

## **Eligibility Process for Secondary-level Arizona local education agencies (Public Charter Schools or Private Non-Profit schools) to join an Arizona Career Technical Student Organization-CTSO**

### **Public Charter schools**

Secondary-level Arizona local education agencies (LEA) – which include public school districts, public charter districts, Private Non-Profit schools – seeking to offer Career and Technical Education (CTE) Programs and affiliate with a Career and Technical Student Organization (CTSO), must apply to become an approved CTE program through the Strengthening Career and Technical Education for the 21st Century (Perkins V) “New Perkins V Grant” application process, <https://www.azed.gov/cte/grants> and must meet all the requirements set forth in the “Elements of an Approved CTE Program”.

<https://www.azed.gov/cte/programs>

Once the public school district, public charter school district, or private non-profit school has met all the requirements in the application process, the district/school may then become eligible to offer an approved CTE program, affiliate with a CTSO for membership, and indicate if they will pursue a federal Perkins grant or decline the grant (generally in March of each year). The public school district, public charter school district, or private non-profit school will be required to assure annually, either through acceptance of the federal Perkins V grant or through submission of the required documentation form, that the CTE program maintains all elements of an approved program in order to retain CTSO affiliation.

## Annual Eligibility Assurance for Private For-Profit, Parochial School or other Entities to join an Arizona Career Technical Student Organization-CTSO

In order for a private for-profit, parochial school or other entities not accepting Federal Perkins V grant funds, to meet the requirements to become members of a Career Technical Student Organization-CTSO, the private for-profit, parochial school or other entity must submit documentation on an annual basis, **by or before September 1<sup>st</sup>** of each year, to ensure they meet the qualifications of a Career and Technical Education program.

For a list of the appropriate CTSO alignment for your program, visit <https://www.azed.gov/cte/ctso>.

Through the appropriate CTSO, the **private for-profit, parochial school or other entity** must contact the CTSO and supply the following documentation, which will be verified by a CTE Program Specialist:

- Delivers a coherent sequence of instruction. The minimum coherent sequence of courses for each CTE program can be found at: <https://www.azed.gov/cte/programs/>
  - Types of documentation for instruction are school course catalog, curriculum map, scope and sequence, instructional framework
- Teaches all state-designated program standards. State-designated Technical Skills Standards can be found for each CTE program at: <http://www.azed.gov/cte/programs/>
  - Types of documentation: Curriculum map, scope and sequence
- Includes Academic Integration of the state core subject areas as appropriate for the CTE program. The Academic Standards can be found at: <https://www.azed.gov/standards-practices>
  - Types of documentation: Curriculum map, scope and sequence
- Is inclusive for all populations
  - Representative of your educational organization *i.e.* course catalog, school website listing of program courses open to all students
- Specified on the current CTE Program List. The current CTE Program List can be found at: <https://www.azed.gov/cte/programs> under Approved CTE Program Lists
  - Course catalog demonstrating aligned courses to CTE approved programs
- Taught by an appropriately CTE certified teacher per CTE certification requirements.
  - CTE program-specific certification requirements for an Arizona CTE teacher certificate can be found at: <https://www.azed.gov/cte/certification/>
- Professional Skills and work-based learning are embedded.
  - Professional Skills can be found at: <https://www.azed.gov/cte/profskills>
  - The WBL guide can be found at: <https://www.azed.gov/cte/work-based-learning>
  - Types of documentation: Curriculum map, scope and sequence
- Offers a Career and Technical Education Student Organization (CTSO) appropriate for the CTE secondary programmatic area. Information regarding CTSOs can be found at: <https://www.azed.gov/cte/ctso>

CTSO State Advisors are available to provide assistance for implementation of CTSO membership. An initial request from a new private for-profit or parochial school must meet all requirements at the time of the initial application. To continue membership, each year the Private for-profit, Private non-profit waving Perkins funds, parochial school or Charter school waving Perkins funds must submit documentation of the above CTE program components to the appropriate CTSO by **September 1<sup>st</sup> each year** in order to continue membership in the CTSO. If the documentation is not submitted by deadline, the Private for-profit or parochial school will not be allowed membership for that year.

