1. **Career and Technical Education Program**

Vocational codes 10-19 are used to account for Carl D. Perkins Career and Technical Education Act of 2006 funds, as approved by the NCCCS Career and Technical Education Director, as well as the associated non-federal matching costs.

The term *Career and Technical Education (CTE)* means organized educational activities that (A) offer a sequence of courses that (i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions; (ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and (iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and (B) include competency based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.

The term *CTE Program of Study* is defined as any curriculum program that does not begin with A10 (college transfer).

The Carl D. Perkins Act stipulates required and permissive uses of funds as outlined in sections 135(b)(c). Expenditures must be documented in the college’s approved local plan and budget or an approved modification to the local plan and budget. Expenditures that are not documented in the college’s approved local plan and budget could result in disallowed costs.

1. **Career and Technical Education Vocational Code Definitions**

**10 Administration** – Administrative costs charged to a basic grant used in the direct support of the programs and activities that are authorized elsewhere in the local plan. Administrative costs may not exceed 5% of the current year’s allocation.

Funds **may** be used for salaries, benefits, travel, and supplies directly related to the administration of this grant. Indirect costs can also be charged to administration. Use a separate line and identify as indirect.

Both Administration and Indirect cannot exceed 5% of the total grant.

**11 Strengthen the Academic, Career and Technical Skills of Students** –To support activities that improve the academic and CTE skills of participating students by strengthening the academic and CTE components of CTE Programs of Study and through the development of CTE 9-14 Career Pathways. *Section 135 (b)(1)*

Funds **may** be used on faculty and staff for DACUMs, release time for the enhancement and development of programs of study and career pathways.

Any equipment purchased for this purpose should be listed under VOC Code 17.

**12 Secondary to Postsecondary Linkages –** To support activities that link CTE at the secondary level to CTE at the postsecondary level through a CTE Career Pathway. *Section 135 (b)(2)*

Funds **may** be used for workshops, release time for faculty to develop CTE 9-14 Career Pathways, release time for development of local articulation agreements.

**Note:** Colleges using postsecondary funds to hire faculty, purchase equipment, and provide supportive services to secondary students enrolled in a postsecondary pathway will be required to document pathway progress through employment.

Requirements for the use of postsecondary Perkins funds to support Career and College Promise.

1. Students must be in an **approved** 9-14 CTE Career Pathway that includes a sequence of coursework in grades 9-14, work-based learning experiences, employer engagement and leads to a certificate, diploma or degree. *(Perkins Section 122(c)(1)(A))*
2. Colleges using postsecondary Perkins funds to hire faculty, purchase equipment or supplies, and provide supportive services to secondary students enrolled in postsecondary pathway will be required track student matriculation from secondary to postsecondary.

Emphasis is on **postsecondary instruction**.

Any equipment purchased for this purpose should be listed under VOC Code 17.

Funds **may not** be used for secondary instruction, equipment, or classroom supplies.

**13 All Aspects of Industry –** To provide students with a strong experience in and understanding of all aspects of an industry through exploratory, engaging, and experiential work-based learning opportunities. *Section 135 (b)(3).* 20% of the budget should be spend on work-based learning activities, unless state funds meet or exceed this requirement.

Funds **may** be used for salary and benefits for work-based learning coordinators, travel expenses for industry tours, job fairs, apprenticeship and pre-apprenticeship activities.

Funds **may not** be used for food, marketing “give-aways,” such as bags or t-shirts,

**14 Develop, Improve, or Expand the use of Technology –** To develop, improve, or expand the use of technology used by CTE faculty to improve the delivery of instruction. *Section 135 (b)(4)*

Funds **may** be used to improve or enhance CTE courses, teaching with interactive technology, and in certain circumstances the purchase of instructional technology equipment that expands the use of technology to enhance teaching such as distance learning.

Emphasis in on improving instructional technology for faculty.

Funds **may not** be used to purchase equipment for student use.

**15 Professional Development –** To provide professional development programs that are consistent with Section 122 of the Carl D. Perkins Act of 2006. *Section 135 (b)(5)* Professional development activities consistent with Section 122 include activities that:

* promotes the integration of coherent and rigorous academic content standards and CTE curricula, including opportunities for academic and CTE faculty to jointly develop and implement curricula and pedagogical strategies
* increases the percentage of faculty that meet teacher certification or licensing requirements
* is high quality, sustained, intensive, and focused on instruction, and increased the academic knowledge and understanding of industry standards as appropriated for CTE faculty
* encourages contextualized learning
* provides the knowledge and skills necessary to work with special populations
* assists in accessing and utilizing data
* provides return-to-industry externships for faculty

**16 Evaluation of CTE Programs –** To develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met. *Section 135 (b)(6)*

**17 Initiate, Improve, Expand, or Modernize CTE Programs –** To initiate, improve, expand, and modernize quality CTE programs, including relevant technology. *Section 135 (b)(7)*

* **Initiate** - Funds may be used to hire faculty for new CTE programs for a period not to exceed two years.
* **Improve/Modernize** - Funds **may** be used for equipment as needed to meet current industry standards.
* **Expand** - Funds **may** be used to hire additional faculty for a period not to exceed two years to improve the program by lowering the student/teacher ratio.

Equipment may be purchased that initiates, improves or expands CTE programs provided it meets an identified training need for employment in the region.

**It is recommended that no more than 50% of the current year’s allocation be spent on salaries. It is recommended that no more than 50% of the current year’s allocation may be spent on equipment.**

**18 Activities for Special Populations –**  To provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in CTE programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency. *Section 135 (b)(9)*

Funds **may** be used for assistive technologies, sensitivity training, work-based learning experiences in non-traditional fields, soft/employability skills training, organized group tutoring for students in rigorous programs of study.

Funds **may not** be used for direct assistance to students such as child care and transportation. If state funds have previously been used for these purposes, the state funds cannot be supplanted with federal Perkins funds.

**19 Other Permissible Uses of Funds –** Funds used for activities outlined in the twenty permissible uses of funds found in Section 135 (c) of the Carl D. Perkins Act of 2006. Expenditures must be documented in the approved local plan and budget or an approved modification to the local plan and budget.