



**CTE Administrators Meeting  
Summer Conference  
July 16, 2023  
10:00am – 11:30am  
El Conquistador – Turquoise III**

**AGENDA**

<b>Welcome/Introductions</b>	<b>Kevin Imes</b>
<b>CTE Updates</b>	<b>Kevin Imes</b>
<b>Fiscal Resources</b>	<b>Bobby Neves</b>
<b>Accountability/Data</b>	<b>Samuel Irvin</b>
<b>CLNA, Grant Applications</b>	<b>John Jones</b>
<b>Assessment Results and Changes</b>	<b>Judy Balogh</b>
<b>Industry Certification, LOP, New Teachers</b>	<b>Cindy Gutierrez</b>
<b>Counseling Information</b>	<b>Emily Brown</b>
<b>CTSOs</b>	<b>Julie Ellis</b>
<b>AOAC</b>	<b>Reetika Dhawan</b>
<b>Closing</b>	<b>Kevin Imes</b>

**Adjourn at 11:30 am**

**The next CTE Administrators Meetings will be September 13, 2023 – EVIT, in Mesa**

**CTE Administrators Meeting and Conference Rates – Room Rates – \$100 per night.**



# FY 2023-2024 CTE Dates & Deadlines

## CTE Grants Dates & Deadlines

FY 2023 CTE Federal Perkins Grant						
Grants Open in GME	Grants Due in GME	Grant Funding Opens in GME	Performance Measure Improvements Plans Due	Performance Measures Mid-Year Narratives Due in GME*	Measurable Objectives Final Narratives Due in GME	Perkins V Completion Report due in GME
3/1/2022	5/1/2022	7/1/2022	11/30/2022	3/31/2023	9/15/2023	12/31/2023

FY 2024 CTE Federal Perkins Grant						
Grants Open in GME	Grants Due in GME	Grant Funding Opens in GME	Performance Measures Improvements Plans Due	Performance Measures Final Narratives Due in GME*	Measurable Objectives Final Narratives Due in GME	Perkins V Completion Report due in GME
3/1/2023	5/1/2023	7/1/2023	1/15/2024	9/15/2024	9/15/2024	12/31/2024

\* Mid-year grant narratives are required for LEAs (secondary/postsecondary) on a performance improvement plan.

All Reimbursement Requests must be submitted and approved prior to the project end date. Reimbursement Request deadlines will be set, as applicable, based on ADE/ADOA Accounting requirements for fiscal year and/or project end dates and will be communicated to all sub-recipients by ADE Grants Management.

**CHART OF ACCOUNTS AND EXPENSE CLASSIFICATIONS (General Information Only)**

<b>OBJECT CODE</b>	<b>OBJECT NAME</b>	<b>INSTRUCTION 1000</b>	<b>SUPPORT SERVICES 2100, 2200, 2600, 2700</b>	<b>SUPPORT SERVICES ADMINISTRATION 2300, 2400, 2500, 2900</b>	<b>OPERATION OF NON-INSTRUCTIONAL SERVICES 3000</b>	<b>FACILITIES ACQUISITION &amp; CONSTRUCTION 4000</b>	<b>DEBT SERVICE 5000</b>
6400	Purchased Property Services	Rental of Instruction Equipment	Utility Services, Cleaning Services, Repair and Maintenance Services, Rentals, Other Property Services	Rental of Equipment and Vehicles, Other Property Services	Rentals	Construction Services	
6500	Other Purchased Services	Miscellaneous Services, Non-Student Travel, Tuition, Communications Telephone & Internet	Advertising, Student Transportation Services, Printing and Binding, Insurance, Misc. Services, Communications, Telephone & Internet, Internet Fees, Student Travel ( <b>includes Field Trip Trans</b> ), Bus tokens, Student Incentives, Mileage, Per Diem, <b>Teacher site to site travel</b>	Other Communications, Travel, Postage	Bookstore Management, Food Service Management, Travel	Travel	
6600	Supplies	General Supplies, Library books, Textbooks, and Periodicals, Instructional Aids (including <b>Instructional software</b> ) Internet fees-Site license	General Supplies, Energy, Books, Library Books and Periodicals) Testing Materials <b>*6650 Supplies—Technology-Related—Technology-related supplies that are typically used in conjunction with technology-related hardware or software. Some examples are diskettes, parallel cables, and monitor stands.</b>	General Supplies, Books and Periodicals (including software) <b>*6650 Supplies—Technology-Related—Technology-related supplies that are typically used in conjunction with technology-related hardware or software. Some examples are diskettes, parallel cables, and monitor stands.</b>	General Supplies, Energy, Food	General Supplies	
6800	Other Expenses	Dues and Fees, Misc., <b>Field trip entrance fees</b> <b>*6890 Students' food and hotel costs associated with student travel, as well as student entrance fees paid by the district should be coded here.</b>	Dues and Fees, non-payroll taxes, <b>*6890 Students' food and hotel costs associated with student travel, as well as student entrance fees paid by the district should be coded here.</b>	Misc. Judgments, Dues & Fees	Miscellaneous	Miscellaneous	Interest

\* To view the Auditor General's updated USFR Chart of Accounts with major changes or to download the complete USFR / USFRCS, please go to the Auditor General's website <https://www.azauditor.gov/sites/default/files/USFR63021.pdf>.

CHART OF ACCOUNTS AND EXPENSE CLASSIFICATIONS (General Information Only)

OBJECT CODE	OBJECT NAME	INSTRUCTION 1000	SUPPORT SERVICES 2100, 2200, 2600, 2700	SUPPORT SERVICES ADMINISTRATION 2300, 2400, 2500, 2900	OPERATION OF NON-INSTRUCTIONAL SERVICES 3000	FACILITIES ACQUISITION & CONSTRUCTION 4000	DEBT SERVICE 5000
6100	Salaries	Teacher/Project Director, Teachers, Coaches, Tutors, Substitute Teachers, P. E. Teachers, Speech Teachers, Teacher's Aides, Reading Specialists Classroom Paraprofessional (Para Pros) <b>Substitute teacher to replace teacher during regular instructional day</b>	Librarians Counselors Audiovisual, Curriculum Consultants, Program Evaluators, Audiologists, Psychologists, Social Workers, Nurses, Attendance Personnel, Record Clerks, Bus Drivers, Maintenance Workers, Security, Speech Pathologists, Instructional Staff Trainers, Janitors, Custodians, Printers/Publishers, Tutors, <b>Stipends, (for teachers above &amp; beyond teaching) Monitors Bus.</b> <b>* 2213 : Providing substitute teachers in the classroom (while regular teachers attend training)</b>	Researchers, Public Relations, Superintendent, Principals, Project Directors, Clerical, Purchasers, Personnel, Governing Board, Accounting, Human Resources, Printers/Publishers, Budgeting, Lobbyists Warehousing, Staff Trainers, Data Processing	Cooks, Bookstore Staff, Dieticians	School Staff doing in-house construction	
6200	Employee Benefits	Benefits	Benefits <b>*6240: Tuition Reimbursement – Amounts reimbursed by the school district to any employee qualifying for tuition reimbursement on the basis of school district policy</b>	Benefits	Benefits	Benefits	
6300	Purchased Professional Services	Contracted Teachers, Contracted Substitutes – <i>to replace teacher during a regular instructional day.</i> (Not an employee) <b>Contracted substitute teacher to replace teacher during a regular instructional day.</b>	Contracted- Consultants, Counselors, Therapists, Dentists, Doctors, Instructional Staff Trainers, Tuition (pd. Directly to college for teacher/aid), In-service / ADE Training., Conf. Registration., Stipends <b>*6360: Employee Training and Professional Development Services- training costs for personnel listed in INSTRUCTION obj 6100</b>	Auditors, Lawyers, Accountants, Staff Trainers <b>*6360: Employee Training and Professional Development Services-Training cost for personnel listed in Support Services obj 6100</b> <b>*Non-instructional personnel training</b>	Architects, Engineers		

**CTE Quick Reference Guide FY21-22**

**Disclaimer: List includes most common expenditures/coding for CTE grants, however, not an exhaustive list. Each business office is responsible for ensuring object/function codes abide by the Uniform System of Financial Records for Arizona School Districts.**

Expenditure Items	Perkins	Priority	Capital	Instruction (1000)						Support Services (2100, 2200, 2600, 2700)						Support Services Admin (2300, 2400, 2500, 2900)								
			6701	6100	6200	6300	6400	6500	6600	6800	6100	6200	6300	6400	6500	6600	6800	6100	6200	6300	6400	6500	6600	6800
Transportation: Teacher to Teacher CTE PD / Conference	Y	Y												X										
Transportation: CTE Director /Principal to CTE PD / Conference	Y	Y												X										X
Hotel and Food: Student at Conference	N	Y																						X
Hotel and Food: Teacher at Student Conference	Y	Y												X										
Hotel and Food: Teacher at CTE PD / Conference	Y	Y												X										
Hotel and Food: CTE Director / Principal at CTE PD / Conference	Y	Y												X										X
Supplies: Various Supplies to Support CTE Class - Instructional	Y	Y							X															
Supplies: Non-Trad Informational Materials - Vendor Created	Y	Y														X								
Supplies: Non-Trad Informational Materials - Student Class Created	Y	Y							X															
Supplies: Required Textbooks (Only for Dual Enrollment)	N	Y							X															
Supplies: Supplemental Textbooks	Y	Y							X															
Supplies: Industry Required Clothing	Y	Y							X															
Supplies: Career Guidance Reference Books	Y	Y														X								
Supplies: Program Specific Periodicals/Magazines (Provide Titles)	Y	Y							X															
Supplies: Instructional Software and Updates	Y	Y							X															
Supplies: Instructional Material - CTSO Curriculum (for Entire Class)	Y	Y							X															
Career Guidance Reference Books	Y	Y														X								
Supplies: POS Meeting	Y	Y														X								
Supplies: Advisory Meeting	Y	Y														X								
CTSO: Student Membership	N	Y																						X
CTSO: Advisor Membership	N	Y																						X
CTSO: Student Registration Fees for Leadership Conference	N	Y																						X
CTSO: Student Registration Fees for Competitive Conference	N	Y																						X
CTSO: Teacher Registration Fees for Leadership Conference	Y	Y																						X
CTSO: Teacher Registration Fees for Competitive Conference	N	Y																						X
CTSO: Instructional Supplies for CTSO Curriculum	Y	Y								X														
CTSO: Classroom Set of CTSO Uniforms	Y	Y							X															
CTSO: Cleaning - Classroom Set of Uniforms (CTSO)	Y	Y																						X

## CTE Quick Reference Guide FY2024

**Disclaimer:** List includes most common expenditures/coding for CTE grants, however, not an exhaustive list. Each business office is responsible for ensuring object/function codes abide by the Uniform System of Financial Records for Arizona School Districts.

Expenditure Items	Perkins	Priority	Capital	Instruction (1000)						Support Services (2100, 2200, 2600, 2700)						Support Services Admin (2300, 2400, 2500, 2900)								
			6701	6100	6200	6300	6400	6500	6600	6800	6100	6200	6300	6400	6500	6600	6800	6100	6200	6300	6400	6500	6600	6800
Stipend: CTSO Advisor	Y	Y		X							X													
Stipend: Chaperone for CTSO	Y	Y									X													
Salary: CTE Instructional Classroom Aide	Y	Y		X																				
Stipend: CTE Director	Y	Y									X										X			
Stipend: Extended Salary - Teacher	Y	Y									X													
Stipend: Teachers for Curriculum Revision	Y	Y									X													
Stipend: Teacher Placement Calls	Y	Y									X													
Salary: Substitute Teacher	Y	Y									X													
Salary: CTE Office Aide - School	Y	Y									X													
Salary: CTE Clerical Support - District - If Under 5% Admin.	Y	Y																			X			
Benefits: CTE Teacher	Y	Y										X												
Benefits: CTE Instructional Classroom Aide	Y	Y			X																			
Benefits: CTE Director	Y	Y										X										X		
Benefits: Substitute Teacher	Y	Y										X												
Contracted Services for Nursing Services for Clinical	Y	Y				X																		
Equipment Installation *With Program Specialist Approval	Y	Y																					X	
Student Drug Testing, Finger Printing - Economically Disadvantaged	Y	Y											X											
Curriculum Consortium Fees	Y	Y											X											
Registration: Teacher to Student Conference	Y	Y											X											
Registration: Teacher to Teacher CTE PD/Conference	Y	Y											X											
Registration: School Counselor to CTE Conference	Y	Y											X											
Registration: CTE Director/Principal to CTE PD / Conference	Y	Y											X									X		
Student Industry Credentials /Certifications	Y	Y				X																		
Guest Speaker Stipend for Students	Y	Y				X																		
Instructional Equipment: Lease/Rental	Y	Y					X																	
Repair: Equipment	N	Y												X										
Equipment: Maintenance by Contracted Service	Y	Y												X										
Transportation: Teacher to Student Conference	Y	Y													X									
Transportation: Student - Parking Fees, Air, Gas	N	Y													X									
Transportation: School Counselor to CTE / PD Conference	Y	Y													X									

## UNALLOWABLE EXPENDITURES

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| <ul style="list-style-type: none"> <li>• Administrative or supervisory salaries             <ul style="list-style-type: none"> <li>◦ May be charged as an indirect up to 5% of award</li> </ul> </li> <li>• Advertising and public relations designed to solely promote the LEA (not tied directly and exclusively to CTE)</li> <li>• Advisory councils</li> <li>• Alcoholic beverages</li> <li>• Alumni/ae activities</li> <li>• Audits other than the A-133 Single Audit</li> <li>• Bad debts (losses from uncollectible accounts)</li> <li>• Child care for non CTE enrolled students</li> <li>• Commencement and convocation costs</li> <li>• Conference travel unrelated to career and technical education program improvement</li> <li>• Construction, renovation, and/or remodeling of facilities</li> <li>• Consumable supplies to be made into products <i>to be sold or to be used personally</i> by students, teachers, or other persons</li> <li>• Contingency or “petty cash” funds</li> <li>• Contributions and donations</li> <li>• Copyrights/patents</li> <li>• CTSO student costs (items retained by student/advisor, social activity/ assemblage)</li> <li>• Dues/memberships to professional organizations or societies (for individuals)</li> <li>• Entertainment</li> <li>• Equipment and supplies for building maintenance</li> <li>• Equipment or supplies not used directly to teach skills to students, including electronic student response systems</li> <li>• Equipment solely for use by the, administrator or other staff members</li> <li>• Excessive installation costs for equipment purchased with Perkins funds</li> </ul> | <ul style="list-style-type: none"> <li>• Expenditures for CTE courses prior to the middle grades (any grades 5 through 8)</li> <li>• Expenditures for non-approved CTE programs</li> <li>• Expenditures that supplant</li> <li>• Fines and penalties</li> <li>• Food/drink</li> <li>• Fundraising</li> <li>• Gifts, door prizes, etc.</li> <li>• Goods or services for personal use</li> <li>• Insurance/Self-Insurance</li> <li>• Interest and other financial costs</li> <li>• Items retained by student (supplies, clothing/uniform, tools, PDAs, calculators)</li> <li>• Lobbying and other political activities</li> <li>• Maintenance contracts or agreements unrelated to instructional equipment</li> <li>• Monetary awards</li> <li>• Non-instructional furniture (bookcases, drawers, file cabinets, lateral files)</li> <li>• Payments to students (stipend or ongoing)</li> <li>• Pre-award costs</li> <li>• Promotional materials (t-shirts, pens, cups, key chains, book bags)</li> <li>• Purchase or lease of vehicles or trailers including automobiles, trucks, buses, utility vehicles, airplanes, boats, tractors, and golf carts</li> <li>• Purchase or construction of buildings/facilities, including permanent modifications to existing buildings/facilities</li> <li>• Remedial courses (courses designed to provide instruction in reading, writing, and mathematics for students who have not acquired the basic academic skills necessary to succeed in general or in career and technical education courses)</li> <li>• Scholarships paid directly to students</li> <li>• Standard classroom furniture, files, and equipment not specific and unique to the instructional program (tables, chairs, desks)</li> <li>• Student expenses/direct assistance to students (tuition, fees, insurance, other expenses)</li> </ul> |
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## PERKINS V ALLOWABLE AND UNALLOWABLE EXPENDITURES

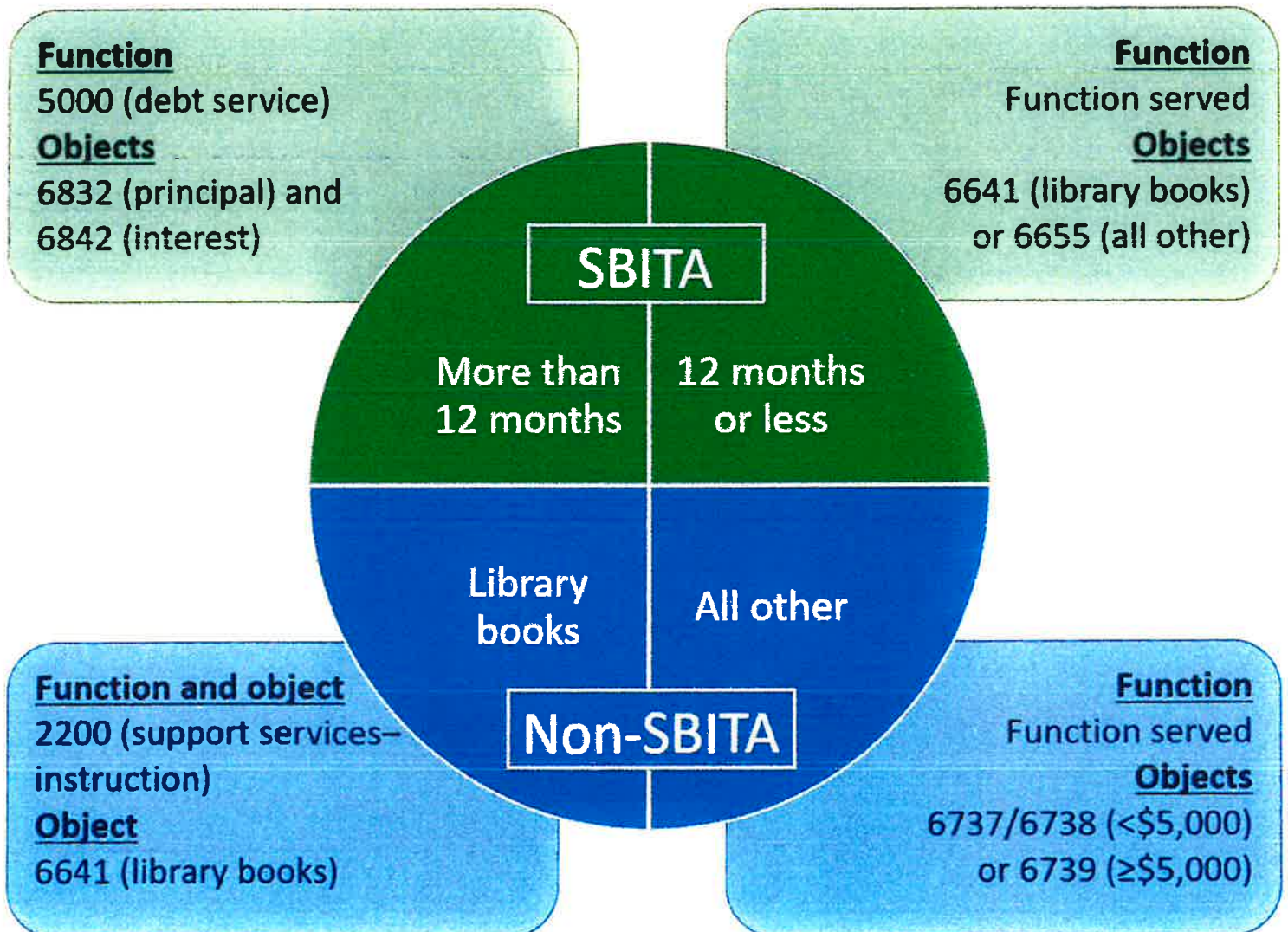
**This is not a complete list of allowable/unallowable costs as it relates to Perkins.** The allowability of a particular expenditure should be determined by considering the CTE identified need and requirements of the Perkins V, and any pertinent Federal and State cost guidelines. All costs must be directly tied to the CTE program as approved in the local Perkins application plan. When in doubt, ASK!

<u>ALLOWABLE EXPENDITURES</u>	
<ul style="list-style-type: none"> <li>• Administrative Costs               <ul style="list-style-type: none"> <li>○ Administrative Costs/Indirect costs (up to 5%)</li> </ul> </li> <li>• Audit costs in accordance with the Single Audit Act (OMB Circular A 133)</li> <li>• Bonding costs</li> <li>• Career guidance and counseling</li> <li>• Communication costs (publications, postage)</li> <li>• Compensation for Instructors (salaries, wages, fringe benefits)</li> <li>• Contracted services</li> <li>• CTSO advisor costs (advisor extra-duty pay/stipend, advisor travel, and instructional materials/supplies)</li> <li>• Curriculum development</li> <li>• Displays, demonstrations, and exhibits of CTE coursework/projects</li> <li>• Equipment for approved CTE instruction</li> <li>• Excursions/extended learning opportunities tied directly to CTE coursework               <ul style="list-style-type: none"> <li>○ General, exploratory college tours/visits are unallowable</li> </ul> </li> <li>• Indirect costs               <ul style="list-style-type: none"> <li>○ Indirect costs/Administrative Costs (up to 5%)</li> </ul> </li> <li>• Instructional materials and supplies</li> <li>• Instructor travel, meals, lodging, etc. for approved CTE travel identified in current year Perkins plan</li> <li>• Marketing and outreach activities (newspapers, radio/TV, magazines)</li> <li>• Meetings and conferences               <ul style="list-style-type: none"> <li>○ Must be properly documented and follow all basic cost principles - there is a significant burden of evidence required for purchases for meetings and conferences. When in doubt, ASK!</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Memberships and subscriptions in business, professional, technical groups/associations               <ul style="list-style-type: none"> <li>○ Membership must be for the position/agency, not the person</li> </ul> </li> <li>• Professional development costs</li> <li>• Professional service costs (consultants)</li> <li>• Program evaluation</li> <li>• Publication and printing costs</li> <li>• Remedial services (curriculum modification, equipment modification, classroom modification, supportive personnel, and instructional aids and devices)               <ul style="list-style-type: none"> <li>○ Perkins dollars may not be used to fund remedial courses (courses designed to provide instruction in reading, writing, and mathematics for students who have not acquired the basic academic skills necessary to succeed in general or in career and technical education courses)</li> </ul> </li> <li>• Rental equipment</li> <li>• Stipends</li> <li>• Substitute teachers (salary and benefits)               <ul style="list-style-type: none"> <li>○ Time &amp; Effort reporting still required for substitute teachers</li> </ul> </li> <li>• Teacher in-service</li> <li>• Technical skill assessments (industry recognized certification exams/assessments)</li> <li>• Transportation costs (associated with excursions/extended learning opportunities tied directly to CTE coursework)</li> </ul>



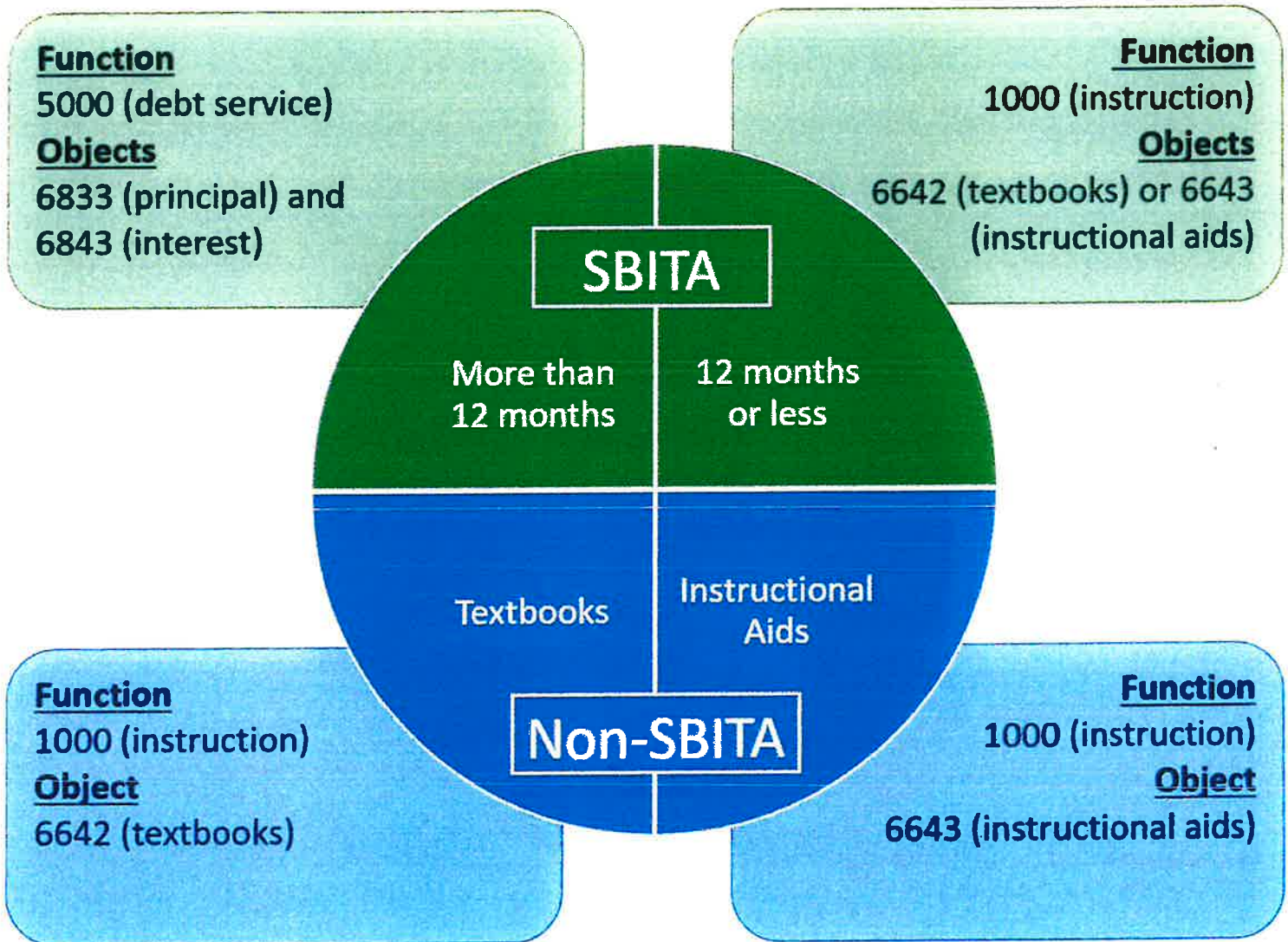
# Noninstructional Software

Use this graphic to determine the appropriate function and object codes for noninstructional software, including subscription-based information technology arrangements (SBITA). GASB Statement No. 96



# Instructional Software

Use this graphic to determine the appropriate function and object codes for instructional software, including subscription-based information technology arrangements (SBITAs). GASB Statement No. 96



**CTE Directors!** Advise your teachers to speak with outstanding high school seniors to ask them to apply for the 2023-2024 U.S. Presidential Scholars in CTE program!



In 2015, the prestigious U.S. Presidential Scholars Program began recognizing outstanding students in the field of Career and Technical Education. The move was designed to highlight innovation within CTE programs and the educators who empower these students.

Students are initially selected based on their accomplishments in career and technical education fields. Students are nominated through their Chief State School Officer. Each CSSO can nominate up to five candidates who meet the U.S. Presidential Scholars candidacy requirements. Candidacy materials are mailed to the selected students, and they are invited to apply to the program.

To be considered further, candidates must submit candidacy materials, including essays, self-assessments, secondary school reports, and transcripts. Candidates are evaluated on their academic achievement, personal characteristics, leadership and service activities, and an analysis of their essay.

In late March, 60 CTE semifinalists are chosen by an independent, national committee of educators convened by the Commission on Presidential Scholars. In April, the Commission on Presidential Scholars makes the final selection of up to 20 Presidential Scholars in Career and Technical Education.

**Watch for the official announcement in August!**

<https://www2.ed.gov/programs/psp/awards.html>

Arizona CTE has had a winner every year since 2018. Awards may include presidential medals and certificates, recognition by U. S. Department of Education and Arizona Department of Education, and a trip to Washington D.C.



## Program Services Webpages and Resources

<https://www.azed.gov/cte/programs> - Programs and Standards

- Program List
- Standards
- Embedded Academics
- Local Occupational Programs (LOP)
- LOP application
- Quality and Compliance Monitoring
- Resources

<https://www.azed.gov/cte/cte-industry-credentials> - CTE Industry Credentials

- Credential Lists
- Update credentials process
- Credential Application

<https://www.azed.gov/cte/work-based-learning> - Work-Based Learning

- Work-Based Learning Guide
- Resources

### Important email addresses-CTE Program Services

For all CTE program monitoring questions [CTELocalPrograms@azed.gov](mailto:CTELocalPrograms@azed.gov)  
Technical Assistance - monitoring, electronic applications [Janai.Nesby@azed.gov](mailto:Janai.Nesby@azed.gov)  
CTE Program Services [Cindy.Gutierrez@azed.gov](mailto:Cindy.Gutierrez@azed.gov)  
Agriculture and Welding [Bruce.Watkins@azed.gov](mailto:Bruce.Watkins@azed.gov)  
Business & Mkt Education; Communication Media Tech [Elena.Sobampo@azed.gov](mailto:Elena.Sobampo@azed.gov)  
Construction Science Technologies [Joe.Grieco@azed.gov](mailto:Joe.Grieco@azed.gov)  
Engineering Sciences, Information Technologies [Tracy.Rexroat@azed.gov](mailto:Tracy.Rexroat@azed.gov)  
Family & Consumer Sciences, Education & Training [Kylie.Chamblee@azed.gov](mailto:Kylie.Chamblee@azed.gov)  
Health Science Technologies [Wesley.Wood@azed.gov](mailto:Wesley.Wood@azed.gov)  
Public Service Careers, Transportation Technologies [Jason.Wojcik@azed.gov](mailto:Jason.Wojcik@azed.gov)

Tom Horne, Superintendent of Public Instruction

1535 West Jefferson Street • Phoenix Arizona 85007 • [www.azed.gov](http://www.azed.gov)

**“We are a service organization committed to raising academic outcomes and empowering parents.”**



# **CTE Administrators Calendar 2023 – 2024**

## **July 16, 2023**

CTE Administrators Meeting – 10:00am – 11:50am  
El Conquistador – Turquoise III, Tucson  
<https://www.hilton.com/en/hotels/tushthh-el-conquistador-tucson>

## **September 13, 2023**

Mesa – East Valley Institute of Technology - 8:30 - Noon  
East Valley Institute of Technology, 1601 W. Main St., Mesa, AZ 85201  
<http://www.evit.com/>

## **November 2, 2023**

Prescott (Fall ACOVA Conference) - 8:00 - Noon  
Prescott Resort 1500 E. State Rte. 69, Prescott, AZ 86301  
<http://www.prescottresort.com/>

## **February 1, 2024**

Prescott (ACTEAZ Mid-Winter Conference) - 8:00 - Noon  
Prescott Resort 1500 E. State Rte. 69, Prescott, AZ 86301  
<http://www.prescottresort.com/>

Your current work and educational experience can quickly translate into a satisfying CTE teaching career.



Consider a Rewarding Career as a CTE Educator!



Share your knowledge, experience, and skills, to guide CTE students into a career pathway supporting the future workforce.

**CTE Vision**  
Every Arizona student has a developed career pathway.

**CTE Mission**  
Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.

**ADE Mission**  
We are a Service Organization committed to raising academic outcomes and empowering parents.



...CTE CAN  
SHOW YOU HOW



This publication was partially developed with funds allocated by the U.S. Department of Education under the Carl D. Perkins Act. These contents do not necessarily represent the policy of the agency, nor should endorsement by the federal government be assumed.

The Arizona Department of Education does not discriminate based on race, color, national origin, religion, age, disability, genetic information, sex, pregnancy, military or veteran status, or any other status protected by federal law, state law, or regulation. For questions or concerns, please email [Career&TechnicalEducation@azed.gov](mailto:Career&TechnicalEducation@azed.gov)



ARIZONA DEPARTMENT OF  
**EDUCATION**

[azed.gov/cte/](http://azed.gov/cte/)

# BECOME A CAREER AND TECHNICAL EDUCATION TEACHER



## CTE Teacher Certification AREAS:

A CTE Teacher Certificate is perfect for people who have retired from their field of work.

- Apply your trade and technical skills and experience to teaching.
- If you have worked 3 years or more in your field, you may qualify for CTE teacher certification.
- Give back to your community by passing on your wealth of experience, knowledge, and skills.

## MAKE A DIFFERENCE!



### Pathways to CTE Teacher Certification include submission of:

1. 240 hours of work experience in an occupational area and a bachelor's degree.
2. 240 hours of work experience in an occupational area and a valid teaching certificate.
3. 6000 clock hours of verified work experience in an occupational area.
4. 5 years of verified work experience in the CTE occupational area and an Industry certification, license, or credential in the specified CTE Certification area.

### How?

- Guidance for ADE CTE teacher certification. [azed.gov/sites/TeacherCertificationChecklist.pdf](https://azed.gov/sites/TeacherCertificationChecklist.pdf)
- Online resource that offers lesson plans. Curriculum Connection: [cte.ctecaz.org/](https://cte.ctecaz.org/)
- CTE Educator Professional Development. [actecaz.org/premier-series/](https://actecaz.org/premier-series/)
- Workshops and mentorships are available to help you be a great instructor!

CTE Program Services Director  
[Cindy.Gutierrez@azed.gov](mailto:Cindy.Gutierrez@azed.gov)  
(602) 542-4365

- Agriculture
- Business and Marketing
- Family and Consumer Sciences
- Education and Training
- Health Sciences
- Industrial and Emerging Technologies

## BECOME A K-12 CTE EDUCATOR!

### High School CTE Programs

[azed.gov/cte/programs](https://azed.gov/cte/programs)

[azed.gov/cte/certification](https://azed.gov/cte/certification)

# ARIZONA CTSOs CALENDAR OF EVENTS



	DATE	2023
JUN	8-10	FFA - State Leadership Conference (Tucson, AZ)
	19-23	FFA - State Leadership Camp (Heber, AZ)
	18-24	SkillsUSA - National Leadership & Skills Conference (Atlanta, GA)
	20-25	HOSA - International Leadership Conference (Dallas, TX)
JUL	6/25 - 7/1	FBLA - National Leadership Conference (Atlanta, GA)
	1-6	FCCLA - National Leadership Conference (Denver, CO)
AUG	2	CTSO New Advisor Training - (Phoenix, AZ)
	21-23	DECA - Leadership at Lost Canyon (Williams, AZ)
	24-25	FBLA - Adviser Leadership Conference (Tucson, AZ)
	24-25	SkillsUSA - Adviser Leadership Conference (Tucson, AZ)
	25-26	FFA - Chapter Officer Leadership Training (Mesa, AZ)
	8/31-9/1	HOSA - Adviser Leadership Conference (Tucson, AZ)
	8/31-9/1	FCCLA - Adviser Boot Camp (ABC) (Tucson, AZ)
	5	SkillsUSA - Leadership with the Diamondbacks (Phoenix, AZ)
	5	SkillsUSA - Fall Leadership Conference (Phoenix, AZ)
	6	CTSO New Advisor Training - (Phoenix, AZ)
SEPT	TBD	FFA - Summit Leadership Conference (Cottonwood, AZ)
	13	FFA - Summit Leadership Conference (Chandler, AZ)
	19	DECA - Fall Leadership Conference (Phoenix, AZ)
	22	FFA - Summit Leadership Conference (Yuma, AZ)
	TBD	FFA - Summit Leadership Conference (Safford, AZ)
	TBD	FFA - Summit Leadership Conference (Goodyear, AZ)
	23-27	SkillsUSA - Washington Leadership Training Institute (Washington, DC)
	25-27	FBLA - Leadership Camp (Williams, AZ)
	27-29	FCCLA - Chapter Leadership Camp (Williams, AZ)
	TBD	FFA - Summit Leadership Conference (Tucson, AZ)
OCT	23-26	HOSA - Washington Leadership Academy (Washington, DC)
	4-6	HOSA - Leadership Camp (Williams, AZ)
	14	CTSO New Advisor Training - (Virtual)
	TBD	FFA - Summit Leadership Conference (Winslow, AZ)
	TBD	FBLA - Fall Leadership Conference with the Suns
	1-3	SkillsUSA - Camp Champion Leadership Conference (Williams, AZ)
	1-4	FFA - National Convention (Indianapolis, IN)
	7	HOSA - Fall Leadership Conference (Phoenix, AZ)
	8	FBLA - Fall Leadership Extravaganza FLEX (Phoenix, AZ)
	TBD	HOSA - Regional Online Testing (Online)
NOV	9	FCCLA - Fall Leadership Conference (Phoenix, AZ)
	TBD	All CTSOs - Middle School Conference
	17-19	DECA - PowerTRIP (Austin, TX)
	28	CTSO New Advisor Training - (Phoenix, AZ)
	TBD	FBLA - Adviser Competitive Event Training
DEC	4-8	CTSO Advanced Advisor Training - (Virtual)

	DATE	2024
JAN	TBD	DECA - District Competitions (Statewide) [January]
	16-26	HOSA - State Online Testing (Online)
	TBD	FBLA - Region 3 Conference (TBD)
	TBD	HOSA - Region 2 Conference (TBD)
	19-20	FFA - Pinnacle - Senior Leadership Conference (Peoria, AZ)
	TBD	FBLA - Region 4 Conference (TBD)
	TBD	FBLA - Region 1 Conference (Thatcher, AZ)
	TBD	HOSA - Region 4 Conference (Tucson, AZ)
	TBD	FBLA - Region 5 Conference (TBD)
	TBD	FCCLA - SLC Culinary Arts STAR Events Qualifiers, TBD
FEB	TBD	FBLA - Region 2 Conference (TBD)
	TBD	FBLA - Middle Level Competition (TBD)
	TBD	HOSA\AzATA - Regional Sports Medicine Conference
	TBD	HOSA - Region 3 Conference (Mesa, AZ)
	TBD	HOSA - Region 1 Conference (Chino Valley, AZ)
MARCH	23-24	FFA - Spring Conference (Tucson, AZ)
	TBD	DECA - State Leadership Development Conference (Phoenix, AZ)
	TBD	SkillsUSA - Regional Leadership & Skills Conferences
	25-26	FBLA - Middle Level State Leadership Conference (Tucson, AZ)
	1-3	FCCLA - State Leadership Conference (Tucson, AZ)
APR	3-5	HOSA - State Leadership Conference (Tucson, AZ)
	8-10	FBLA - State Leadership Conference (Tucson, AZ)
	TBD	SkillsUSA - State Leadership & Skills Conference (Phoenix, AZ)
	27-30	DECA - International Career Development Conference (ICDC) (Anaheim, CA)
	2	CTSO New Advisor Training - (Tucson, AZ)
MAY	3-4	FFA - Chapter Officer Leadership Training (Mesa, AZ)
	6-8	FFA - State Leadership Conference (Tucson, AZ)
	17-21	FFA - State Leadership Camp (Heber, AZ)
JUN	23-29	SkillsUSA - National Leadership & Skills Conference (Atlanta, GA)
	26-29	HOSA - International Leadership Conference (Houston, TX)
	6/27-7/2	FBLA - National Leadership Conference (Orlando, FL)
JUL	6/28-7/4	FCCLA - National Leadership Conference (Seattle, WA)







# ARIZONA DEPARTMENT OF EDUCATION



## CTSO ADVISOR LEADERSHIP CONFERENCE

The CTSO Advisor Leadership Conference is an opportunity for advisors to come together and learn the ins and outs of our CTSOs. Our state advisors will go over the various membership requirements, conferences, and requirements to be an official chapter. You will also hear from experienced advisors on their recommendations to have a successful year.

**August 24-25, 2023**

**August 31 - September 1, 2023**



[FBLA](#)



[FCCLA](#)



[SkillsUSA](#)



[HOSA](#)

**Cost: \$200.00 (Includes Thursday lunch, Friday breakfast, and conference materials.)**

**Hotel Cost: \$119.00 plus 12.05% tax per night**

**See individual CTSO websites for further details by clicking the links above.**

The Westin La Paloma Resort & Spa  
3800 E Sunrise Dr, Tucson, AZ 85718  
(520) 742-6000

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# Advisor Training Schedule for 2023-2024



ARIZONA DEPARTMENT OF  
**EDUCATION**

## New Advisor Training

Wednesday, September 6, 2023	8:00 am - 3:30 pm - ADE North Campus
Saturday, October 14, 2023	8:00 am - 3:30 pm - Virtual
Tuesday, November 28, 2023	8:00 am - 3:30 pm - ADE North Campus
Thursday, May 2, 2024	8:00 am - 3:30 pm - Pima County JTED

Registration Link for All Trainings

<https://tinyurl.com/CTSONewAdvisorTraining>

ADE North Campus Address

100 N 15th Ave, Phoenix, AZ 85007

## Advanced Advisor Training

December 4-8, 2023 4:00 pm - 6:00 pm - Virtual

Monday	Establishing a Firm Foundation for Your CTSO
Tuesday	Growing Your Program
Wednesday	Building a Solid Officer Team
Thursday	Successfully Implementing a Program of Work
Friday	Running an Effective Meeting

Registration Link for All Trainings

<https://tinyurl.com/CTSOAdvancedAdvisorTraining>



**THESE TRAININGS ARE FREE!**

**POINT OF CONTACT**

Julie Ellis, CTSO State Director

Email: [Julie.Ellis@azed.gov](mailto:Julie.Ellis@azed.gov)

Phone: (602) 542-5350

# CTSO MEMBERSHIP DUES

CTSO	WHERE TO ENTER MEMBERS:		INDIVIDUAL DUES	AFFILIATION PROGRAM DUES (See Chart Below for Pricing)	MINIMUM MEMBERSHIP REQUIREMENT	PAY DUES TO:		RECEIVE INVOICE FROM:		DUE DATE:	
	STATE	NATIONALS				STATE	NATIONALS	STATE	NATIONALS	FALL	SPRING
Arizona DECA	No	Yes	\$20 per Student \$20 per Adviser	No	5 Students + 1 Adviser	No	Yes	No	Yes	1-Nov	1-Feb
FBLA Arizona	No	Yes	No Individual Fee \$0 per Adviser	Yes	5 Students + 1 Adviser	Yes	No	Yes	No	1-Nov	1-Mar
Arizona FCCLA	No	Yes	\$20.00 per Student \$20.00 per Adviser	No	12 Students + 1 Adviser <small>Each Co-Adviser must also be affiliated.</small>	No	Yes	No	Yes	1-Nov	1-Mar
Arizona FFA	Input membership through azffa.org		\$14.00 per Student only + \$350.00 Chapter Fee	Yes	5 Students	Yes	No	Yes	No	30-Sep	15-Feb
HOSA Arizona	No	Yes	\$20.00 per Student \$20.00 per Adviser	By Application	5 Students + 1 Adviser	No	Yes	No	Yes	1-Nov	15-Mar
SkillsUSA Arizona	No	Yes	\$20.00 per Student \$25.00 per Adviser	Yes	5 Students + 1 Adviser	No	Yes	No	Yes	1-Nov	1-Mar

## PROGRAM AFFILIATION MEMBERSHIP

FBLA ARIZONA	
CHAPTER ENROLLMENT	CO-CURRICULUM PROGRAM
5-40	\$700.00
41-80	\$1,400.00
81-100	\$1,800.00
101-125	\$2,200.00
126-150	\$2,700.00
151-175	\$3,100.00
176-200	\$3,600.00
201-225	\$4,000.00
226-250	\$4,500.00
325+ or district wide	Contact FBLA Arizona

ARIZONA FFA			
ENROLLMENT IN AG ED CLASSES	BASIC AFFILIATION FEE	ONE STAR SUPPLEMENTAL PACKAGE FEE	TOTAL ONE STAR AFFILIATION FEE
5-40	\$650.00	\$550.00	\$1,200.00
41-100	\$850.00	\$650.00	\$1,500.00
101-150	\$1,400.00	\$800.00	\$2,200.00
151-200	\$2,400.00	\$750.00	\$3,150.00
201-250	\$2,750.00	\$550.00	\$3,300.00
251-300	\$3,300.00	waived	\$3,300.00
301-350	\$3,850.00	waived	\$3,850.00
351-400	\$4,350.00	waived	\$4,350.00
401-450	\$4,850.00	waived	\$4,850.00
451-500	\$5,500.00	waived	\$5,500.00
501+	\$6,150.00	waived	\$6,150.00

For Two Star Supplemental Packages, contact Bethany Matos at [Bethany.Matos@azed.gov](mailto:Bethany.Matos@azed.gov).



# CTSO MEMBERSHIP DUES

## PROGRAM AFFILIATION MEMBERSHIP (CONTINUED)

SkillsUSA ARIZONA							
NO. OF STUDENTS	STUDENT AFFILIATION		EDUCATIONAL RESOURCES		PROFESSIONAL AFFILIATION	TOTAL COST	
1-24	Not Eligible						
25 - 99	\$395.00						
100 - 150	\$640.00						
151 - 250	\$1,312.00						
251 - 350	\$1,750.00	<b>TOTAL COST</b> # x \$20.00 - 20%	The formula used for the minimum dollars you must purchase is \$5.95 x the number of student affiliations. NOTE: You must pay the retail price of the product you choose to order. Your required purchase may be more if the product you are purchasing costs more than the minimum formula calculated above.	+	The affiliation is inclusive of both your state and the national affiliations. Use the formula below to determine the cost per professional: State affiliation PLUS \$20.00 national For state affiliation cost go to: <a href="http://bit.ly/SkillsUSATPP">http://bit.ly/SkillsUSATPP</a> Minimum of one professional for every 100 students.	=	
351 - 500	\$2,185.00						Student Affiliation + Educational Resources & applicable shipping + Professional Affiliation
501 - 650	\$2,750.00						
651 - 750	\$3,045.00						
751 - 1,000	\$3,770.00						
1,001 - 1,250*	\$4,425.00						

\*Due November 15. For more Members, please view the full document at: <https://www.skillsusa.org/membership-resources/total-participation-plan/>

