



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 – InTERS and Accountability
Anthony Harl, Assistant Director of CTE – Programs
Date: April 15, 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):

- Guidance from Ivy Tech and Vincennes that will impact CTE dual credit courses
 - Plans to provide students the opportunity to complete CTE courses that require in-person training
 - How CTE districts are assisting with COVID-19 response efforts
 - Technical Honors Diploma
 - Update to the CompTIA website
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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 we mentioned last week, we are working on gathering information on possible alternatives to accomplish this goal. The first option that we are exploring is to offer students summer bridge programs that will allow students, when safe, to return to classrooms and clinical placements to complete the hands-on, in-person requirements. We are still in the early stages of gathering information and developing a plan, so it is difficult to provide specific details like when it would begin, end or what programs would be available. Our goal is to provide schools with as many



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details as possible so they can share these opportunities with students before some schools release for the summer in early May. Because of the uncertainty with our current situation, we realize that we will need to develop multiple plans for different scenarios.

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

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. We have attached copies of the guidance that has been sent out by both ITCC and VU for your convenience. 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



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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 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.

The Commission of Higher Education along with ITCC, VU and IU are working together to provide guidelines and resources to help dual credit instructors to determine dual credit grades. The goal is to share the guidance and resources by the end of this week or early next week.

The Office of CTE will be sending out a survey to CTE directors this week to help us better understand the scope of the situation. The survey will focus on gathering completion data and will begin a deeper dive into possible options that will allow students to complete CTE dual credit courses that require hands-on, in-person training or clinical hours.

In many cases, CTE courses, like academic courses, will be possible to complete through remote or continuous learning. We will use the information provided from the survey to explore all possibilities; including summer bridge programs that will allow students, when safe, to return to classrooms and clinical placements to complete the hands-on, in-person requirements. We will also consider other options if restrictions continue through the summer.

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

At this point in time, The Office of CTE and CHE would like to ask schools and dual credit instructors, especially for CTE courses, to hold off making any decisions regarding dropping students from dual credit enrollments or awarding grades until guidance on determining dual credit grades is released and we have had a chance to develop alternative completion options for students and families to consider.

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.



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We ask each school to keep these courses in mind when completing their continuous learning plans over the next week. 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](#)).

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.

Should CTE students be attending classes or work-based learning placements in order to meet hands-on, clinical, or training hours requirements?

Clinical hours, lab requirements, and WBL experiences should follow the same school closure protocol in which all schools are operating. We encourage career and technical educators to try to utilize e-learning where applicable to address the required content of CTE courses. This guidance will continue to be updated as additional guidance from the state is issued.

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



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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 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.



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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 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) – MSSC had just partnered with ProcterU to offer certification exams at home. Exams are expected to be ready by May 15, 2020. Additional information regarding cost and online course materials is available on their [website](#).

ASE – Prometric is closing all test centers through April 16, 2020, depending on circumstances. Anyone scheduled to test during this time will have their 90-day test window extended until June 30, 2020.

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

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.

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.



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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 to begin this week. All scheduled in-person trainings have been cancelled until further notice. Chris Deaton and Jedd Vance will be developing and recording a webinar to make up for any cancelled in-person trainings. The Webinar is scheduled for April 23rd from 9:00-11:00 AM. Please follow this [link](#) to register for the webinar.

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.



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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.