. The [COVID-19 web page](#) also provides resources for instructors to help prepare students for credentialing.

NCCER – In addition to the online training options that Pearson has made available, NCCER has been working diligently on a remote proctoring option for the craft module tests (knowledge only). Starting this Thursday, March 26, NCCER will be holding a two-part webinar series to begin implementing remote proctoring of craft module tests through their online testing system. The link provided includes an option to register for the webinars which are required to serve as a remote proctor. This option will be free of charge and available from April 6, 2020 – May 15, 2020.

Child Development Associate (CDA) Credential – Due to the current COVID-19 Pandemic, the Council for Professional Recognition (Council) is granting all graduating high school seniors a one-year extension to complete the CDA assessment process. Additionally, the Council has made a one-time accommodation for graduating high school students in need of a CDA Verification Visit® to complete the CDA® assessment process. Specifically, **in this case only**, the Council will allow the following individuals to complete the Verification Visit including the Comprehensive Scoring Instrument (CSI), for a graduating high school senior(s) in their CDA





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high school/CTE program. Please visit the [Council for Professional Recognition's website](#) for additional information about this waiver.

We will continue to gather information for each of the most completed industry recognized certifications about extended testing windows, the opportunity to complete exams at home, or other testing alternatives.

**Will CTE districts receive an extension to encumber Perkins funds if schools don't reopen before the end of the school year?**

Jerris Cross, Assistant Director of CTE – Grants Administration, shared fiscal guidance on Tuesday, March 24, around modifications and funding extensions for Perkins funds. Jerris will continue to provide any fiscal guidance primarily through direct emails to eligible recipients.

**What will Perkins monitoring look like in the fall of 2020?**

On February 6, 2020, the Office for Civil Rights (OCR) and the Office of Career, Technical, and Adult Education (OCTAE) released a new [Memorandum of Procedures](#) (MOP) outlining updated procedures for developing a Methods of Administration (MOA) program to carry out civil rights compliance obligations required under the Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (Guidelines)(34 C.F.R. Part 100, Appendix B). The MOP rescinded previously issued guidance, specifically the original MOA Memorandum of Procedures issued in 1979 and the four "Dear Colleague" letters regarding the MOA program. All of the documents may be found [here](#).

This new guidance encourages State agencies to align their Perkins V monitoring with their MOA program monitoring in order to more effectively ensure that all students, regardless of race, color, national origin, sex or disability have equal access and opportunities to succeed in CTE programs. Harmonizing these two programs will strengthen civil rights oversight, and improve the civil rights technical assistance offered to CTE programs.

Under the new MOP, State agencies are required to submit a revised MOA plan to OCR by July 1, 2020. Pursuant to the Guidelines, State agencies will submit to OCR and OCTAE a report on MOA activities, including any findings of noncompliance, on a biennial basis. The Office of CTE is working towards completing our MOA plan in advance of the July 1 deadline and will share additional information in the future. Any questions you have regarding the MOA program can be directed to [Kathleen Ash](#), MOA Coordinator.



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**Are Office of CTE plans for the 2020-2021 school year being put on hold until schools are back in session?**

We realize this is a chaotic time and there are a lot of unknowns about what will happen over the next few months. However, the Office of CTE is proceeding with the FY21 Perkins Local Application process as planned in order to be best prepared for the start of the 2020-2021 school year.

The Office of CTE has received 30 implementation plans from schools who participated in the Next Level Programs of Study Pilot Program planning process. The Office of CTE expects to announce the Implementation Grant recipients by the end of this month. The implementation timeline has not changed. Pilot Programs will be offered during the 2020-2021 school year.

In-person InTERS spring training sessions have been cancelled until further notice.

**Is it too late to submit a CTE Nonstandard Course Waiver to use the CTE Pilot, Advanced CTE College Credit, or Special Topics course?**

The recommended guidance is to have waivers submitted five months prior to the start of school. Given the situation, the deadline was extended to May 15, 2020. Please contact Anthony Harl at [aharl1@gov.in.gov](mailto:aharl1@gov.in.gov) if you still need to submit or have any questions about the CTE Nonstandard Course Waiver.

**Will CTE Districts have the opportunity to renegotiate Perkins Performance Indicators for the 2019-2020 school year?**

July 1, 2020 will represent our first year operating under Perkins V guidelines. The state's target goals were detailed in the Perkins V State Plan that was recently approved by the Governor's Workforce Cabinet and has been submitted to the Department of Labor and OCTAE. Schools will be negotiating their performance levels for the new Perkins V Core Indicators later this spring, once the state plan has been approved by OCTAE. Schools will not be accountable for improvement plans until the first performance report submission in January 2022 based on 2020-2021 school year data. At that point, schools will be able to renegotiate each year if necessary.

**Please feel free to contact the Office of CTE at [cte@gov.in.gov](mailto:cte@gov.in.gov) if you have additional questions or concerns.**