



Office of CTE Bi-Weekly Update August 26, 2022

This update is provided by the Indiana Office of Career and Technical Education, housed under the Governor's Workforce Cabinet. We welcome your support in encouraging anyone who would benefit from the information to join our listserv. Individuals can [sign up here](#). Questions can be shared with CTE@gov.IN.gov.

Industry Certification Funding

A final reminder that schools and career centers are encouraged to **enter any certification exams (passed or failed) completed by students during the 2021-2022 school year by Friday, September 2 into InTERS**. The date entered will be used to distribute the \$200,000 line item for certification funding that was added to the current state budget. The funds are intended to cover the costs of any exams taken rather than certifications earned. Non-public schools are eligible for this funding.

Following collection of this data, the funding will be distributed later in the fall. Please reach out to [Chris Deaton](#) or [Jedd Vance](#) with any questions.

IACTE Fall Conference

Join Indiana ACTE and Vincennes University for a must-attend event for CTE professionals

The Indiana Association of Career and Technical Education (IACTE) and Vincennes University invites you to join us October 6-8 at the Indianapolis Marriott East for unparalleled networking and professional development, covering high-quality secondary and postsecondary CTE. Be inspired by our keynote speakers, network with companies offering the latest collection of CTE products and services, attend workshops that will take a deep dive into critical topics surrounding CTE, and social events to make new connections with your colleagues from around the state.

To view the schedule at-a-glance and register for this annual event, go to indianaacte.org and follow the links for conference registration.

3 Pre-Conference Workshops on October 6: For new CTE educators or those who would like to further their CTE knowledge, the Office of CTE is partnering with IACTE to provide 3 pre-conference workshops, including 2 new offerings. The pre-conference workshops have been designed based upon different roles most commonly involved in CTE.

New and Newer CTE Instructors (October 6): This workshop has been an annual tradition of the IACTE conference. The focus of this session is to help new and newer (1st and 2nd year) instructors better understand the common elements in a high-quality CTE program by exploring 3 key elements of the ACTE Quality Program of Study Framework. Breakout sessions will include practical strategies for integrating aligned standards and competencies with engaging instruction to provide students with the

opportunity to earn dual credits and postsecondary credentials, making your CTE program accessible to all learners, and connecting your program to business and industry. This session will be facilitated by FocusEd mentor coaches that have years of experience in the CTE classroom.

New this year, instructors participating in the Workplace Specialist program that attend this session will only need to attend the general session for Workplace Specialists on Friday. This option will allow the instructors the opportunity to participate in more elective sessions on Friday.

Expanding High-Quality Work-Based Learning Programs (October 6): A new offering for work-based learning coordinators or any individual that works closely with students to participate in WBL. This pre-conference session will highlight updated model program guidance that has been developed through a collaborative process with multiple state agencies. The workshop will be facilitated by Ascend Indiana and the Indiana Chamber's Institute for Workforce Excellence. Ascend currently runs the Modern Apprenticeships Community of Practice and has sponsored youth apprenticeship accelerator programs across the state. The Institute for Workforce Excellence operates the [Work and Learn website](#) and are currently leading the [EARN Expansion pilot program](#).

Empowering Students through CTE (October 6): This workshop is designed to help school administrators and counselors better understand how CTE can be implemented in their schools to empower students and get them started on a successful career path. Workshop attendees will see the vision for CTE in Indiana and learn key messaging strategies for communicating the power of CTE with students, families and community stakeholders. Additionally, the workshop will include time to discuss the nuts and bolts of CTE and the new Next Level Programs of Study - including implementation strategies, CTE funding, program quality, and student outcomes. This workshop will be facilitated by OCTE staff along with Steve Baker, principal of Bluffton High School; Brittany Kloer, Area 18 CTE Director; and Jess Horlacher, current IACTE President and a former school counselor.

The WBL and Empowering Students through CTE workshops are available to attend in person or through a livestream option.

Learn more at indianaacte.org and follow the links for conference registration. We are looking forward to seeing you there!

NLPS Online and Virtual Course Policy

As detailed in the [last bi-weekly update](#), policies regarding online and virtual courses have been modified for NLPS courses. The complete guidance document is [available here](#).

The changes in policy regarding online and virtual courses only applies to NLPS courses. All old Perkins V courses remain under the previous policy that allowed credits earned in online offerings to apply toward CTE concentrator status. This will ensure students in the class of 23 and 24 who began a pathway through online courses can complete needed courses to earn concentrator status through online coursework.

The Office of CTE is continuing to consider additional pathways for the list of NLPS approved for virtual delivery, specifically in Health Science, Agriculture, and STEM, and the possibility of approving individual courses within a pathway for virtual delivery.

New Requirements for CTE Concentrators

The class of 2022 marked the final cohort of students that could use Perkins IV pathways, which based concentrator status on completing 6 credits in any of the courses included in a pathway. A few reminders about concentrator requirements moving forward:

- Beginning with the class of 2023, students must now complete two advanced courses (Concentrator A and Concentrator B) and any required prerequisites to earn concentrator status. This change was approved in the fall of 2018 as required by Perkins V.
- Students in the class of 2023 and 2024 may use Perkins V or NLPS courses to earn concentrator status.
- Students in the class of 2025 and beyond must use NLPS courses to earn concentrator status.

The [Master Pathways List](#) shows which courses are required for Perkins V pathways and for NLPS.

Technical Honors Diploma: A common question our office receives is what courses may be taken in a Perkins V pathway to count toward the 6 credits required for the Technical Honors Diploma. There are multiple options for earning the 6 credits in a pathway required for the Technical Honors Diploma. Students may

- complete the 6 maximum credits available for the Level II courses,
- complete two or more credits in introductory, related, or advanced courses detailed on the following [worksheet](#), or
- complete multiple credits of cluster based Special Topic or Advanced CTE College Credit courses. This option requires an approved nonstandard course waiver to be eligible for CTE funding.

NLPS Flexibility

The Office of CTE has continued to work with various stakeholders to develop solutions for challenges that have arisen during NLPS implementation. One challenge that has been shared is the need for instructors to use multiple gradebooks when teaching a NLPS in double or triple blocked sessions. In response to this challenge, the OCTE was able to offer a program enrollment option.

Program Enrollment Option: CTE funding rules would dictate that a school offering multiple courses in a blocked training program must enroll students in each course concurrently for two semesters. The program enrollment option provides an exception to the traditional funding rules to allow schools to enroll students in one course at a time and still receive full funding. It is important to note that this option requires the student to be enrolled in the same number of credits second semester as they are first semester. These options are demonstrated in the chart below:

Traditional Enrollment – Double Blocked		Program Enrollment Option – Double Blocked	
Semester 1	Semester 2	Semester 1	Semester 2
Principles (cr 1)	Principles (cr 2)	Principles (cr 1)	Concentrator A (cr 1)
Concentrator A (cr 1)	Concentrator A (cr 2)	Principles (cr 2)	Concentrator A (cr 2)
Traditional Enrollment – Triple Blocked		Program Enrollment Option – Triple Blocked	
Semester 1	Semester 2	Semester 1	Semester 2
Principles (cr 1)	Principles (cr 2)	Principles (cr 1)	Concentrator A (cr 2)
Concentrator A (cr 1)	Concentrator A (cr 2)	Principles (cr 2)	Concentrator B (cr 1)
Concentrator B (cr 1)	Concentrator B (cr 2)	Concentrator A (cr 1)	Concentrator B (cr 2)

Another concern that has been raised by schools is how to meet the needs of all students (those that need Perkins V course and those that need NLPS courses) without offering multiple sections of similar courses or trying to teach two different courses in the same period. To alleviate this concern, the OCTE developed a co-seating option that has been shared previously. This option is highlighted again below:

Co-seating Option: This option allows schools the opportunity to enroll juniors and seniors in Perkins V courses while enrolling freshmen and sophomores in NLPS course codes within the same classroom. The instructor should teach to the NLPS competencies. This option works well to align the Principles course to the Level I course and the Concentrator A (or in some cases the Concentrator B course should be used) course to the Level II course. This option can be used to co-seat freshman and sophomores with juniors in a Principles-Level I course or to co-seat sophomores with seniors in a NLPS Concentrator A (sometimes B) – Level II course.

The Perkins V to NLPS – [Co-Seating Options document](#) details which courses are comparable and should be used for this option. Because of the overlap in competencies, students should not be enrolled in both NLPS and Perkins V courses. This includes situations where the student may have completed the Level I course in a previous school year. In this situation, NLPS enrollments will not be eligible for funding.

Fall InTERS Training

The Office of CTE is currently in the process of holding fall training sessions for the state’s data management system, InTERS. These sessions are open to anyone who is involved in handling CTE data on behalf of a school or career center. A recent webinar can be [found here](#). There are also a couple more upcoming in-person opportunities. If interested in either of the sessions listed below, please contact [Jedd Vance](#).

- September 13th @ J. Everett Light Career Center
- September 21st @ Walker Career Center

Non-Standard Licensure Waivers

Nonstandard licensure waivers are due into InTERS by August 31. For support on entering waivers into InTERS, please refer to the document [here](#). We hope that this date provides enough time for any last-minute hires or adjustments to your master schedule. This date will give our office enough time to review waiver requests prior to the October 14 deadline to submit your CTE enrollments.

A reminder that nonstandard licensure waivers are available for instructors with a Professional License or Workplace Specialist License to teach a course that is outside of their instructional area. This is offered as an option to having licensed teachers obtain an emergency permit. In order to qualify for a waiver the instructor must:

- have a reasonable pathway to full licensure; or
- have significant industry or educational experience in a closely related area.

An instructor, that is dual credit credentialed to lead a course but does not hold a license that meets the assignment codes, may submit a waiver to meet funding eligibility requirements. Once approved, the instructor will not be required to re-apply each year.

Other than a dual credit credentialed teacher mentioned above, licensure waivers must be renewed on an annual basis. The renewal requirements are listed below:

- If the instructor had a reasonable pathway to licensure, then the instructor would have had to pursue and make progress toward completion of the licensing requirements.
- If the instructor was approved through industry or educational experience, they may be required to complete externships, earn certifications or to complete additional education and training.

New Resource for CTE Educators

One of the most common questions our office receives is around curriculum resources or materials for CTE courses. The Office of CTE has a standing policy against vetting or promoting specific curriculum resources. However, we are excited to provide a new way to help connect educators teaching the same program of study.

The FocusEd Discussion Platform has recently launched! The discussion boards allow teachers to ask questions to others who teach the same thing they do, share resources, etc. Administrators can discuss CTE questions with other administrators throughout the state and share resources. Counselors can also use the platform to ask administrators or directors questions they need to know about CTE. The FocusEd discussion boards will allow CTE to grow stronger by working together for the ultimate goal of giving our CTE students the absolute best.

FocusEd is a partnership between the Indiana Association of Career and Technical Education (IACTE) and the Office of CTE. Please go to <https://indianaacte.org/groups/> to check out the site. You don't have to be a member of IACTE to use the resource, but you will need to create an account. Have feedback or questions? Contact [Shelley Rust](#).

Reminder - Guidance Regarding Issuing Adjunct Teacher Permits for CTE

There are several alternative pathways available for CTE instructors including Career Specialist, Workplace Specialist, and rules for employing unlicensed vocational instructors (commonly referred to as the 50% rule) that was approved in legislation in 2019. Given the technical aspects and the safety concerns of CTE courses, schools are encouraged to exhaust these options before using an individual holding an adjunct teacher permit.

The adjunct teacher permit will also meet the standard for a qualified instructor and may be used to employ an instructor for a CTE course or program. Any student enrollments in the CTE course or program would be eligible for the CTE enrollment grant.

The Office of Career and Technical encourages school corporations to use actual work experience or teaching experience as much as possible. Teaching experience in this case would most likely be tied to postsecondary teaching or an eligible training provider. Additionally, when considering a possible instructor for a dual credit CTE course it is important to consider whether the individual would have the knowledge and experience to be credentialed to teach the CTE course for both high school and college credit (dual credit). Beginning this year, CTE programs will be evaluated on how well they are meeting the measures of program quality which includes credential attainment, dual credit attainment, and work-based learning participation.