



Indiana Office of  
**Career & Technical  
Education**

GOVERNOR'S WORKFORCE CABINET

**MEMORANDUM**

**To:** CTE Directors, Principals, Superintendents, School Counselors, CTE Instructors

**From:** P.J. McGrew, Executive Director Governor's Workforce Cabinet  
Jerris Cross, Assistant Director of CTE – Grant Administration  
Chris Deaton, Assistant Director of CTE – Performance and Accountability  
Anthony Harl, Assistant Director of CTE – Programs

**Date:** July 9, 2020

**Re:** CTE Bi-Weekly Update

---

We apologize for any inconvenience that may have been caused by the delay in sharing this update along with the list of approved courses that may be offered through a virtual model. We understand that the list of courses adds meaning and context to the guidance that was shared last week. Because of the importance and potential impact of the list, we wanted to make sure that the list was as accurate and complete as possible. After today's update, we will return to our bi-weekly format and will share the next update on July 22, 2020. We plan to include additional guidance regarding fall CTE courses at that time.

New information and questions this week (indicated in red throughout the document):

- Summer Bridge Program Update
  - Full List of Approved Courses for Virtual Instruction
  - Fall Guidance
  - Office of CTE Transition 1-year Mark
  - Governor's Workforce Cabinet Rapid Recovery Update
  - ACTE Region III Teacher of the Year, Kandy Smitha
- 

**Summer Bridge Update:**

Several summer bridge providers welcomed high school students back into their buildings this week. This is an exciting opportunity for students to complete many of the hands-on, in-person requirements they were unable to complete this spring. As the Summer Bridge Program progresses, we will be gathering insights that will inform our fall guidance for schools.

School officials may want to keep in mind that students are completing dual credit courses and certifications through the summer bridge program. All schools are encouraged to add the student completion data this fall. Our goal is to have this data submitted by August 31, 2020.



Indiana Office of  
**Career & Technical  
Education**

GOVERNOR'S WORKFORCE CABINET

## **CTE Funding Guidance for Virtual and Online Courses**

### **\*Now Includes a Full List of Approved Courses for Virtual Instruction**

In last week's update the Office of CTE released funding guidance that encompasses the breadth of distance learning options that are available to schools and students. The guidance document for the 2020-2021 school year outlines four different formats in which CTE courses may be offered: traditional classroom, virtual, blended, or online, and details the state CTE course funding eligibility for enrollments in each model.

This guidance was developed through the collaboration of the CTE "Back on Track" working group which includes CTE Directors, Principals, and representatives from a variety of supporting agencies. IASP Executive Director Tim McRoberts, a member of the working group, shared this statement on behalf of IASP regarding the guidance:

*The Indiana Association of School Principals (IASP) had the opportunity to work this summer with other educators across the state to create guidance for the CTE summer bridge program and for the reopening of schools this fall in the area of CTE programs. Topics that were included in conversations, but were not limited to, virtual vs. in person classrooms, funding and instructional strategies. We believe the guidance provided in the final document gives flexibility to career centers and comprehensive high schools to implement these classes with fidelity and consistency. IASP believes that this will be an ongoing process and further dialogue will be necessary as we continue down the path. We were involved in many hours of conversation and dialogue in this process and we appreciate the Governor's Workforce Cabinet including IASP, high school principals and other educators in the process.*

**New Information:** In today's update a list of courses has been added that are approved to receive State CTE course funding when offered through a virtual format. The list also details the percentage of hands-on, lab experiences that are required for offering courses through a blended format. This new information has been added into the funding document shared in last week's update. **The updated document with the new information is attached.**

### **Flexibility for Cooperative Education Course:**

For the 2020-2021 school year only, the cooperative education course will not require a work site placement for the student and the classroom portion may be offered in a virtual format. This waiver will provide flexibility for schools who have restricted work-based learning on-site placements for part or all of the 2020-2021 school year. The Office of CTE will provide specific standards by the end of July for the classroom portion of the Cooperative Education course. Please note, this waiver to the work-site placement does not apply to the WBL Capstone or Apprenticeship courses.

### **Fall Guidance:**

The CTE "Back on Track" working group continues to think through fall guidance and will hold our next meeting on Monday, 7/13/20. The guidance that has been shared regarding virtual and



Indiana Office of  
**Career & Technical  
Education**

GOVERNOR'S WORKFORCE CABINET

online courses represents a step toward providing flexibility and options for this fall. We plan to provide additional guidance for the fall later in July.

The Health and Safety protocols that were developed to provide guidance for the summer bridge program should be considered as a foundation for offering CTE in-person this fall. As we review the summer bridge guidance for fall, we are looking at certain items in the summer bridge guidance, such as the 50% classroom capacity requirement, that may need to be adjusted. We would appreciate if you would share any questions or concerns that you may have by emailing [aharl1@gov.in.gov](mailto:aharl1@gov.in.gov). Your thoughts will be valuable to help guide our discussions and to make sure we are meeting the needs of schools and career centers for the fall semester.

### **ACTE Region III Teacher of the Year**

Congratulations to Kandy Smitha of Indianapolis for being awarded the Region III Teacher of the Year by the Association of Career and Technical Education (ACTE). The ACTE Excellence Awards promote merit in career and technical education (CTE) by recognizing individuals who have made extraordinary contributions to CTE, programs that exemplify the highest standards, and organizations that have conducted activities to promote and expand CTE programs. This recognition is richly deserved and is another reminder of the many excellent instructors throughout Indiana who are committed to serving students through CTE. Best of luck from the Office of CTE at the national awards in December!

### **Office of CTE Reaches One Year Mark with Governor's Workforce Cabinet**

July 1<sup>st</sup> marked the one-year anniversary of the Office of CTE moving over to the Governor's Workforce Cabinet. We appreciate all of your support over the past year as this transition was made. Recently, Tony had the opportunity to participate as a panelist with other state CTE leaders during the Region III Association of Career and Technical Education (ACTE) Leadership conference. Participating in the panel highlighted some of the advantages that have come from Indiana's holistic approach to Career and Technical Education. Specifically, this arrangement has allowed the Office of CTE to be more engaged with Indiana's overall workforce development efforts, including increased involvement in the development of Indiana's Strategic Workforce Plan, [A Better Future for Every Hoosier](#), this past spring. It has also allowed for the integration of CTE across secondary and postsecondary to occur more seamlessly. The increased engagement with postsecondary has been of particular importance as the new [Next Level Programs of Study](#) are being developed that will fully launch in the 2021-2022 school year. Most recently, this regular engagement with postsecondary has aided in the creation of re-entry guidance for the Summer Bridge program, as well as beginning fall re-entry discussions. We again thank you for your support during this transition and are always receptive to hearing any feedback you might have.



Indiana Office of  
**Career & Technical  
Education**

GOVERNOR'S WORKFORCE CABINET

### **Governor's Workforce Cabinet Rapid Recovery Initiative**

The Governor's Workforce Cabinet continues to spearhead Indiana's workforce recovery efforts from the negative economic impacts of COVID-19 through an initiative entitled, "Rapid Recovery for a Better Future". The initiative was initially launched on June 5<sup>th</sup> during one of Governor Holcomb's briefings. Earlier this week more [information](#) was released regarding the expansion of Indiana's Next Level Jobs program through the end of the year. The two programs that make up [Next Level Jobs](#), the Workforce Ready Grant (WRG) and Employer Training Grant (ETG), have increased eligibility, program offerings and funding caps through December 30, 2020. Individuals can find education, employment, and financial resources available in Indiana through Indiana's Rapid Recovery hub, [YourNextStepIN.org](#).

#### **Does HEA 1066 require schools to provide transportation to and from a school to CTE sites?**

Based upon guidance from DOE, HEA 1066 does **not** require schools to provide transportation to and from a school to CTE sites. The bill allows the use of a special purpose bus or an appropriate vehicle, depending on the number of students, instead of a regular school bus when they are providing transportation for CTE.

#### **May CTE students resume work-based learning or clinical placements in order to meet hands-on, clinical, or training hours requirements?**

WBL and clinical placements that are required to complete a program for dual credit or to be eligible to take a certification exam were allowed to resume beginning July 1, 2020, as long as a student has parent permission. Students are expected to complete a school's COVID-19 safety and protocol training or a more extensive employer-required training. Students must follow employer safety protocols and school policies. Any conflicting safety measures must be reviewed and agreed upon by the employer and program coordinator prior to student placement.

If students were hired as part-time employees after WBL was suspended this spring, then the school may allow the employer to sign off on clinical hours. The sign-off should include verified hours and a skills checklist.

#### **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**



Indiana Office of  
**Career & Technical  
Education**

GOVERNOR'S WORKFORCE CABINET

**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 Programs 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](mailto:emscertifications@dhs.in.gov) or [firecertifications@dhs.in.gov](mailto: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.

**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 was extended indefinitely. Please contact Anthony Harl at [aharl1@gov.in.gov](mailto:aharl1@gov.in.gov) if you still need to submit or have any questions about the CTE Nonstandard Course Waiver.

**What will Perkins monitoring look like in the fall of 2020?**

On February 6, 2020, the Office for Civil Rights (OCR) and the Office of Career, Technical, and Adult Education (OCTAE) released a new [Memorandum of Procedures](#) (MOP) outlining updated procedures for developing a Methods of Administration (MOA) program to carry out civil rights compliance obligations required under the Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs (Guidelines)(34 C.F.R. Part 100, Appendix B). The MOP rescinded previously issued guidance, specifically the original MOA Memorandum of



Indiana Office of  
**Career & Technical  
Education**

GOVERNOR'S WORKFORCE CABINET

Procedures issued in 1979 and the four "Dear Colleague" letters regarding the MOA program. All of the documents may be found [here](#).

This new guidance encourages State agencies to align their Perkins V monitoring with their MOA program monitoring in order to more effectively ensure that all students, regardless of race, color, national origin, sex or disability have equal access and opportunities to succeed in CTE programs. Harmonizing these two programs will strengthen civil rights oversight, and improve the civil rights technical assistance offered to CTE programs.

Under the new MOP, State agencies are required to submit a revised MOA plan to OCR by July 1, 2020. Pursuant to the Guidelines, State agencies will submit to OCR and OCTAE a report on MOA activities, including any findings of noncompliance, on a biennial basis. The Office of CTE is working towards completing our MOA plan in advance of the July 1 deadline and will share additional information in the future. Any questions you have regarding the MOA program can be directed to [Kathleen Ash](#), MOA Coordinator.

**Please feel free to contact the Office of CTE at [cte@gov.in.gov](mailto:cte@gov.in.gov) if you have additional questions or concerns.**