To: CTE Directors, Principals, and Superintendents
From: Anthony Harl, Assistant Director of CTE – Programs
             Chris Deaton, Assistant Director of CTE – Data and Accountability
Date: August 10, 2020
Re: Clarification Regarding CTE Course Funding for the 2020-2021 School Year

_____

On July 9, the Office of CTE released guidance defining 4 different course delivery methods for the 2020-2021 school year 1) in-person 2) blended 3) virtual, and 4) online, along with CTE course funding eligibility for enrollments within each delivery model. CTE funding is supplemental funding schools receive for enrollments within CTE courses. When used in combination with basic tuition support, CTE course funding is intended to offset operational costs (i.e. materials, equipment, curriculum and staffing) schools and career centers incur in facilitating these courses and to incentivize courses that lead to high-skill, high-wage and in-demand occupations.

The chart below summarizes the guidance and is followed by bulleted highlights:

Course Delivery Method	Previous SY	2020-2021 SY (Due to COVID-19)	Future SY
Classroom Course *(face-to-face)*	Fully Funded	Fully Funded	Fully Funded
Virtual *(online - synchronous)*	Not Funded	Fully Funded *for approved courses*	Will review prior to the 2021-2022 SY
Blended (Hybrid) *(face-to-face/virtual)*	Undefined	Fully Funded *must meet hands-on requirements*	Will review prior to the 2021-2022 SY
Online Only *(online-asynchronous)*	Not Funded	Not Funded *unless postsec dual enrollment agreement*	Not Funded *unless postsec dual enrollment agreement*

- As noted in the chart, enrollments will be funded for in-person courses, blended (in-person/virtual) courses that meet established criteria, and for approved virtual courses. **These options represent an expansion of funding eligible course delivery models available to schools for the 2020-2021 school year due to COVID-19.**

- **Funding eligibility for virtual course enrollments has been expanded**. The approved list of funding eligible virtual courses covers nearly 60% of CTE enrollments from the prior school year. Virtual course enrollments were previously ineligible for CTE course funding prior to the 2020-2021 school year. Any information regarding cuts or elimination of CTE funding associated with virtual instruction is *inaccurate*.

- Blended courses now have defined criteria to receive funding, giving schools and career centers important clarity to plan courses with a mixture of in-person and virtual instruction within their district's schedule. This option provides **additional flexibility** for schools and career centers utilizing a hybrid schedule.

The funding guidance was supported without objection by the Office of CTE Working Group that has directed development of guidance for the CTE Summer Bridge Program and for the fall semester. The working group is made up of a variety of different CTE stakeholders, including principals, CTE directors, and a representative from the Indiana Department of Education. The guiding principles that have informed all summer and fall guidance from the Office of CTE, along with statements of support from the Indiana Association of School Principals and the Indiana Association of Career and Technical Education Directors, can be found [here](#).

On July 23rd, the Office of CTE released a [fall guidance document](#) which included key points from the July 9th document. Recently, we have been made aware of some misinformation regarding one of the items highlighted. On Page 4 of the document it states "eligibility for funding will be determined by the course delivery model that the student is enrolled and participating in on the count day (September 18, 2020)."

This statement means that a student must be enrolled in a course delivery model approved for CTE course funding (in-person, blended, or approved virtual) and consistently attending any required in-person aspects of the course by September 18th to have their enrollment count for funding. Some examples of CTE funding scenarios are provided below for additional clarity:

A student enrollment will be **eligible** for funding if:

- Classroom CTE Course *(face-to-face)*/Blended (Hybrid) Course *(face-to-face/virtual)*
  - A student is enrolled and consistently attending the CTE course by September 18, even if the student is not physically present on the 18th.
  - A student is enrolled and consistently attending a CTE course on a hybrid schedule but September 18th is not an in-person day for the CTE course.
  - A student started the year virtually but has returned to either in-person instruction or a hybrid schedule for CTE courses by the count day.
- Virtual CTE Course *(online - synchronous)*
  - A student is enrolled and meeting requirements for an approved Virtual CTE course (see approved list).

A student enrollment is **not eligible** for funding if:

- Classroom CTE Course *(face-to-face)*/Blended (Hybrid) Course *(face-to-face/virtual)*
  - A student is enrolled in a CTE course that is *not* approved for virtual delivery and is only participating in a virtual manner.
  - A school started the year virtually and has not begun in-person or hybrid attendance by September 18th for a CTE course that was not approved for virtual delivery.

As shared multiple times in other guidance, schools will not lose CTE funding if they are mandated to close due to an executive order by the Governor or an order by the local department of health. The Office of CTE continues to encourage school districts to consider ways for CTE courses not approved for virtual delivery to be offered in an in-person or blended (hybrid) format. The vast majority of districts across Indiana are allowing this for CTE courses, even in districts that are beginning the year with 100% virtual instruction. Districts that are beginning the year with virtual instruction are encouraged to consider operating CTE courses under similar requirements to the summer bridge guidance, which was utilized by 22 sites during the month of July to offer CTE instruction to over 700 students.

###