



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 1, 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 this week (indicated in red throughout the document):

- Updates on Cosmetology, Barbering and EMS certification requirements
- Updates on remote certification testing and online resources for CompTIA, ServSafe, Microsoft, and NCCER
- Information about dual credit options.
- Information on Next Level Jobs and Workforce Ready Grants as an option for students who may need to rethink their postsecondary plans, including on completing the FAFSA.
- Information on Perkins V Performance Indicators for the 19-20 school year.

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.



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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, 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?

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."



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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.

AWS – Has not provided any updates on certifications but has shared [online resources](#).

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

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.



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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.

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.

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. We are working with postsecondary institutions to develop options that may allow students to complete their dual credit courses depending on what happens with school closures.

Additional Information From Ivy Tech - Ivy Tech Community College is committed to ensuring that dual credit students are able to earn college credit for the courses in which they are enrolled this semester while maintaining academic standards. This requires continued partnership with our dual credit teachers to ensure that the Ivy Tech course learning objectives are covered, either through e-learning delivery, other alternative delivery, and/or through face-to-face delivery after schools return to session in May. We ask that each dual credit instructor review the Course Outline of Record for the course(s) they are teaching, to self-assess their progress toward coverage of the required objectives, and to develop plans for covering the remaining objectives this semester, allowing for grades to be awarded at the end of the term. During yesterday's statewide DOE webinar hosted by State Superintendent Jennifer McCormick, she noted 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 courses, there are course learning objectives that have hands-on requirements that cannot be delivered virtually, these specific objectives can be covered in May when schools return to session. Should statewide measures be taken to extend the closure/e-learning for K-12 schools



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through the remainder of the school year, the College will communicate additional information and guidance regarding our shared programming.

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.

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](#).

The Indiana Commission for Higher Education will offer free virtual FAFSA filing help for students and families from 1 p.m. to 3 p.m. on Saturday, April 4. Help will be available through the Commission's Learn More Indiana social media platforms: Facebook (facebook.com/LearnMoreIN), Instagram ([@LearnMoreIndiana](https://instagram.com/LearnMoreIndiana)) and Twitter ([@LearnMoreIN](https://twitter.com/LearnMoreIN)).

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.

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.