



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: August 6, 2020
Re: CTE COVID-19 Update

In our last update on July 22nd, the Office of CTE provided re-entry guidance for schools and career centers to utilize in making plans to operate CTE programs this fall. This update covers several topics our office has been receiving questions on since that update. While we have attempted to address many of your questions through this update, we know that the variety of school district re-entry plans across the state will mean that many of you may still have additional questions specific to your situation. Please continue to reach out to CTE@gov.IN.gov with any questions or concerns. Your continued collaboration is appreciated as we work to ensure students receive high-quality instruction in CTE courses this year.

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

- CTE Delivery Survey
 - Update on CTE Fall Guidance
 - Dual Credit and Certifications Update
 - Cooperative Education Standards
 - Recording of Fall Guidance Webinar
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Hybrid Schedules, Virtual Courses and CTE Nonstandard Course Waivers

Schools across the state are having to make tough decisions about whether to return to full in-person instruction or to pursue virtual options. We hope that the CTE "Back on Track" [Fall Guidance](#) released on July 22nd and the [guidance](#) regarding virtual and online options released on July 9th has been helpful.

We continue to encourage schools and career centers to offer CTE courses in an in-person format. We realize that a significant number of schools will be utilizing a hybrid schedule to start the year, which presents challenges to reaching hands-on, in-person requirements for CTE courses. While our guidance regarding CTE course funding for courses offered in a blended learning model is still applicable and requirements outlined should be pursued, **the Office of CTE is currently not going to require a CTE Nonstandard Course Waiver** for instances in which a school believes they may not be able to reach the percentage of hands-on, in-person instruction necessary for a course to receive CTE course funding. A school or career center's primary focus to ensure high-quality CTE instruction and to subsequently receive CTE funding for course enrollments should be the following:



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1. Ensuring that students are regularly attending in-person instruction for CTE courses throughout the school year.
2. Having a plan in place to ensure students will have enough hands-on time to meet industry certifications and dual credit requirements.

Because an effective blended learning model requires coinciding participation in both hands-on and virtual instruction, **CTE delivery plans that are based on back loading the hands-on learning to later in the school year will not be eligible for CTE funding.**

A couple of weeks ago the Office of CTE released a list of courses that would remain eligible for funding even if they were offered in a virtual format. The courses that were approved for virtual delivery represented nearly 60% of all CTE enrollments from last school year. As explained during the [webinar](#) on the 23rd, a number of factors were considered for each course before making the decision to approve or not approve the courses as a virtual course. The factors included the standards, type of activities, industry certification and dual credit requirements, equipment and facilities needed, and equitable access for students. **Because it would be nearly impossible to apply a consistent standard, the Office of CTE has made the difficult decision not to accept CTE Nonstandard Course Waivers to allow funding eligibility for the virtual delivery of a CTE course that requires hands-on, in-person instruction.** A funding exception will be made for students who are completing a postsecondary virtual or online course through a dual enrollment agreement.

CTE Delivery Model Survey

In lieu of having schools submit CTE Nonstandard Course Waivers for hybrid schedules and to help foster a community of practice, **the Indiana Office of CTE asks each CTE Director and school principal to take a few moments to complete a short [survey](#)** to share their corporation and/or district's plan for offering CTE courses and programs this fall.

The information provided will help facilitate discussion between school leaders about various delivery models and will help our office to determine what steps are necessary regarding CTE Nonstandard Course Waivers. We will share a summary of the results from the survey in the next update. In the meantime, please feel free to contact us via the CTE@gov.in.gov email to be connected with other schools that may be trying to make similar decisions.

CTE Dual Credit and Industry Certification Requirements

Transitioning to remote learning this past spring highlighted several challenges for CTE dual credit. One of the biggest challenges may have been how students would be able to complete the hands-on, lab contact hours requirements for dual credits and industry certifications. Considering the number of schools that may need to operate virtually or on hybrid schedules, as well as the potential of periodic closures, the challenges associated with high school versus postsecondary and industry certifications course requirements will likely persist.



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In order for students to earn dual credits and many industry certifications they must meet prescribed course/certification requirements that in many cases can only be accomplished through hands-on, in-person instruction. Our office has yet to hear of these requirements being lessened or waived. Schools and career centers are encouraged to plan accordingly and consider these requirements when making decisions regarding how CTE courses will be delivered.

Any school or career center that is planning to offer a CTE dual credit course through a virtual or hybrid model to a whole class or to individual students should consult with their postsecondary dual credit partner to make sure that students will be eligible for dual credits. Ivy Tech and Vincennes University have expressed that they will work with their high school and career center partners to assess instructional modality options, considering various factors such as the course content and feasibility to offer through virtual instruction.

We plan to follow up in the next update with specific information regarding the most common industry certifications that have hands-on requirements like CNA, firefighting, EMS and Cosmetology.

Cooperative Education

We have received several questions regarding Cooperative Education over the last couple of weeks as more schools are interested in safer options to WBL for their students. As a reminder, the minimum 15 hours per week on the job training requirement has been waived for the 2020-2021 school year. To provide additional flexibility the school based course that would normally accompany the OJT may be offered virtually (please note that this does not include asynchronous online models). The course standards for the school based course are attached to this update and will be posted on the GWC website [here](#). The course standards, pulled from WBL Capstone standards, the state's employability skills standards, and postsecondary transition courses, are intended to serve in the interim while formal standards are developed this winter.

In Case You Missed It: CTE Back on Track Fall Guidance Webinar

If you missed the CTE Back on Track Fall Guidance Webinar that was held on Thursday, July 23, 2020 you should be able to view it by inputting your name and email [here](#). Please let us know if you experience any issues. The webinar included an outstanding panel discussion regarding the impact of the pandemic on CTE and how CTE differs from other academic programs.

Please feel free to contact the Office of CTE at cte@gov.in.gov if you have additional questions or concerns.