CTE Introduction

www.schools.utah.gov Career and Technical Education

State Board Rule: R2277-916 and R277-700-5 General Education Core Curriculum Requirement

Three Core Areas: Business, Technology & Engineering, Family and Consumer Sciences (FACS)

Additional Areas of CTE integrated into curriculum: Agriculture, Economics, Health Sciences, Information Technology, Marketing and Career Development

Scheduling: Introduction is a full year, 180 day, stand-alone class. Classes should run approximately 50 minutes per day for the 1.0 credit. The curriculum is not to be integrated into existing courses. The CTE Introduction class itself, incorporates the curriculum from all nine program areas listed above. http://www.schools.utah.gov/cte/cteintro.html CTE Introduction (CIP Code 13.0001) must show as a distinct CTE credit on a transcript for the seventh grade.

Credit: 1.0 units of credit

Reports: **Implementation Plan** Due October 15 each year – This is a planning document with a checklist of standards and objectives and a tentative budget. This is completed by the teacher(s) of the program. http://www.schools.utah.gov/cte/cteintro_plan.html

End of Year Summary Due June 15 each year – This is a report to show that the standards and objectives have been met and includes a final budget. It is completed on the copy of the Implementation Plan from the beginning of the year. This is completed by the teacher(s) of the program.

Request for Proposal RFP - Due May 15 each year - This is a document requesting funding for the CTE Intro program. This is due EVERY YEAR. The RFP is found on the CTE homepage under "Funding" and "State". The projected amount is given out at the CTE Director's meeting in March. Funding is based on the past year October 1 report. Therefore, the CTE Intro program is carried for a year before funding is allocated. http://www.schools.utah.gov/cte/funding_state.html

Curriculum: Curriculum can be found at: http://www.schools.utah.gov/cte/cteintro.html

There are many options for lesson plans in each area that the teacher can use for instruction that will work in a classroom with various amounts of equipment. There are also professional development opportunities available each summer to upgrade skills in each area.

CTE Introduction New Teacher Training is held the first Thursday and Friday of August each year. New teachers should attend both days. The first day is an overview all program areas and in-depth training on the Career Development Activities. The second day is specific, in-depth training on the three core areas of Family and Consumer Sciences (FACS), Business, and Technology & Engineering. Teachers may attend the second day training multiple times in different areas.

Licensure: A CTE endorsed teacher is required.

All teachers and counselors teaching CTE Introduction at the schools shall have appropriate licenses and endorsements. To teach the CTE Introduction program a person must have an Elementary Education, Middle School, or Secondary Education License. In addition, they must have a CTE Endorsement. These licenses require a teacher to have a bachelor degree because the course is a Core Curriculum Requirement. (State Board Rule R277-700.) There is a process available for a 6-8 Endorsement so a person can teach CTE Introduction only. A teacher needs to have an endorsement in only one of the areas to teach the full program if it meets the needs of school situation. A school does not need 3 different teachers for the program. Following is a web site to gain more information about licensing requirements for the course. http://www.schools.utah.gov/cte/cteintro_licensing.html

Funding : All requirements of the program need to be met to receive funding. A base amount per school is allocated plus a percentage the enrollment in grade 7 of the previous year. The final allocations are made in August. Schools will make application for funding annually (June 1). An "Implementation Plan" is due each year (October 15) indicating how the program will be run and including a tentative budget. The "End of Year Summary " is due each year (June 15) indicating that all standards and objectives of the program were met and including a final budget of expenditures. Funding of this program is not to be used to pay personnel costs, it is for equipment and supplies for the program.

Personnel: Work-Based Learning and counselor services shall be integrated in the program if possible.

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