



Indiana Office of
**Career & Technical
Education**

GOVERNOR'S WORKFORCE CABINET

MEMORANDUM

To: CTE Directors, Principals, Superintendents, School Counselors
From: P.J. McGrew, Executive Director Governor's Workforce Cabinet
Jerris Cross, Assistant Director of CTE – Grant Administration
Chris Deaton, Assistant Director of CTE – Performance and Accountability
Anthony Harl, Assistant Director of CTE – Programs
Date: May 6, 2020
Re: CTE COVID-19 Update

The following document contains answers to some frequently asked questions we have been receiving regarding CTE. These weekly updates are designed to help consolidate information from postsecondary partners, licensing boards, and certification providers about best practices, meeting hands-on requirements, options for completing industry certifications, dual credits and more. As we continue to receive more information, the guidance that follows is likely to change or need to be updated. We understand everyone is working through this situation to the best of their abilities and we encourage you to reach out to our office for any support or guidance you may need. Thank you for your patience and flexibility as we work together to serve students during this unprecedented time.

New information and questions this week (indicated in red throughout the document):

- Summer Bridge program letters for instructors and students
 - Reminder about upcoming ITCC and VU dual credit due dates
 - Updated recommendation regarding WBL and clinical placements
 - Certification updates for MSSC, ASE and CDA
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How does the Office of CTE, CHE, Ivy Tech and Vincennes plan to provide students with the opportunity to complete their CTE courses, including dual credit, that require hands on, in-person learning?

As mentioned in last week's update, we are exploring the possibility of offering summer bridge programs that will allow students, when safe, to return to classrooms and clinical placements to complete the hands-on, in-person requirements for dual credit courses and to complete licensing and certification exams. Multiple scenarios are being considered, but our most **optimistic option** would be to offer these programs for a couple of weeks beginning on or near July 6, 2020. We plan to utilize schools, career centers, and postsecondary campuses to provide students access to instructors, equipment and resources needed to complete course requirements. All partners are committed to the safety of all participants and recognize that various preventative



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measures and social distancing practices would likely need to be adopted were this option to be approved. If this option is deemed infeasible due to extended limitations on schools opening, we will consider other options like fall after-school programs.

Thank you to all the instructors who responded to the Instructor Inventory and shared the student interest survey with your students. We would encourage all schools and career centers to share this information with instructors and students, even if you are planning to offer something on your own. We have attached the instructor letter and a letter that may be shared with students and their families that explains more about a potential summer bridge program.

If you are a CTE instructor and have students that will not be able to complete their CTE course or dual credit requirements because they could not finish hands-on, in-person requirements, [please take a moment to review the instructor's letter](#). The letter includes a link to an instructor inventory that will allow you to share specific information about your courses. Instructors are also asked to contact CTE students and their families by sharing the letter or some other method to encourage them to take advantage of this opportunity. Students can express their interest in participating in a summer bridge program by following the link provided in the student letter to complete a student interest survey. Completing the student interest survey will give students a chance to provide contact information to help us get hold of them after school lets out and to get their feedback on several key elements of the program.

Since July is our best case scenario at this point, we would encourage schools and instructors to make use of the regular incomplete procedures for students if at all possible. The IDOE recently shared guidance that recommends the use of a V on the transcript for COVID-19 related incompletes. This code is only valid for seniors where there is no intent to complete the course. Both Ivy Tech and Vincennes have shared guidance with their students that provides the option of an incomplete that will allow them to complete the dual credit course through early August. We would recommend this option be available for all CTE students in these courses that have hands-on, in-person requirements whether they are completing the course for dual credit or not.

Anticipated expenses to offer these programs include stipends for teachers/instructors and student transportation costs. Other expenses may include administrative, clerical, and maintenance personnel, cost of industry certifications, and curriculum resources. We are exploring every possibility for funding to cover these expenses including the use of unused Perkins funds. The IDOE has shared with us that Perkins activities, such as summer bridge programs, are allowable and encouraged under the CARES Act.

How should CTE instructors handle dual credit grades for students in CTE courses that require hands-on, in-person training?



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Both Ivy Tech and Vincennes have recently released guidance for dual credit grading procedures. Both institutions are offering the option to award an incomplete for the postsecondary grade until the student has had the opportunity to complete the course. **Due dates are coming up for both Ivy Tech and Vincennes to share information about which of your students will be able to complete their dual credit courses and which ones will need an incomplete. Ivy Tech's deadline is this Friday, May 8th and Vincennes is next Friday, May 15th.** The guidance documents were included in an earlier update. Please take time to review this guidance before making a decision to drop a student from their dual credit course.

What flexibility is available to students who were on track to earn the Technical Honors diploma?

The IDOE has provided information regarding flexibility for the Technical Honors diploma in their [FAQ for graduation flexibility](#). Schools are encouraged to continue offering instruction so that students are able to achieve one of the additional requirements in order to earn an honors or technical honors diploma. The frequently asked questions document provides some example criteria that schools could use to determine if a student has completed one of the requirements for the honors or technical honors diploma. These example criteria include information on the WorkKeys and Accuplacer assessments.

How are CTE programs helping with efforts related to COVID-19?

Secondary and postsecondary Career and Technical Education programs throughout the state continue to take action to assist local healthcare providers in their communities by donating valuable equipment and supplies. A few CTE Centers, including Heartland Career Center, Area 30, Area 31 and A.K. Smith, along with Ivy Tech have been utilizing 3D printers to produce and donate face shields. Numerous other CTE programs, like the Walker Career Center in Indianapolis, have donated personal protective equipment and other supplies that were not going to be used during this school year. Several secondary and postsecondary programs have loaned valuable equipment like hospital beds to establish temporary hospitals to help healthcare facilities handle the surge of COVID-19 patients. This includes several Indianapolis area programs that helped establish a temporary facility at the Indiana State Fairgrounds. We recommend that you contact your local healthcare providers or emergency management teams if you have a CTE program that has equipment or supplies to donate.

In light of the recent Executive Order, [EO 20-16](#), regarding the use of remote learning for the remainder of the regular school year and graduation flexibility, how will CTE students meet hands-on requirements for CTE courses and programs, including dual credit courses?

While we recognize that the decision to limit instruction to remote learning and the flexibility for graduation presents challenges, The Governor's Workforce Cabinet, Office of CTE, CHE, Ivy



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Tech Community College and Vincennes University are still very much committed to providing each student with the opportunity to complete their CTE dual credit courses and programs that require hands-on, in-person activities or clinical training hours. These additional requirements often lead to outcomes that have long term benefits beyond high school credit or graduation. Students who do not complete the dual credit or training hours requirements may not be able to take certification/licensing exams, be able to pursue career employment after this year, and/or may need to repeat coursework or training at the postsecondary level if pursuing a certificate or degree or a specific certification or license.

Please refer to the information shared earlier in the update regarding the possibility of summer bridge programs.

What plans should schools be considering now that they are not able to re-open for face-to-face instruction this school year?

The Department of Education has shared that 97% of schools are delivering instruction through alternative means, so we are hopeful that dual credit teachers can cover remaining objectives through these alternative delivery modalities. In some dual credit courses, there are course learning objectives that have hands-on requirements that cannot be delivered virtually.

Completion of all courses is critical to many students' long term plans. For the class of 2020, they may need the licenses or certifications to begin their career path. Underclassmen may limit their opportunities to complete pathways next year if they have not completed prerequisite courses or have to complete credits in academic courses that may be lost this spring.

One of the difficulties created by the current situation is that it is nearly impossible to predict how this will shift the labor market and what economic recovery may look like. Considering the number of unknowns, seniors who were planning to go straight to the workforce may want to reconsider the possibility of pursuing postsecondary education or training. As instructors and staff are reaching out to seniors to discuss postsecondary plans you may want to discuss the possibility to pursue postsecondary education through the [Next Level Jobs Workforce Ready Grant program](#). Individuals must be eligible for state financial aid which requires that they complete the FAFSA. You may follow this [link](#) to complete the FAFSA. The website is mobile accessible and provides multiple ways to complete the FAFSA. Additional resources may be found at [Learn More Indiana.org](#) or the Commission's Learn More Indiana social media platforms: Facebook ([facebook.com/LearnMoreIN](#)), Instagram ([@LearnMoreIndiana](#)) and Twitter ([@LearnMoreIN](#)).

The Indiana Commission for Higher Education has extended the FAFSA deadline for the 21st Century Scholarship program and the Frank O'Bannon Grant. Students who are eligible for these two programs who did not file before the original April 15th deadline, are encouraged to submit the form at [FAFSA.gov](#) as soon as possible. The Commission will consider students who



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file past the original deadline, however, limited funding is available on a first-come basis. There is no FAFSA deadline for Hoosiers applying for the Next Level Jobs Workforce Ready Grant.

Will the Office of CTE be providing guidance or establishing requirements for awarding high school credit?

The Office of CTE has no plans to establish criteria for awarding high school credit. Any decisions regarding instructional practices related to standards and learning objectives, including any required lab/hands-on activity, is a local school or school district decision. Whether or not a student demonstrates the requisite knowledge to earn course credit is best determined at the local level by those educating them. **We would encourage each instructor, counselor or administrator to be sure to explain that the high school credit and any dual credit requirements are separate and to share the option of taking an incomplete for the dual credit course if they were not able to finish the course.**

Now that Indiana is starting to lift stay at home orders and re-open certain businesses, may CTE students resume work-based learning or clinical placements in order to meet hands-on, clinical, or training hours requirements?

The Office of CTE recommends schools and career centers to follow current school closure protocols and previous recommendations to postpone or suspend WBL and clinical placements. Many of the areas where students need to resume their WBL or clinical placements to complete certification requirements are high personal contact areas, like assisted living facilities and hair salons. These businesses and facilities are still closed under the Governor's orders and will be operating under strict operational limitations when they do open. This recommendation will be reviewed once we reach stage 3 of the Indiana Back on Track program which begins May 24, 2020.

High school credit and grades for WBL experiences can be based on a prorated portion of the recommended hours that have already been completed. If a student was meeting standards before the closings, then the coordinator or instructor should award credit as appropriate. As long as the student has already completed at least 75 hours, the student could use this experience to meet the employability skills requirement of graduation pathways.

Are clinical or lab hours going to be waived for Cosmetology, CNA, EMS, and Firefighter I or II licensing or certifications?

The Professional Licensing Agency recently shared the following guidance regarding Cosmetology and Barbering. Distance Learning - 820 IAC 4-1-5(b): For the duration of the public health crisis, the Indiana State Board of Cosmetology and Barber Examiners has temporarily suspended 820 IAC 4-1-5(b). This suspension means that cosmetology students are **no longer required to attain their cosmetology school hours in-person at the school and**



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may take remote programming provided by the cosmetology school. The students are still required to attain the same amount of hours and the courses must otherwise comply with existing rules; however they are not required to be in-person for the duration of the public health crisis.

The State Board of Health shared the following reminder on their webpage in relation to CNA certification: "ISDH is aware of the concerns in regards to COVID-19 and the limited access training entities have for students to complete their clinical hours. Please remember that 16 hours of clinical may be completed in a lab environment. However, due to the health and safety of Indiana Hoosiers we are supporting facilities in the decisions they are making to keep their residents safe. We understand this may cause Training Program's to extend and postpone clinical hours completion for a period of time. We will take into consideration and not hold training entities responsible for extending the training process."

We are also following up with the Department of Homeland Security on EMS and Firefighter I and Firefighter II certifications. The only relevant update provided so far is that certifications will now be by appointment only. To schedule a time, applicants are asked to email emscertifications@dhs.in.gov or firecertifications@dhs.in.gov.

The IDHS shared that all requirements must still be completed for the EMS certification. However, due to the hospitals not allowing students at this time, students will be allowed to complete clinical time on ambulance rather than an emergency department. The National Registry of EMTs is allowing students to receive a provisional certification after completing the cognitive exam until they can complete their psychomotor examination. The provisional certification is good for up to 120 days.

Will students have more time to complete or be able to complete additional certifications from home?

Many organizations are just now starting to share solutions to help accommodate students. The following list is information organizations have posted on their websites. This list will be updated on a regular basis as we gather more information.

AWS – All AWS exams have been cancelled through May 16, 2020. If you were already scheduled for an exam, you should have received notice that your exam has been rescheduled. AWS has also shared [online resources](#) to help welding instructors during this time.

CompTIA – As of April 15, 2020, CompTIA has updated its [website](#) with additional information needed to take CompTIA exams from home. The home page contains a learn more link that will take you to a page that covers policies and procedures, provides a system test, allows you to create a Pearson VUE account, and to schedule and complete your exam. All CompTIA exam vouchers with expiration dates through April 30, 2020 have been extended to June 30, 2020. Vouchers that expire May 1 – May 31, 2020 have been extended to July 31, 2020. CompTIA is



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offering the opportunity to switch to a remote proctored exam if you had registered for an exam at a Pearson VUE testing center. Please visit this [page](#) to provide your email to receive further instructions.

ProStart (NRAEF) – The foundation is prepared to make accommodations for students affected by school closures as needed. UPDATE: The following [link](#) will take you to a page that details free online courses available through ServSafe. Please note that these online courses are for the ServSafe Food Handlers course. Only the ServSafe Managers certification counts toward Graduation Pathways.

Certified Production Tech and Certified Logistics Tech (MSSC) – After May 15th, MSSC's Authorized Assessment Centers can place orders for their test takers to take assessments from home or remote location since our organization just contracted with the remote proctoring service, ProctorU. This will apply to all modular assessments needed for the high stakes, in-demand MSSC Certified Production Technician (CPT) and Certified Logistics Technician (CLT). Additional information regarding cost and online course materials is available on their [website](#).

ASE – Prometric is opening some limited testing on May 1st, however ASE testing will not be available until at least May 18th, and most likely not in every area of the country at that time. Prometric has put safety measures in place and will also be following state and local guidelines in opening test centers.

Microsoft Certifications – Microsoft is working with Pearson VUE to provide online certification exams as soon as possible.

NIMS – NIMS will offer online testing sessions beginning April 20, 2020 through May 20, 2020. Instructors are encouraged to email support@nims-skills.org to request a link to sign up candidates for an online testing session. The [COVID-19 web page](#) also provides resources for instructors to help prepare students for credentialing.

NCCER – In addition to the online training options that Pearson has made available, NCCER has been working diligently on a remote proctoring option for the craft module tests (knowledge only). Starting this Thursday, March 26, NCCER will be holding a two-part webinar series to begin implementing remote proctoring of craft module tests through their online testing system. The link provided includes an option to register for the webinars which are required to serve as a remote proctor. This option will be free of charge and available from April 6, 2020 – May 15, 2020.

Child Development Associate (CDA) Credential – Due to the current COVID-19 Pandemic, the Council for Professional Recognition (Council) is granting all graduating high school seniors a one-year extension to complete the CDA assessment process. Additionally, the Council has



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made a one-time accommodation for graduating high school students in need of a CDA Verification Visit® to complete the CDA® assessment process. Specifically, **in this case only**, the Council will allow the following individuals to complete the Verification Visit including the Comprehensive Scoring Instrument (CSI), for a graduating high school senior(s) in their CDA high school/CTE program. Please visit the [Council for Professional Recognition's website](#) for additional information about this waiver.

We will continue to gather information for each of the most completed industry recognized certifications about extended testing windows, the opportunity to complete exams at home, or other testing alternatives.

Will CTE districts receive an extension to encumber Perkins funds if schools don't reopen before the end of the school year?

Jerris Cross, Assistant Director of CTE – Grants Administration, shared fiscal guidance on Tuesday, March 24, around modifications and funding extensions for Perkins funds. Jerris will continue to provide any fiscal guidance primarily through direct emails to eligible recipients.

Are Office of CTE plans for the 2020-2021 school year being put on hold until schools are back in session?

We realize this is a chaotic time and there are a lot of unknowns about what will happen over the next few months. However, the Office of CTE is proceeding with the FY21 Perkins Local Application process as planned in order to be best prepared for the start of the 2020-2021 school year.

The updated Perkins V Local Application was made available March 30th and is due May 8, 2020. A recording of the [webinar](#) is currently available. The webinar includes details about updates to the application and provides guidance to complete the application. Please direct questions to Jerris Cross, Chris Deaton, or Jedd Vance.

The Office of CTE has decided to extend the due date for implementation plans for Pilot Program Implementation Grants to May 15, 2020. This extension is to ensure that each planning grant recipient has adequate time to receive and process any needed technical assistance. The implementation timeline has not changed. Pilot Programs will be offered during the 2020-2021 school year.

In-person InTERS spring training sessions were scheduled to begin earlier in the month. All scheduled in-person trainings have been cancelled until further notice. Chris Deaton and Jedd



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Vance will conduct a webinar to share needed information to make up for the lost in-person sessions.

Is it too late to submit a CTE Nonstandard Course Waiver to use the CTE Pilot, Advanced CTE College Credit, or Special Topics course?

The recommended guidance is to have waivers submitted five months prior to the start of school. Given the situation, the deadline has been extended to May 15, 2020. Please contact Anthony Harl at aharl1@gov.in.gov if you have any questions about the CTE Nonstandard Course Waiver.

Will CTE Districts have the opportunity to renegotiate Perkins Performance Indicators for the 2019-2020 school year?

July 1, 2020 will represent our first year operating under Perkins V guidelines. The state's target goals were detailed in the Perkins V State Plan that was recently approved by the Governor's Workforce Cabinet and has been submitted to the Department of Labor and OCTAE. Schools will be negotiating their performance levels for the new Perkins V Core Indicators later this spring, once the state plan has been approved by OCTAE. Schools will not be accountable for improvement plans until the first performance report submission in January 2022 based on 2020-2021 school year data. At that point, schools will be able to renegotiate each year if necessary.

Are there any additional CTE requirements that have been waived or exempted at this time?

The Office of CTE will not be conducting any on-site monitoring visits this spring. We have had discussions about waiving the requirement for second semester cooperative board meetings this spring. The Office of CTE highly recommends that these meetings be held virtually but will not require them at this time.

Please feel free to contact the Office of CTE at cte@gov.in.gov if you have additional questions or concerns.