



MEMORANDUM

To: Prospective CTE District / Perkins Eligible Recipient

From: Indiana Commission for Higher Education – Career and Technical Education

Date: June 25, 2025

Re: Establishment of new CTE District and eligible recipients

This document outlines the procedures required to establish a local educational agency (LEA) as a new CTE District and eligible recipient as defined in the Carl D. Perkins – Strengthening Career and Technical Education for the 21st Century Act (Perkins V), 2018.

Perkins Eligible Recipient Overview

A local educational agency (LEA) may apply to become a Perkins Eligible Recipient by working with the CTE team at the Indiana Commission for Higher Education (CHE) to form a new CTE District.

- To form a new CTE District, an LEA must first be eligible for an allocation of more than \$15,000 as calculated by the formula outlined in Perkins V, Section 131(a).
 - Additional requirements, including meeting Indiana’s approved definition of Size, Scope, and Quality in the Perkins State Plan, are outlined in this document.

Section 3(21) Eligible Recipient. – The term “eligible recipient” means—

(A) a local educational agency (including a public charter school that operates as a local educational agency), an area career and technical education school, an educational service agency, an Indian Tribe, Tribal organization, or Tribal educational agency or a consortium, eligible to receive assistance under section 131; or

(B) an eligible institution or consortium of eligible institutions eligible to receive assistance under section 132.

Section 131(c) Minimum Allocation. —

- (1) In general. —Except as provided in paragraph (2), a local educational agency shall not receive an allocation under subsection (a) unless the amount allocated to such agency under subsection (a) is greater than \$15,000. A local educational agency may enter into a consortium with other local educational agencies for purposes of meeting the minimum allocation requirement of this paragraph. [See Section 131(f) for Consortium Requirements.]



Creating a New CTE District: LEAs that wish to establish a new CTE District and become a Perkins Eligible Recipient must complete the following steps:

1. **Submit Intent to Apply form by September 1** of the year prior to when the LEA wishes to become a new district. To submit this, the entity will be required to:
 - a. Meet with the Commission's CTE staff regarding planned district changes.
 - b. Notify the current CTE District (if applicable) and have met all requirements and deadlines for separating from current CTE District according to the operating agreement (MOU).
 - c. Identify an Area CTE Director who—
 - i. is appropriately licensed; a CTE Director must have a CTE Director or Building-Level Administrator license; it is highly recommended that the incumbent have experience in CTE;
 - ii. will serve as the Chief Grant Administrator for the eligible recipient; and
 - iii. has the authority to act as an agent of the eligible recipient.
 - d. Include a list of identified programs of study that the LEA has determined meet the state's definition of [Size, Scope, and Quality](#).
 - a. Following submission of the Intent to Apply form, the applicant will be asked to complete an evaluation of each program listed in Part d. The evaluation rubric can be [found here](#). Additional information will be shared by CHE staff when the applicant completes Part a. This component must be completed by October 1.
2. Once an [Intent to Apply form](#) has been submitted, CHE staff will conduct an initial review process to determine if all required elements in step 1 are in place. This may include an on-site visit.

If it is determined that all items listed above in step 1 are in place, CHE staff will work with the director identified in part c to set up required accounts within Indiana's Technical Education Reporting System (InTERS) to complete the remaining parts of the application process.

- a. Complete a Comprehensive Local Needs Assessment (CLNA) by February 1 of the implementation year:
 - i. A guidebook will be made available to the applicant
 - ii. Results of the CLNA will be used to complete the Local Application
- b. Complete the Activities and Budget tabs of the Local Application by March 1:
 - i. A guidebook will be made available to the applicant
 - ii. If approved, this portion will be utilized within the first Local Application that will be submitted by the newly approved district



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3. Final Review Process – once items in step 2 have been submitted, CHE will conduct a final review process and make a determination on the proposed district’s application.
 - a. A digital audit will take place throughout the review process and an on-site visit to review current CTE programming by the applicant will take place at some stage in the application process.
 - i. The digital audit will follow current monitoring procedures for existing CTE Districts.
 - ii. The review process will be completed by April 1 of the implementation year, provided all deadlines have been met by the applicant throughout the application process.

Following completion of the review process, the proposed district will be notified of a final decision on their application by April 1 of the implementation year. This determination will also be shared with the current district the applicant is separating from, if applicable. If a new district is approved, they will then proceed in completing their full Local Application for the upcoming year alongside all existing CTE districts. Funds will be made available following the approval of the full Local Application as is the process with all existing districts.

A proposed district’s application may be denied following the final review process or at any other earlier point in the application process. CTE staff will communicate to the district an explanation for the denial regardless of when in the application process the application is denied.

For questions, please contact Laura Tucker, Director for CTE Grant Administration and Monitoring (ltucker@che.in.gov).

