



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: March 25, 2020
Re: CTE COVID-19 Update

The following document contains answers to some frequently asked questions we have been receiving regarding CTE. Over the last couple of weeks, we have been working with postsecondary partners, licensing boards, and certification providers to monitor their updates and be able to better inform those involved with the CTE community. 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.

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 know that you have concerns about other requirements regarding clinical and training hours, dual credits, and certification exams. We continue to work with the groups or organizations responsible for these areas and will share any guidance or decisions regarding these issues as soon as we receive it.

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. However,



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all in-person activity should cease until May 1st. 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 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?

We have been in contact with the Professional Licensing Agency which is responsible for the Cosmetology and Barbering licensing. At this time, they are actively monitoring the situation and additional guidance may be forthcoming.

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.

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.

CompTIA – shared that exam takers will soon be able to take CompTIA exams from home.

ProStart (NRAEF) – The foundation is prepared to make accommodations for students affected by school closures as needed.



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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.

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.

How will dual credit students meet hands-on requirements for CTE dual credit courses?

ITCC and VU are both working collaboratively with IDOE, CHE and the Office of CTE to provide guidance for dual credit students. We have attached a letter from ITCC asking for all dual credit instructors to evaluate how far along are students in terms of meeting the course competencies. All postsecondary partners are working on contingency plans in the event that schools are not able to re-open before the end of the school year.

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.

What plans should schools be considering if schools are not able to re-open before the end of the school year?

It is too early to make any predictions on whether or not schools will be able to re-open. We will continue to work with CTE Districts and postsecondary partners to ensure students are able to receive CTE instructional supports through this school year and into the summer if necessary.

Schools may want to consider the possibility of using unused Perkins funds to provide stipends or cover other expenses necessary to offer opportunities to complete courses over the summer if schools are not able to re-open before the end of the year.

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



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Application process and Pilot Program Implementation Grants as planned in order to be best prepared for the start of the 2020-2021 school year.

The Perkins Local Application will be made available March 30 and will be due by May 3. A webinar to provide instructions on how to complete the updated application will be held this upcoming Monday, March 30, from 10:00 am – 12:00 pm. Please follow this [link](#) to register for the webinar.

As previously indicated, the implementation plans for Pilot Program Implementation Grants will be due May 1.

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.

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.