



TO: CTE Directors, School Administrators, Postsecondary Chancellors
FROM: Stefany Deckard, Director of Career and Technical Education
RE: HEA 1002- Joint Program of Career and Technical Education Guidance
DATE: August 16, 2019

School partner opportunities with postsecondary institutions and employers

Background: Under [HEA 1002: Section 27](#) subsection (b)(1) or (b)(2), a school may enter into an agreement for a joint program of career and technical education in partnership with either a postsecondary educational institution, and employer, or a third party trainer that is on the Department of Workforce Development's Eligible Training Providers list without being approved. The employer partnership, required in subsection (c), may take the form of, but is not limited to, a work-based learning provider, program advisor, and/or resource provider. Under subsection (e), a course that meets the requirements of subsection (c) is eligible to receive applicable state and federal career and technical education funding.

Guidance: Any school that is eligible to receive Additional Pupil Count (APC) state funds for CTE courses is able to utilize their APC funds to reimburse the joint program partner for tuition and/or fees. The amount of reimbursement should be detailed in a memorandum of understanding between the school and the joint program partner(s). Additionally, schools will no longer be required to submit a course inventory. This guidance will be in effect for the 2019-2020 school year and may be revised as changes to course funding and course sequences take place.

Procedures for postsecondary joint programs:

- The school shall submit the course enrollments on their state report (30A) for APC funds.
- The school will need to identify the following details in InTERS:
 - The course is being offered through a joint program of career and technical education;
 - The employer partner; and
 - The entity providing the related instruction.
- The secondary course should be found in the Course Titles and Descriptions and on the CTE dual credit crosswalk.
 - For each high school credit a student is enrolled, the student should be also be enrolled in one semester-long postsecondary course.
 - If there is no approved secondary course title, the school will be eligible to enroll students in the Career and Technical Education Pilot course (5239) through the non-standard course waiver process.
- The school will be reimbursed according to the designated funding level on the CTE funding memo for the approved secondary CTE course or the CTE Pilot course.

Suggested procedures for employer joint programs:

- For students participating in an employer joint program, it is suggested to enroll students in courses using the same recommended guidelines as found in the Work Based Learning Manual:
- 1 credit = 75-100 hours of work experience plus 20-30 hours of classroom instruction.
- 2 credits = 150-175 hours of work experience plus 50-60 hours of classroom instruction.
- 3 credits = 225-250 hours of work experience plus 80-90 hours of classroom instruction.

For questions, please contact Anthony Harl, Assistant Director of CTE Programs, at aharl1@gov.in.gov or Chris Deaton, Senior INTERS Specialist, at chdeaton@gov.in.gov