Trailblazers Stepping Up To A *Nontraditional* Challenge

Required Use of Perkins Funds (Schedule 2B (Federal Funds) - Section 135 Activities)

Perkins Act Required Activities

The Perkins Act contains the following statement in Section 135:

"(a) General Authority – Each eligible recipient that receives funds under this part shall use such funds to improve career and technical education programs. *Note: a minimum of 60% of Perkins funds must be expended in* <u>required</u> *areas.*"

A locality <u>must fund</u> professional development, activities to prepare special populations,* and one or more additional required uses of funds <u>before</u> permissive items can be funded. Required and permissive use of funds are listed in school divisions' local plan templates.

Trailblazers offers assistance meeting these Perkins requirements. We provide professional development in CTE through our Exchange Teams, at conferences, and elsewhere. We also offer support for activities that prepare special populations, with a focus on nontraditional. Visit our website, read our newsletters, and come to conferences and meetings to learn more about Career Fairs, Career Camps, Speaker Events, and other activities to prepare nontraditional students for CTE success.

Learn more about Perkins requirements in the 2009 CTE Local Directors Spring Webinar Documents from the March 11, 2009 Session.

* including nontraditional students

Best Practices Around Virginia

Monster Garage: An Auto Technology Camp

Massanutten Technical Center in Harrisonburg wants to share their nontraditional success stories with others. At MTC, they have female students enrolled in what would be considered "nontraditional" classes and each one is excelling in her field of study. MTC's Assistant Director Marianne E. LaRocco says, "We believe in encouraging students to follow nontraditional paths — especially paths that can lead to lucrative careers. Each of these girls is an example for others."

Career Camps, like those featured in last month's newsletter, helped MTC begin recruiting young women in nontraditional fields.
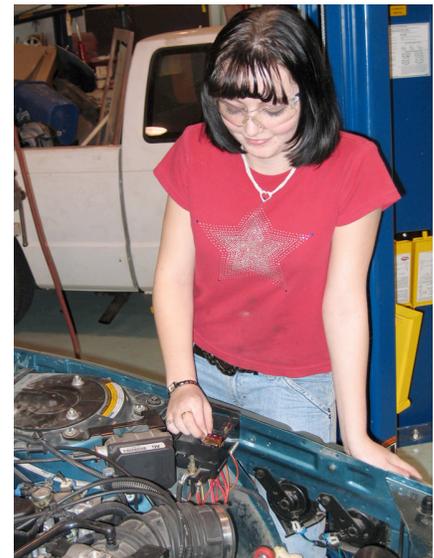
For their *Monster Garage* Career Camp MTC enrolled 2 groups of 10 middle school girls who rotated among sessions on three topics: Auto Technology, Diesel Technology, and Collision Repair. During the morning, the girls, with mom or dad, participated in hands-on activities in each of these areas. Then they got together for lunch and a mini-Career Fair where area businesses, represented by a female employee, met with the girls.

You can download useful documents from this event from our Career Camps page.

Based on the success of these girls, can we at Massanutten Technical Center say that girls (and boys) should enroll in nontraditional classes? Yes, We Can!

Tell us your success stories. We would love to include your work in our next newsletter.

Correct Code Numbers, Concentration Sequences, And Data Reporting Are The Keys

Be Sure Your Student Completers are Reported Correctly

Virginia's CTE *Administrative Planning Guide and CTERS Manual* give you the information about CTE courses and programs and the code numbers that are needed in order to report your CTE completers correctly. This is necessary in order to receive proper credit for the work you do to increase the number of nontraditional students that you are teaching. Students can only become completers if their school <u>teaches</u> the courses required for a CTE "concentration sequence" and <u>reports</u> courses and programs using the <u>correct code numbers</u>. Each concentration or completer sequence has a code number called a CTE Completer Program Code or a CDR Code. The sequence code is *not* the same as the course code. In some cases, there is only one way to complete a sequence; in others a variety of course options are available to complete a sequence.

The course requirements for completing each concentration sequences are defined in the *CTE Administrative Planning Guide* available on the VDOE website: www.doe.virginia.gov/VDOE/Instruction/CTE/apg/. The code numbers associated with each concentration sequence are found in Appendices of the *CTERS User's Manual* also available on the VDOE website: www.doe.virginia.gov/VDOE/Instruction/CTE/cters/. The manual also includes other information required for Perkins reporting, and defines which sequences are nontraditional for males and for females.

Sample Concentration Sequence Information from the Administrative Planning Guide

Digital Input Technologies 6161
    Suggested Grade Level(s): 7, 8, 9, 10, 11, 12 (36 weeks)

Digital Input Technologies 6160
    Suggested Grade Level(s): 7, 8, 9, 10, 11, 12 (18 weeks)

Digital Input Technologies introduces new and emerging input devices (e.g., speech- and handwriting-recognition software, headset/microphone, personal digital assistant [PDA], scanner, digital camera, digital video camera, keyboard, and mouse) to prepare students for using tools that are becoming standard in the workplace and everyday life. The cooperative education method is available for students in grades 10-12 who enroll in this class. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.

Recommended prerequisite(s): Keyboarding course(s) or teacher-approved demonstration and documentation of touch keyboarding skills

Note: This course may be offered to middle school students for high school credit if approved by the local school division.

Concentration Sequences (a combination of the course above and those below, equivalent to two 36-week courses) Students wishing to complete a specialization may take additional courses appropriate to their career pathways.	Career Cluster(s) for federal reporting (choose one)	Available Credentials upon Completion of the Above Course
• Accounting 6320 • Business Law 6131/6132* • Business Management 6135/6136* • Computer Applications 6611/6617* • Computer Information Systems 6612/6614* • Information Technology Fundamentals 6670 • Keyboarding** 6151* • Keyboarding Applications** 6152/6153* • Legal Systems Administration 6735 • Medical Systems Administration 6730/6731* • Office Administration 6621/6622* • Office Specialist 6740/6741/6742 • Principles of Business and Marketing 6115/6116* • Word Processing 6625/6626* *18-week course ** Only counted as sequential offering with DIT 6160. The 36-week course DIT 6161 contains keyboarding.	• Business Management and Administration • Information Technology	See Section 10 for a listing of applicable credentials (by course name or credential name).

Sample Program and Course Information from the CTERS Manual

COURSE CODE	COURSE DESCRIPTION	MAX EN-ROLL	LENGTH (WEEKS)	CO-OP	NON-TRAD	CAREER CLUSTER	CDR PROGRAM CODE	CDR PROGRAM DESCR
6160	DIGITAL INPUT TECHNOLOGIES		18	Y	M	Bus Mgmt & Admin **or** Information Tech	2101	Business & Information Technology (Regular Occupational)

> *"The purpose of this Act is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education."*
>   *Carl D. Perkins Career and Technical Education Improvement Act of 2007*