Learning that works for Arizona CTE™

Arizona Department of Education

CTE Administrators Meeting

November 8, 2018
8:00 a.m. – 11:30 a.m.

Sign-in begins at 8:00 a.m.
Meeting starts promptly at 8:30 a.m.

Prescott Resort - 1500 E State Rte. 69, Prescott AZ 86301

AGENDA

Welcome – Clarkdale/Cottonwood Rooms

ADE Updates:
- **Moment of Silence Carolyn Warner**
- **Strategic Plan Progress**
- **New CTE Vision and Mission**
- **Presidential Scholars**
- **Perkins V**

Grants

***Updates*: ACOVA – Postsecondary**

2020 Program List, Summer Conference plans – Industry Certifications – Arizona College and Career Readiness (ACCR)

***Updates*: ACTEAZ – Premier Program Series – AZ CTE Curriculum Consortium**

Assessment, Standards-AgriScience Standards – Professional Development Update

***Updates*: CTED – CTE Leadership Continuum – Project Change**

CTSOs

Closing

Next CTE Administrators Meeting will be
February 7, 2019 – Prescott Resort, Prescott AZ – 8:30 a.m. to 11:30 a.m.

ACOVA Fall Conference & CTE Administrators Meeting - Room Rates - $95 single/$115 double

Arizona Career and Technical Education

Vision:

Develop Arizona's competitive workforce through the power of Career and Technical Education.

Mission:

Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.

ACOVA

GRANTS

[redacted]

September:
Final Narratives
Special Populations
District Level of Performance

November:

- Improvement Plan(s)
- Annual Program Evaluation
- Action Plan
- Member list
- Meeting Agenda

- Annual Evaluations

CTE Grants
CTE Data Reporting

2018-2019 CTE Timeline

FY 2018		FY 2019
	APR	01 CTE Data Portal OPENS for Coherent Sequence Updates / Review *District Reviews Progress on Prior Year CTE Federal Perkins & State Priority Grant Projects (in preparation for new project)
	MAY	01 CTE Data Portal CLOSES at 5 P.M. for Exemption Requests
CTE State Priority Grant Final Reimbursement Request Due 08	JUN	
Placement Survey Data Due 15		
CTE Data Portal CLOSES at 5 P.M. for Enrollment, Placement, & Participants/Concentrators 15		
Participants/Concentrators Data Reports Due 15		
CTE State Priority Grant Preliminary Funding Report Available in CTE Data Portal 30		
CTE Data Portal OPENS for Final Enrollment & Performance Measures 01	JUL	01 Beginning of Funding Year for CTE Federal Perkins Grant & CTE State Priority Grant
CTE State Priority Grant Funding Appeals Due 31		01 CTE Federal Perkins Grant Final Approval Due Date
CTE Data Portal CLOSES at 5 P.M. for Enrollment, Placement, & Participants/Concentrators 31		01 CTE State Priority Grant Final Approval Due Date
Performance Measures Reports Available in CTE Data Portal 15	AUG	15 Special Population Access/Participation Report Available in CTE Data Portal
	SEP	01 CTE State Priority Grant Final Funding Notification & Reports Available
CTE Federal Perkins Grant Final Narratives Due 15		15 Special Population Access/Participation Report Uploaded Report Due in CTE Perkins Grant
CTE State Priority Grant Completion Report Due 30		15 District Level of Performance Measures (DLP) Uploaded Report Due in CTE Perkins Grant
	OCT	01 CTE Data Portal OPENS for Enrollment, Placement, Participants/Concentrators, & Exemption Requests
	NOV	15 100th Day Course Enrollment Report Due
		30 Improvement Plan(s) Due in CTE Perkins Grant for Performance Measures Not Met Within 90% of Prior Year
		30 Annual Program Evaluation Action Plan, Member List, & Meeting Agenda Due for CTE Perkins Grant
CTE Federal Perkins Grant Completion Report Due 31	DEC	
	MAR	10 100th Day Course Enrollment Report Due
		31 CTE Federal Perkins Grant Midyear Narratives Due
		31 Midyear Progress for Performance Measures Improvement Plan Due for CTE Perkins Grant

2018 Perkins Grant

Problems

ARIZONA SECONDARY CAREER AND TECHNICAL EDUCATION
Federal Perkins Grant
2017-2018 Performance Measures Improvement Plan
(Note: This form is used when performance measure not met for at least one but not more than two consecutive years)

District Name:

Complete the chart to include action steps/objectives which will be implemented to positively assist in reaching the unachieved performance measure. Include any reasons/causes that may have had an effect on performance for this objective. A separate improvement plan should be completed for each measure not met.

Performance Measure Not Meeting 90% of the SALP	2016-2017 District Level of Performance	2016-2017 SALP	90% of 2016-2017 SALP

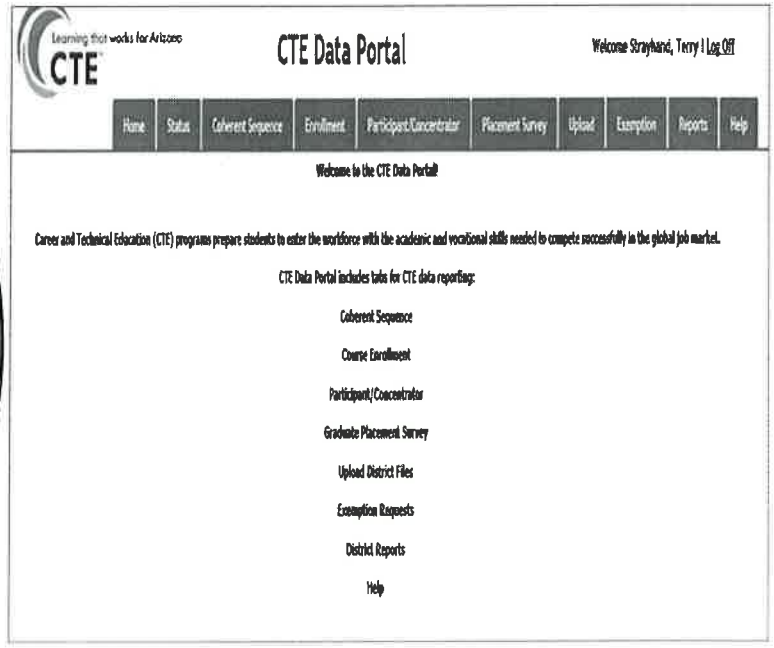
Number of Consecutive Years Measure Not Met:

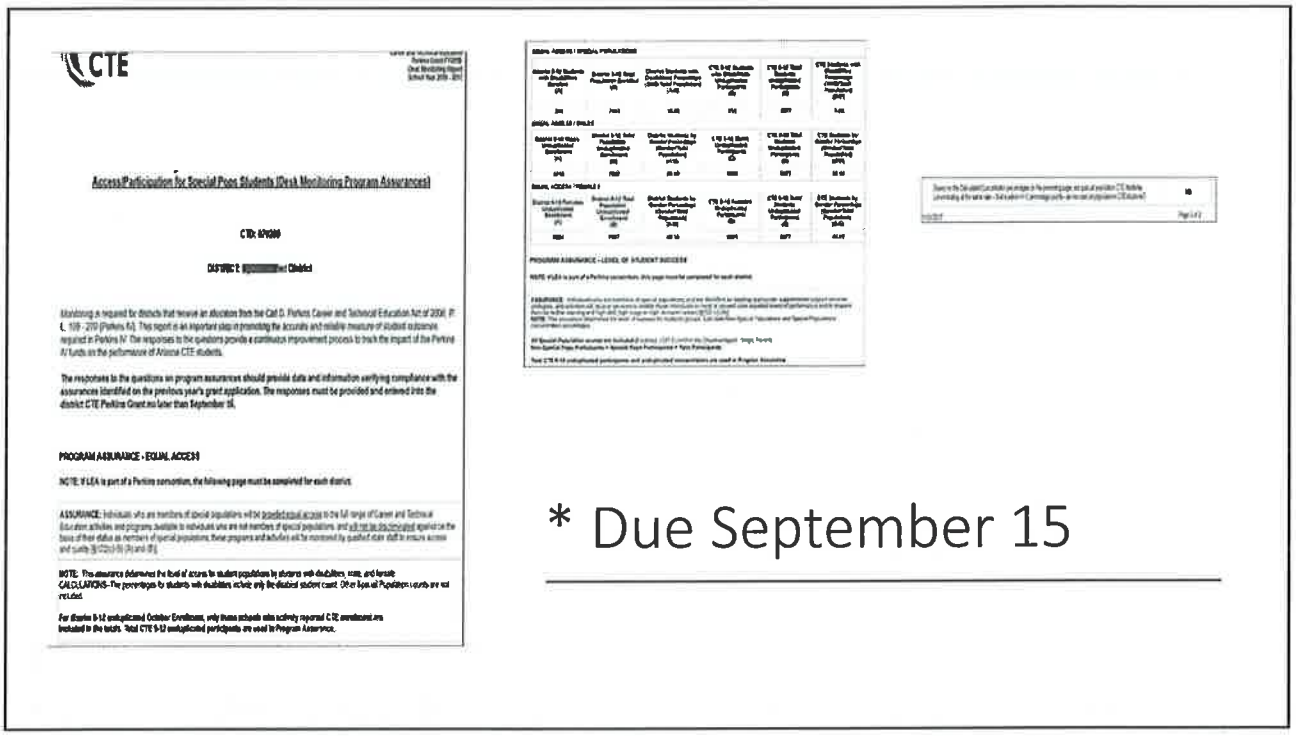
Identified Reasons/Causes for Deficiency for this Performance Measure?

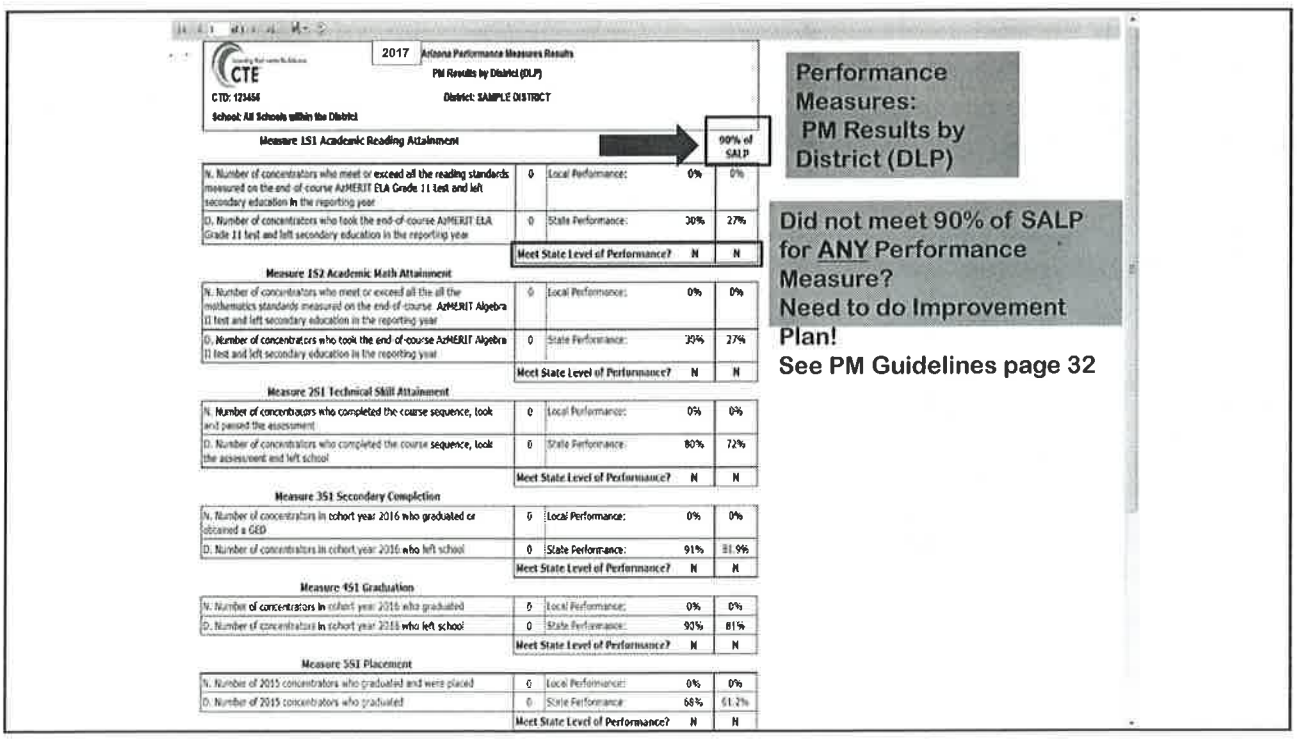
Overall Objective(s) for Improvement	Specific Action Step(s) for Improvement	Responsible Party (Name & Position Title)	Completion Deadline	Mid-Year Status Report

* Special Populations

* District Level Performance (DLP)

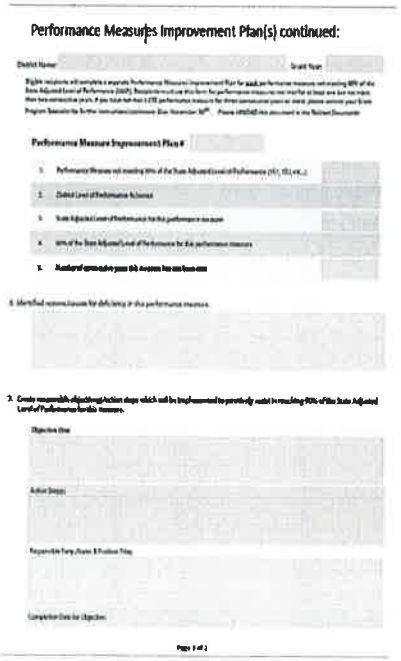



CTE
Access/Participation for Special Pops Students (Desk Monitoring Program Assurances)
CTD: 879999
DISTRICT: [redacted] District
PROGRAM ASSURANCE - EQUAL ACCESS
NOTE: If LEA is part of a Perkins consortium, the following page must be completed for each district.
* Due September 15

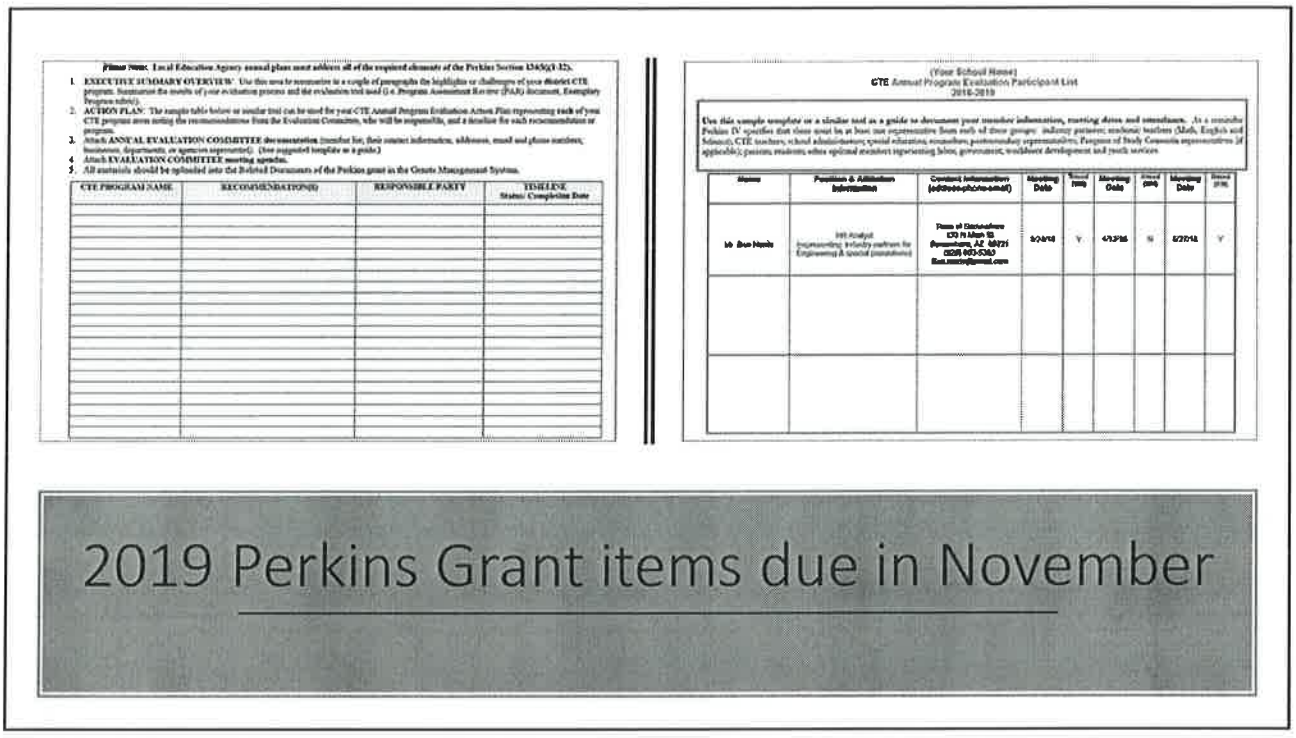

2017 Arizona Performance Measures Results
PM Results by District (DLP)
CTD: 123456
District: SAMPLE DISTRICT
School: All Schools within the District
Measure 1S1 Academic Reading Attainment
90% of SALP
Measure 1S2 Academic Math Attainment
Measure 2S1 Technical Skill Attainment
Measure 3S1 Secondary Completion
Measure 4S1 Graduation
Measure 5S1 Placement
Performance Measures: PM Results by District (DLP)
Did not meet 90% of SALP for ANY Performance Measure? Need to do Improvement Plan!
See PM Guidelines page 32

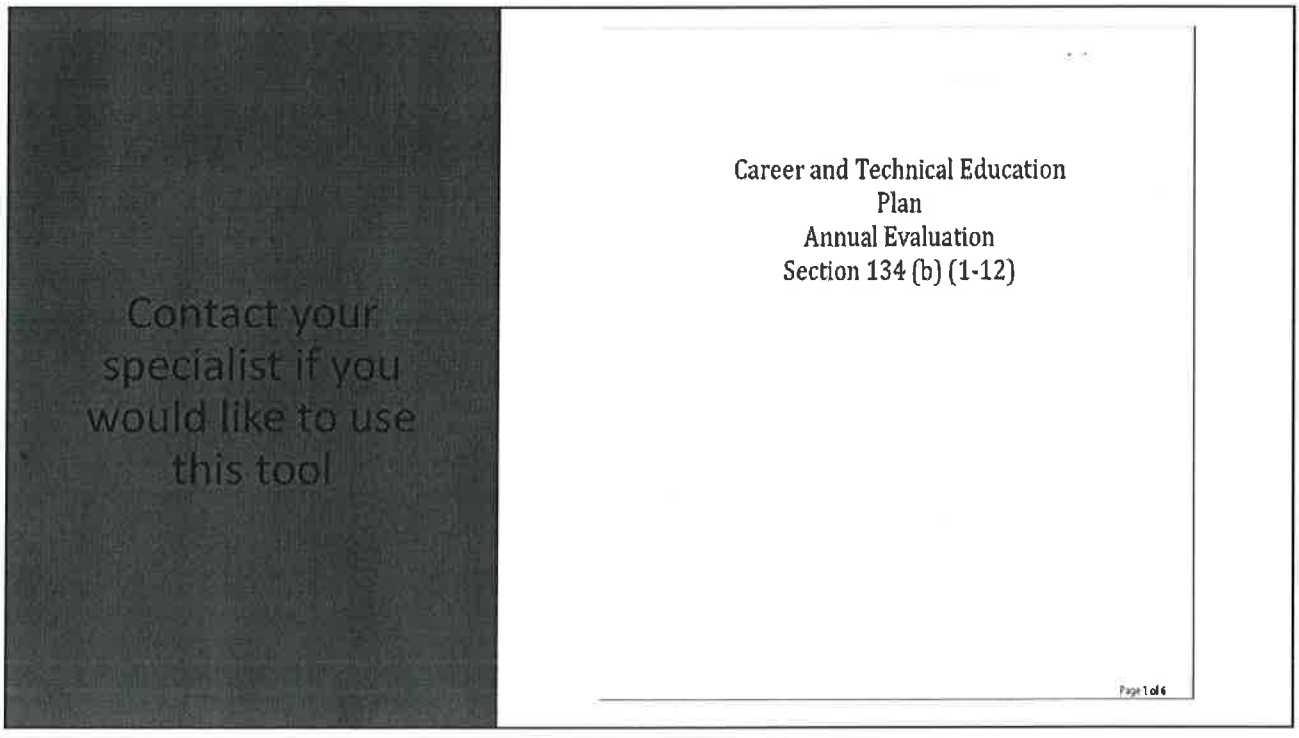
Performance Measures Improvement Plan(s)

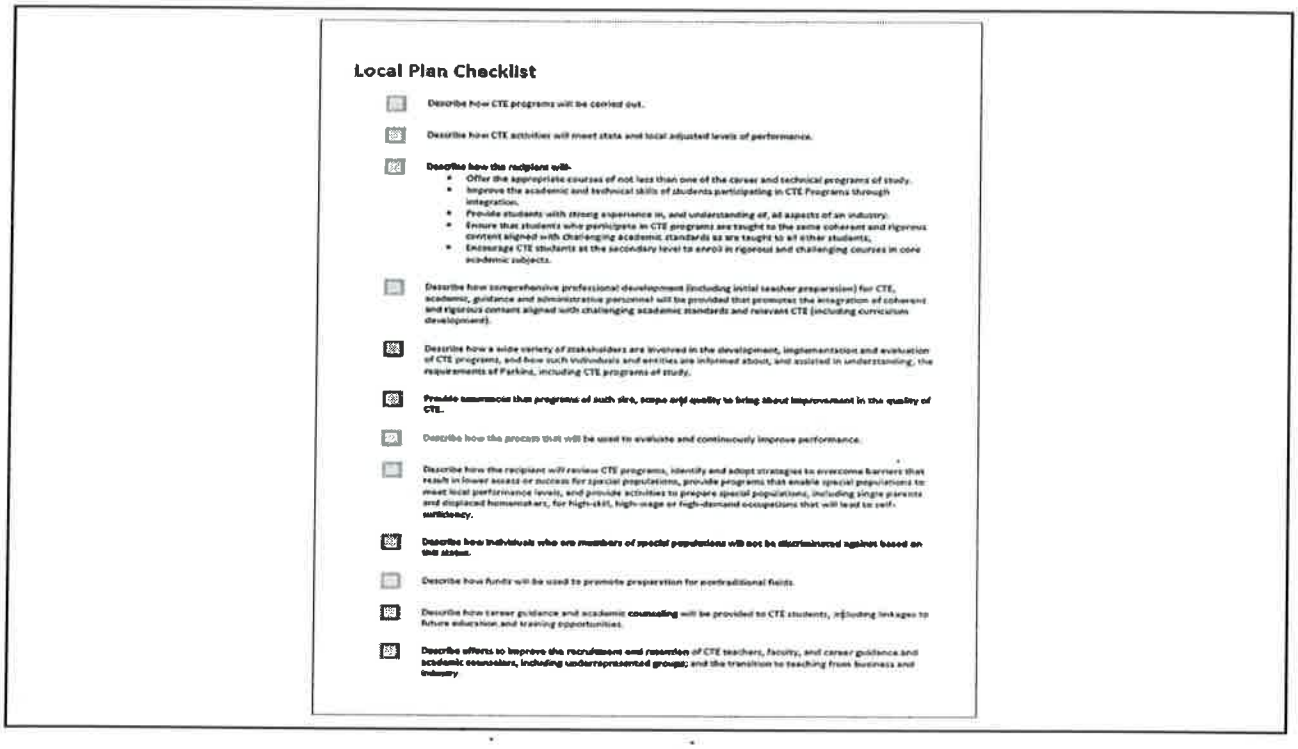
Allocations		Print
CTE Federal Perkins	Messages	Print
Budget	Messages	Print
Budget Overview		Print
FFATA & GSA Verification		Print
Programmatic, Fiscal, and Accountability Assurances		Print
Desk Monitoring - Fiscal Assurances		Print
Federal Perkins Requirements		Print
PM 1S1 - Academic Reading Attainment		Print
PM 1S2 - Academic Math Attainment		Print
PM 2S1 - Technical Skill Attainment		Print
PM 3S1 - Secondary School Completion		Print
PM 4S1 - Graduation		Print
PM 5S1 - Placement		Print
PM 6S1 - Nontraditional Participation		Print
PM 6S2 - Nontraditional Completion		Print
Program of Study (POS)		Print
Performance Measures Improvement Plan(s)	Messages	Print
Related Documents	Messages	Print
Contacts		Print


Performance Measures Improvement Plan(s) continued:

Performance Measures Improvement Plan

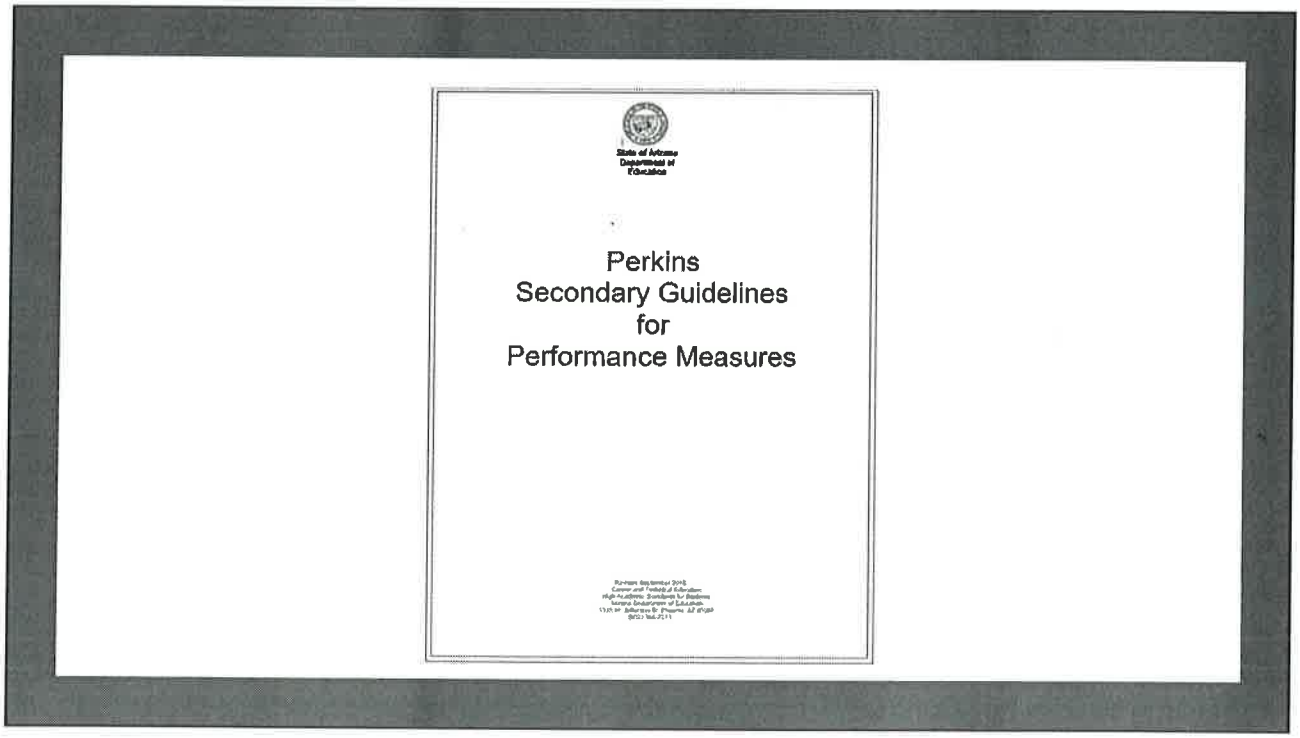

2019 Perkins Grant items due in November


Contact your specialist if you would like to use this tool
Career and Technical Education
Plan
Annual Evaluation
Section 134 (b) (1-12)



Local Plan Checklist

- Describe how CTE programs will be carried out.
- Describe how CTE activities will meet state and local adjusted levels of performance.
- **Describe how the recipient will-**
  - Offer the appropriate courses of not less than one of the career and technical programs of study.
  - Improve the academic and technical skills of students participating in CTE Programs through integration.
  - Provide students with strong experience in, and understanding of, all aspects of an industry.
  - Ensure that students who participate in CTE programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students;
  - Encourage CTE students at the secondary level to enroll in rigorous and challenging courses in core academic subjects.
- Describe how comprehensive professional development (including initial teacher preparation) for CTE, academic, guidance and administrative personnel will be provided that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant CTE (including curriculum development).
- Describe how a wide variety of stakeholders are involved in the development, implementation and evaluation of CTE programs, and how such individuals and entities are informed about, and assisted in understanding, the requirements of Perkins, including CTE programs of study.
- **Provide assurances that programs of such size, scope and quality to bring about improvement in the quality of CTE.**
- Describe how the process that will be used to evaluate and continuously improve performance.
- Describe how the recipient will review CTE programs, identify and adopt strategies to overcome barriers that result in lower access or success for special populations, provide programs that enable special populations to meet local performance levels, and provide activities to prepare special populations, including single parents and displaced homemakers, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency.
- **Describe how individuals who are members of special populations will not be discriminated against based on this status.**
- Describe how funds will be used to promote preparation for nontraditional fields.
- Describe how career guidance and academic counseling will be provided to CTE students, including linkages to future education and training opportunities.
- Describe efforts to improve the recruitment and retention of CTE teachers, faculty, and career guidance and academic counselors, including underrepresented groups; and the transition to teaching from business and industry



State of Arizona
Department of
Education

Perkins
Secondary Guidelines
for
Performance Measures

2018 Completion Report Due Dates

Due No Later than September 30

- CTE Consortia III Grant
- CTE State Priority Grant

Due No Later than December 30

- CTE Perkins Secondary Grant
- CTE Perkins Postsecondary Grant
- CTE Innovative I Grant
- CTE Innovative II Grant
- CTE Consortia Grant
- CTE Statewide Leadership I Grant
- CTE Statewide Leadership II Grant
- CTE Corrections Grant
- CTE Nontraditional Grant

Completion Reports are due within 90 calendar days after the end of the grant.

CR's initiated **ONLY** after application is complete including final narratives, related docs, revisions etc...

Handling of Interest on Completion Reports

Impacts Federal & State Funds:

- Interest reported from July 1 to June 30
- Report ALL interest earned on the Completion Report
- CTE State Priority- allows for interest to be carried over in the grant (used for CTE programs)
- Federal grants interest not carried over in the grant application

Uniform Grant Guidance- 2 CFR 200.305
(9) Interest earned amount up to $500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department...."

Handling of Interest on Completion Reports

- Grants Management will monitor interest earned across all federal grants
- District must remit interest in excess of the allowable limit ($500)
- "Return of Interest" letter sent by GME
- Do not need to remit interest earned unless receive letter

Payment Requests:

- Please request funds on grants at least quarterly
- GME is now approving payment requests
- Still are assigned a CTE Fiscal Specialist
  - ❑Provide quarterly reminders from fiscal staff if no request received

Final Fiscal Reminder:

Suspension/Debarment

Cannot contract with a vendor who has been suspended or debarred.

For contracts equal to or greater than $25,000 you must verify not excluded or disqualified

Three Options

1) Check the System for Award Management Exclusions (SAM Exclusions) to determine whether a person is excluded.

https://www.sam.gov/portal/SAM/#1

2)Collecting a certification from that person or,

3)Add a clause or condition to the covered transaction with that person

How is Priority Funding Determined?

2019 Funding Based On:

- Number of 11th and 12th grade students enrolled in CTE approved classes (40th and 100th day enrollment)
  - 75% of funding comes from this calculation
  - $63.93/student (last year was $65.79) ↓
- Related placements-if student placed in work, military or school which was related to CTE program.
  - 25% of funding comes from related placements
  - $151.30/placement (last year was $157.85) ↓

2019 Perkins Funding

- Received approx. $2.5 million more this year
  - ✓We had a return of funds from the feds for 2018
- Base allocations updated in grants
  - ✓Will require revision
- Additional funds in carryover will be added in February
- Most received more funding this year in base- questions…
  - ❑Reminder: Last year you received your base allocation, carryover and "additional funding" at the same time–
  - ❑Warned– additional funding would be a one time occurrence

Heads Up– Pre-Award Costs

- If you submitted your federal grant after July 1st and,
- If you received final "CTE Director Approval" after that
- Upon your first payment request, GME will be asking for a justification for Pre-Award Costs
- Pre-Award Costs are those costs incurred for the project after the grant "start date" but before final approval received
- Will not have the template like last year in the grant "Related Docs"

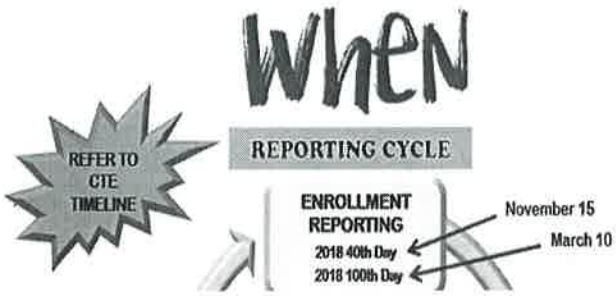
Good News for 2020!!!

- Grants will be opening March 1st again
  -Initial allocation= percentage of previous year $
- We will be notifying you of your full allocation- May
- Will have total $ amount for planning purposes
- Base allocation will go in grant in Mid-August

2020 Grant Application Changes……

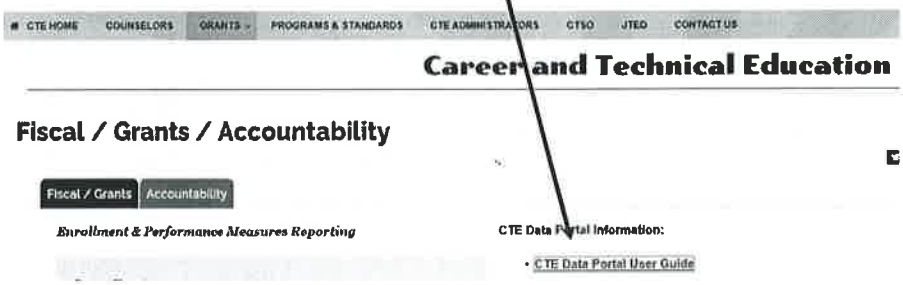
- Based on Perkins V and Results of our OCTAE Monitoring
- More Emphasis on the "Required Local Activities" of Perkins
- Special Population Groups:
  - ❑ Needs/Successes/Evidence of Local Evaluation
  - ❑ Groups Include:
    - Individual w/ Disabilities
    - Low Income Youth & Adults
    - Single Parents, Including Single Pregnant Women
    - Nontraditional
    - Out of Workforce Individuals (formerly Displaced Homemakers)
    - English Learners
    - New- Homeless Individuals (Ref. McKinney-Vento)
    - New- Youth in Foster Care (or Have Aged Out)
    - New- Youth With a Armed Forces Parent on Active Duty
- Local Needs Assessment (More to Come)

Enrollment Reporting Due



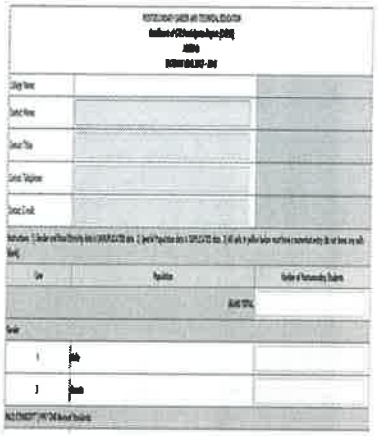
Need Assistance Using CTE Data Portal?

User Guide on ADE-CTE Website:



http://www.azed.gov/cte/grants/

New- Postsecondary In CTE Data Portal



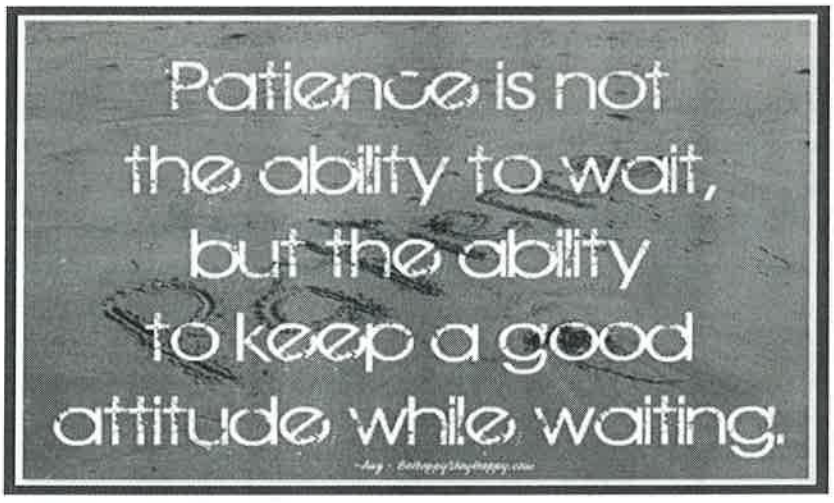
- Reporting On-Line for CAR III And CAR IV Data
- Gathering Contact Information
- Reminder: All Data Due 11/16/18

New- CTE Data Portal "Credentials" Tab

- By Christmas– Adding the New Credentials Tab to CTE Data Portal
- Data Will Include 3rd Party Certs and Community College Certs
- Going to be a Two Phase Process:
  - Phase One (This Year): -Creation of the Credentials Tab
    -Pull Existing Data Student Data (currently tied to Participants/Concentrators and Placement Area)
    -Will be Able to Add Students and Credentials
  - Phase Two (Next Year): -Will be Tied to Student Level Enrollment Data
    -Can Modify Credentials Data Earlier

New- Increased Data Directly from AZEds

- Currently pull over quite a bit of information from AZEds
- Preparations underway to increase data draw from AZEds
  - Student Level Enrollment Data
  - Coherent Sequence
  - Participants/Concentrators
- ADE Working with SIS Venders to Accommodate Changes
- Some Data Still Manual– Ex. -Selecting Federal/State
  -Adding Student Credentials
  -Placement Data
- Change for local CTE Data Preparers
  - Allow time for increased data analysis
  - Working more closely with local Registrars



Watch for Additional Information at February Directors Meeting and PD Sessions at Winter Conference

Contact Information:

Terry Strayhand
CTE Grants Lead
Terry.Strayhand@azed.gov
Mary M. Medina
OCR Special Populations Program Specialist
Email: Mary.Medina@azed.gov
Jennifer Flores
CTE Fiscal Lead
Jennifer.Flores@azed.gov
Marilyn Gardner
CTE Fiscal, Grants & Accountability Director
Marilyn.Gardner@azed.gov

Arizona Career Ready Program Module

Career and Technical Education for Career Readiness

November 16 - December 21, 2018

COURSE OVERVIEW:

This **online** course will review how educators can work more effectively with CTE at your school site. Topics include how to promote student enrollment in CTE programs, how to incorporate the Arizona Professional Work Skills within your classrooms, and reviewing the latest research "Why CTE?"

COST:

Free for all CTE educators or school counselors

TIME:

The module is about five weeks long, with 4-6 hours of work per week, which include readings, discussion and development of an action plan.

PD HOURS:

Educators can earn **20 PD hours** for a "pass" score.

DATES:

November 16 - December 21, 2018

REGISTER: **Click here:** **or** https://ems.azed.gov//home/SearchResults?SearchString=Career%20Ready

If you have questions or need help registering, please contact:
Wade Myers, wmsolo1@gmail.com or 602 799-1081
Kay Schreiber, kay.schreiber@azed.gov, 602 542-5353
ADE: Audrey Dieken, Audrey.Dieken@azed.gov, or Jet Wilson, jet.wilson@azed.gov

THE UNIVERSITY OF ARIZONA
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES
Southwest Institute for Research on Women

Project CHANGE

Working to increase gender nontraditional enrollment in Career and Technical Education programs, and to promote safe and healthy schools.

Presentations and workshops are provided at no cost.

Educator presentations provide professional development hours.

Presentations run approximately an hour to accommodate a typical class period.

Recruitment and Retention of Nontraditional Students
(for educators and counselors)

CTE enrollment suffers when students fail to consider programs outside of gender norms, and federal CTE Perkins funding requires states to set targets for nontraditional enrollment and completion. This interactive presentation encourages examining the value of student participation in nontraditional CTE programs and provides space for educators to collaboratively develop strategies for student recruitment and affirming classrooms.

Gender, CTE, and Nontraditional Career Success (for students and parents)

Why do some jobs employ more men (construction and engineering), while other jobs employ more women (nursing and early childhood education)? This interactive presentation examines gender stereotypes and how they may limit students' participation in CTE or impact their career choice, examines current job market trends, and encourages students to think outside the box.

Stopping Sexual Harassment (for students, educators, and counselors)

Sexual harassment is a form of bullying, and a common problem in schools. This presentation defines sexual harassment and provides methods of preventing and responding to sexual harassment for both students and educators, and also discusses the educational and professional consequences.

Stopping Cyberbullying (for students, educators, and counselors)

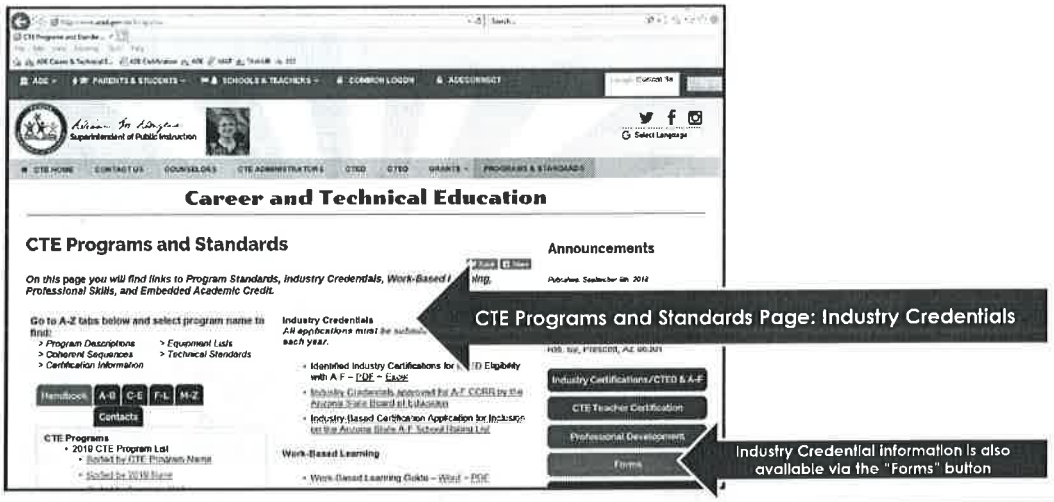
Cyberbullying is harassment that occurs online. This presentation addresses new technology, digital citizenship, avoiding inappropriate behavior, the serious personal and professional consequences, and how to prevent and address cyberbullying.

Career and Technical Education 101 (for students and parents)

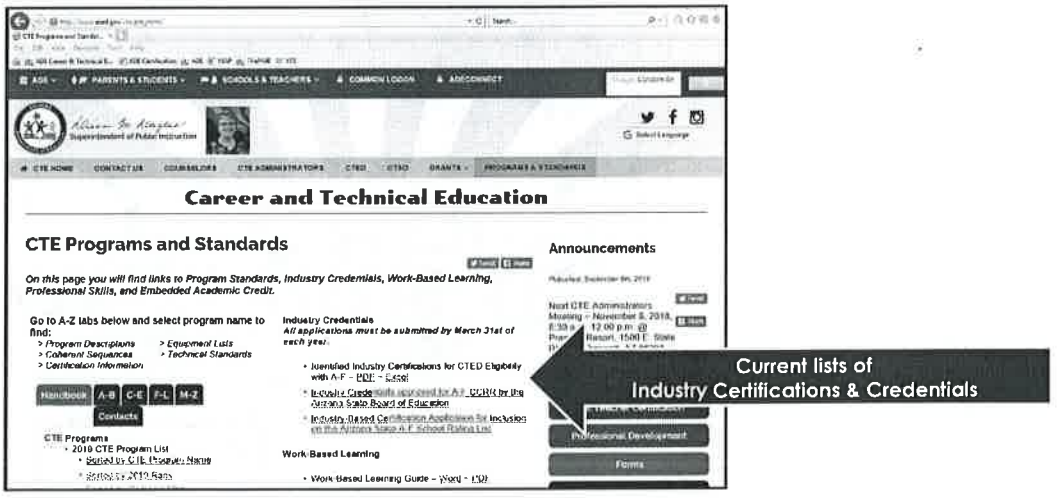
This presentation highlights the value of CTE programs and delves deeper into school-specific programs and job market opportunities. This presentation is excellent for freshmen and their families, or students who have limited CTE knowledge.

To schedule a presentation, please contact
Allison Dumka (520-591-0257, ajdumka@email.arizona.edu)
or Tim Wernette (520-307-0286, wernette@email.arizona.edu).

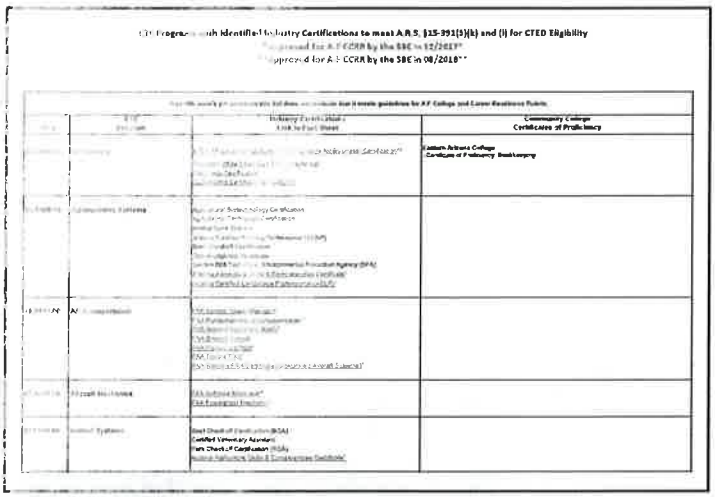
Industry Credential Application Process -Robert Waller



Industry Credential Application Process



Industry Credential Application Process



CTED Eligibility

The ***"CTE Programs with Identified Industry Certifications to meet A.R.S. §15-391(5)(k) and (l) for CTED Eligibility"*** list identifies approved industry certifications by program.

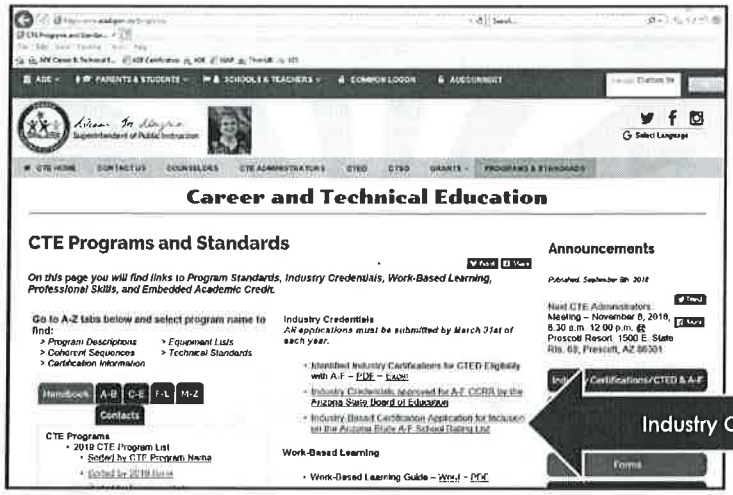
Industry Credential Application Process

A-F College and Career Readiness Eligibility

The ***"Industry Credentials approved for A-F CCRR by the SBE"*** list does not identify approved industry credentials by program.

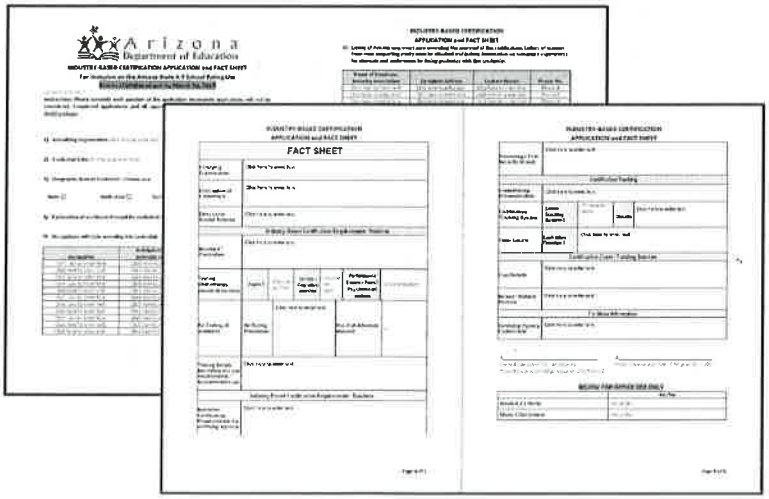
Industry credentials listed link to information-rich fact sheets for students, parents, and other stakeholders.

Industry Credential Application Process



How are new industry certifications and credentials added to these lists?

Industry Credential Application Process



- There are two parts:
  - **Application**
  - **Fact Sheet**
- Send the completed ***"Industry-Based Certification Application and Fact Sheet,"*** along with the required letters of support to the CTED Inbox by **March 31, 2019.**

Industry Credential Application Process

NOTE: THIS IS SAMPLE VERBIAGE FOR AN INDUSTRY LETTER OF SUPPORT FOR ADDING A NEW CERTIFICATION TO THE JTED AND A-F APPROVED INDUSTRY CERTIFICATIONS LISTS. PLEASE MODIFY THE LETTER AS DESIRED, AND COPY ONTO BUSINESS LETTERHEAD/STATIONARY.

PLEASE SIGN THE DOCUMENT BEFORE SUBMITTING.

THANK YOU.

Arizona Department of Education's Career & Technical Education Unit:

I/We at [Name of organization (Trade Association, Apprenticeship, Contractor, Subject matter expert)] recognize the following as appropriate industry-recognized credentials for [Name of Business or Industry]. [List of trade-recognized certifications]. The credential(s) recognized are appropriate for secondary and postsecondary Career & Technical Education students to secure entry-level positions that will develop into specialized and highly skilled career(s) within our industry. It is for those reasons I/we submit through this letter an approval of recognition to be used by Career & Technical Education instructors as well as be utilized within those same programs. If you have questions, concerns, or require further information on the recommendation written through this letter, please do not hesitate in contacting myself or my organization.

Thank you

Name

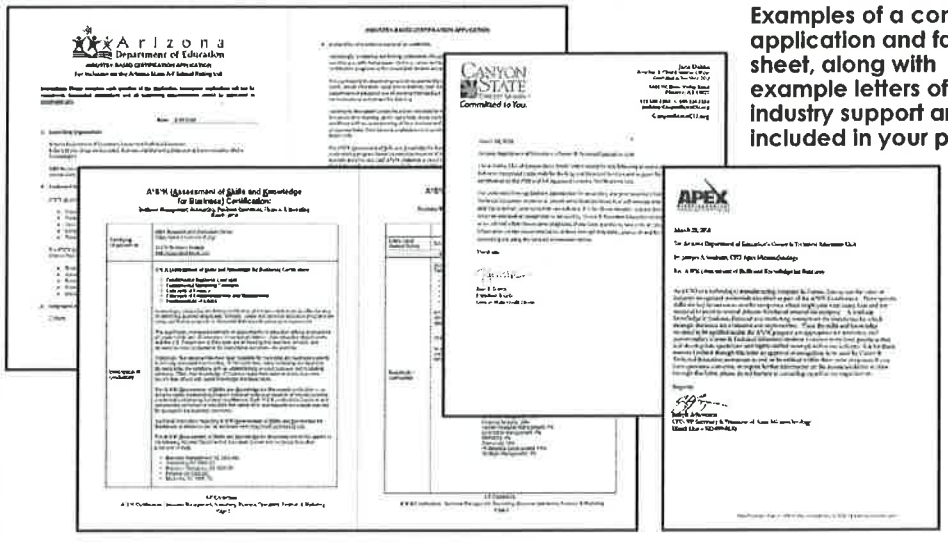
Name of organization

Contact information

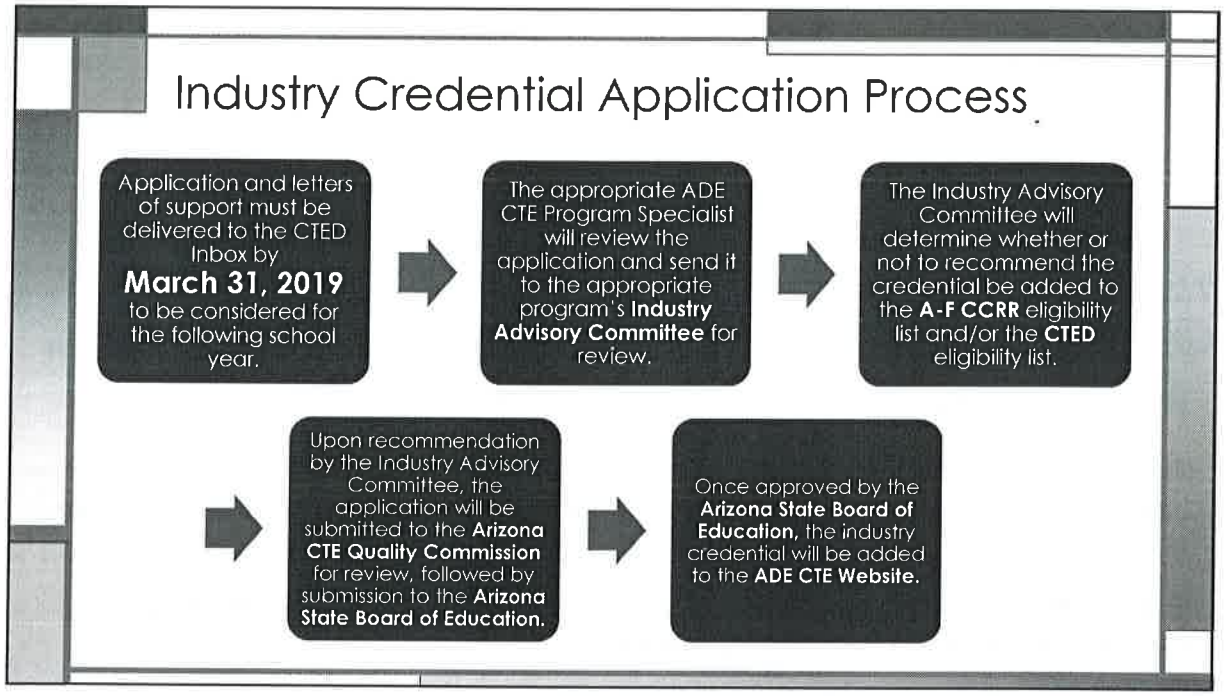
- Item #6 on the ***"Industry-Based Certification Application and Fact Sheet,"*** asks for a listing of Arizona employers who are recommending the approval of the certification/credential.
- **Letters of support** from each supporting entity must be submitted with the completed certification application and fact sheet.

Sample verbiage for an industry letter of support is included in your packet.

Industry Credential Application Process



Examples of a completed application and fact sheet, along with example letters of industry support are included in your packet.


Industry Credential Application Process
Application and letters of support must be delivered to the CTED Inbox by **March 31, 2019** to be considered for the following school year.
The appropriate ADE CTE Program Specialist will review the application and send it to the appropriate program's **Industry Advisory Committee** for review.
The Industry Advisory Committee will determine whether or not to recommend the credential be added to the **A-F CCRR** eligibility list and/or the **CTED** eligibility list.
Upon recommendation by the Industry Advisory Committee, the application will be submitted to the **Arizona CTE Quality Commission** for review, followed by submission to the **Arizona State Board of Education.**
Once approved by the **Arizona State Board of Education,** the industry credential will be added to the **ADE CTE Website.**

Learning that works for Arizona CTE™

Industry Certification Approval Process for Inclusion on Current CTE Programs with Identified Industry Certifications to meet ARS 15-391 5 k and l for CTED Eligibility and College and Career Readiness Rubric Credentials List (A-F School Letter Grades)

1. Requestor will complete the "Industry-Based Certification Application for Inclusion on the Arizona State A-F School Rating List" and submit it to the Arizona Department of Education/Career and Technical Education unit (ADE/CTE), through the CTED inbox, jted@azed.gov.
2. The appropriate ADE/CTE Program Specialist will review the application and send it to the appropriate program Industry Advisory Committee.
3. The Industry Advisory Committee will determine if the credential should be added to the Current CTE Programs with Identified Industry Certifications to meet ARS 15-391 5 k and l for CTED Eligibility list and/or the College and Career Readiness Rubric Credentials List (A-F School Letter Grades) using the application and supporting documentation submitted.
4. The recommendation for the College and Career Readiness Rubric Credentials List (A-F School Letter Grades) will then be submitted to the Arizona Career and Technical Education Quality Commission for review and submission to the State Board of Education for addition to the College and Career Readiness Rubric, Industry Certification list.
5. Once approved by the State Board of Education, the list will be added to the ADE website.

The timeline for the process is as follows:
Submissions for the College and Career Readiness Rubric Credentials List (A-F Rating List) and CTED industry credential list must be received by March 31 of each year to be considered for the following school year.

Arizona Department of Education

INDUSTRY-BASED CERTIFICATION APPLICATION and FACT SHEET

For Inclusion on the Arizona State A-F School Rating List

Due to JTED@azed.gov by March 30, 2019

Updated: 6-25-18-JS

Instructions: Please complete each question of the application. Incomplete applications will not be considered. Completed applications and all supporting documentation should be submitted to jted@azed.gov.

Date: Click here to enter a date.

1) **Submitting Organization:** Click here to enter text.

2) **Credential Title:** Click here to enter text.

3) **Geographic Area of Credential—Choose one:**

State ☐ **Multi-state** ☐ **National** ☐ **International** ☐

4) **Explanation of workforce demand for credential:** Click here to enter text.

5) **Occupations with jobs accepting this credential:**

Occupation	Anticipated Annual Statewide Demand	Wage Range
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

6) **Listing of Arizona employers recommending the approval of this certification. Letters of support from each supporting entity must be attached and include information on workplace experiences for students and preferences for hiring graduates with this credential.**

Name of Employer, Industry Association	Complete Address	Contact Person	Phone No.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Phone #

7) **Certifying/Accrediting Agency with contact information:**

Name of Certifying Agency or Accreditation Group	Complete Address	Contact Person	Phone No.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

8) **Brief Program Description to include, but not limited to:**

a. **Age student can receive credential:**
Click here to enter text.

b. **Curriculum to be used for training purposes:**
Click here to enter text.

c. **Is the curriculum or training materials duplicated in another training field? If so, please explain the need to use different training materials:**
Click here to enter text.

d. **Facilities currently offering training or where training could be implemented:**
Click here to enter text.

e. **Upon completion of training and certification, what is the next step in continuing training/education in this field?**
Click here to enter text.

f. **What is the minimum length of time required to complete the training?**
Click here to enter text.

g. **What type of credential testing and/or assessment is included with the training?**
Click here to enter text.

h. **Which of the following does the assessment include: written exams, hands-on applications, and/or performance measures?**
Click here to enter text.

i. **Is the credential based upon classroom training only or does work experience qualify?**
Click here to enter text.

j. **Explain career advancement upon completion of training and obtaining certification by the students of this credentials:**
Click here to enter text.

k. **Additional training opportunities:**
Click here to enter text.

l. **Continuing education, dual enrollment, articulated credit, and career ladder possibilities:**
Click here to enter text.

m. **What is the cost for the training and certification? What resources do employers provide in support?**
Click here to enter text.

n. **What is the recertification process for an individual's credentials to remain current/active?**
Click here to enter text.

Please complete Fact Sheet on next page

INDUSTRY-BASED CERTIFICATION
APPLICATION and FACT SHEET

FACT SHEET						
Certifying Organization	Click here to enter text.					
Description of Credentials	Click here to enter text.					
Entry-Level Annual Salaries	Click here to enter text.					
Industry-Based Certification Requirements: Students						
Standard / Curriculum	Click here to enter text.					
Testing Methodology *(consists of two tests)*	**Paper?**	Choose an item.	**Online – Cognitive portion**	Choose an item.	**Performance Exams / Tests? Psychomotor portion**	Choose an item.
Re-Testing (if available)	**Re-Testing Procedures:**	Click here to enter text.		**Max # of Attempts Allowed:**	1	
Testing Details (including any age requirements / accommodations)	Click here to enter text.					
Industry-Based Certification Requirements: Teachers						
Instructor Certification Requirements (by certifying agency)	Click here to enter text.					

INDUSTRY-BASED CERTIFICATION
APPLICATION and FACT SHEET

Proctoring / Test Security (if any)	Click here to enter text.			
Certification Tracking				
Credentialing Documentation	Click here to enter text.			
Certification Tracking System	**Online Tracking System?**	Choose an item.	**Details**	Click here to enter text.
Other Details	**Expiration Timeline?**	Click here to enter text.		
Certification Costs / Funding Sources				
Cost Details	Click here to enter text.			
Re-test / Refund Policies	Click here to enter text.			
For More Information				
Certifying Agency Contact Info	Click here to enter text.			

X_____
Printed Name and Title of Industry Chair/President of Industry Committee/Council

X_____
Printed Name and Title of Program Specialist

BELOW FOR OFFICE USE ONLY

	Yes/No
Meets A-F Criteria	Yes or No
Meets CTED Criteria	Yes or No

NOTE: THIS IS SAMPLE VERBIAGE FOR AN INDUSTRY LETTER OF SUPPORT FOR ADDING A NEW CERTIFICATION TO THE JTED AND A-F APPROVED INDUSTRY CERTIFICATIONS LISTS. PLEASE MODIFY THE LETTER AS DESIRED, AND COPY ONTO BUSINESS LETTERHEAD/STATIONARY.

PLEASE SIGN THE DOCUMENT BEFORE SUBMITTING.

THANK YOU.

Arizona Department of Education's Career & Technical Education Unit:

I/We at [Name of organization (Trade Association, Apprenticeship, Contractor, Subject matter expert)] recognize the following as appropriate industry-recognized credentials for [Name of Business or Industry], [List of trade-recognized certifications]. The credential(s) recognized are appropriate for secondary and postsecondary Career & Technical Education students to secure entry-level positions that will develop into specialized and highly-skilled career(s) within our industry. It is for those reasons I/we submit through this letter an approval of recognition to be used by Career & Technical Education instructors as well as be utilized within those same programs. If you have questions, concerns, or require further information on the recommendation written through this letter, please do not hesitate in contacting myself or my organization.

Thank you

Name

Name of organization

Contact information

SAMPLE

Arizona Department of Education

INDUSTRY-BASED CERTIFICATION APPLICATION

For Inclusion on the Arizona State A-F School Rating List

Instructions: Please complete each question of the application. Incomplete applications will not be considered. Completed applications and all supporting documentation should be submitted to jted@azed.gov.

Date: 3/30/2018

1. **Submitting Organization:**

   Arizona Department of Education, Career and Technical Education
   Robert Waller, Program Specialist, Business and Marketing Education & Communication Media Technologies

   MBA Research and Curriculum Center
   Brenda Clark, President/CEO

2. **Credential Title:**

   A*S*K (Assessment of Skills and Knowledge for Business) certification:

   - Fundamental Business Concepts
   - Fundamental Marketing Concepts
   - Concepts of Finance
   - Concepts of Entrepreneurship and Management
   - Fundamentals of Ethics

   The A*S*K (Assessment of Skills and Knowledge for Business) credential applies to the following Arizona Department of Education, Career and Technical Education programs of study:

   - Business Management (52.0200.00)
   - Accounting (52.0300.00)
   - Business Operations (52.0400.00)
   - Finance (52.0800.00)
   - Marketing (52.1800.20)

3. **Geographic Area of Credential—Choose one:**

   ☐ **State** ☐ **Multi-state** ☒ **National** ☐ **International**

SAMPLE

INDUSTRY-BASED CERTIFICATION APPLICATION

4. Explanation of workforce demand for credential:

Increasingly, companies are finding certification of business skills to be an effective way of identifying qualified employees. Similarly, career and technical education programs are using certification programs to document both student and program successes.

The significantly increased emphasis on accountability in education affects all programs, all grade levels, and all educators. Local school districts, state education departments, and the U.S. Department of Education are all insisting that teachers, schools, and students be more accountable for instructional outcomes—for learning.

Historically, few opportunities have been available for marketing and business students to formally document their learning. At the same time, many marketing and business students enter the workforce with an understanding of basic business and marketing concepts. Often, their knowledge of business helps them become productive more quickly than others with lesser knowledge and fewer skills.

The A*S*K (Assessment of Skills and Knowledge for Business) certification is an industry-based credentialing program based on extensive research of industry practice and formal validation by business practitioners. Each A*S*K credential is based on well-documented performance indicators that define skills and requisite knowledge required for success in the business community

Additional information regarding A*S*K (Assessment of Skills and Knowledge for Business) certifications can be accessed here: http://www.askinstitute.org/

5. Occupations with jobs accepting this credential:

Occupations	Anticipated Annual Statewide Demand	2016 Median National Earnings*
Accountants and Auditors	Low to Medium (250-500)	$68,150
Advertising Sales Agents	Medium (500-1000	$50,380
Bookkeeping, Accounting, and Auditing Clerks	High (1000+)	$38,390
Cashiers	High (1000+)	$20,180
Customer Service Representatives	High (1000+)	$32,300
Financial Analysts	Low to Medium (250-500)	$81,760
Financial Clerks	High (1000+)	$38,080
General Office Clerks	High (1000+)	$30,580
Human Resources Specialists	Low to Medium (250-500)	$59,180
Insurance Sales Agents	Medium (500-1000)	$49,990
Insurance Underwriters	Low to Medium (250-500)	$67,680
Loan Officers	Medium (500-1000	$63,650
Marketing Specialists	Medium (500-1000)	$62,560
Personal Financial Advisors	Low to Medium	$90,530

	(250-500)	
Purchasing Managers, Buyers, and Purchasing Agents	Medium (500-1000)	$64,850
Retail Sales Workers	High (1000+)	$22,900
Secretaries and Administrative Assistants	High (1000+)	$37,230
Securities, Commodities, and Financial Services Sales Agents	Low to Medium (250-500)	$67,310
Tax Examiners and Collectors, and Revenue Agents	Low to Medium (250-500)	$52,060
Tellers	Medium (500-1000)	$27,260
Wholesale and Manufacturing Sales Representatives	Medium (500-1000)	$32,300

Information retrieved from the US Dept. of Labor – Bureau of Labor Statistics – Occupational Outlook Handbook on 03.27.18: https://www.bls.gov/ooh/

6. **Listing of Arizona employers recommending the approval of this credential. Letters of support from each supporting entity must be attached and include information on workplace experiences for students and preferences for hiring graduates with this credential.**

Name of Employer, Industry Association	Complete Address	Contact Person	Phone No.
Canyon State Credit Union	3440 W. Deer Valley Road Phoenix, AZ 85027	Jane Dobbs, President & Chief Executive Officer	(623) 580-6000
APEX Microtechnology Inc.	5980 N. Shannon Road Tucson, AZ 85741	Joseph Jacobson, Chief Financial Officer	(520) 690-8650

7. **Certifying/Accrediting Agency with contact information:**

Name of Certifying Agency or Accreditation Group	Complete Address	Contact Person	Phone No.
MBA Research and Curriculum Center	1375 King Avenue Columbus, OH 43212	Brenda Clark, President/CEO	(801) 847-3159

8. **Brief Program Description to include, but not limited to:**

   a. **Age student can receive credential:**

   There is no age requirement for students to take an A*S*K (Assessment of Skills and Knowledge for Business) certification exam or earn an A*S*K credential.

b. Curriculum to be used for training purposes:

Students who successfully complete an Arizona Department of Education, Career and Technical Education-approved Program of Study in:

- Business Management
- Accounting
- Business Operations
- Finance
- Marketing

which includes a coherent sequence of instruction that addresses all of the industry-validated technical standards for the program will be prepared to attain an A*S*K (Assessment of Skills and Knowledge for Business) credential.

CONTENT FOCUS

All specifications outlined below are estimates. Specific exam content changes frequently and without notice on the basis of continuing item analysis, content validations, and other variables.

A*S*K Certification: Fundamental Business Concepts

Content specifications (approximate percentages):

Business Law: 1%
Communication Skills: 12%
Customer Relations: 6%
Economics: 9%
Emotional Intelligence: 15%
Financial Analysis: 20%
Human Resource Management: 1%
Information Management: 7%
Marketing: 1%
Operations: 13%
Professional Development: 14%
Strategic Management: 1%

A*S*K Certification: Fundamental Marketing Concepts

Content specifications (approximate percentages):

Channel Management: 9%
Marketing-Information Management: 21%
Market Planning: 7%
Marketing: 6%
Pricing: 6%
Product/Service Management: 21%
Professional Development: 2%

Promotion: 16%
Selling: 12%

A*S*K Certification: Concepts of Finance

Content specifications (approximate percentages):

Business Law: 7%
Customer Relations: 3%
Financial Analysis: 57%
Financial-Information Management: 13%
Information Management: 2%
Professional Development: 9%
Risk Management: 9%

A*S*K Certification: Concepts of Entrepreneurship/Management

Content specifications (projected, approximate percentages):

Business Law: 3%
Channel Management: 1%
Customer Relations: 1%
Economics: 3%
Entrepreneurship: 16%
Financial Analysis: 8%
Human Resources Management: 9%
Information Management: 2%
Innovation Management: 2%
Knowledge Management: 1%
Marketing-Information Management: 1%
Market Planning: 7%
Operations: 13%
Pricing: 3%
Product/Service Management: 10%
Professional Development: 1%
Promotion: 3%
Quality Management: 1%
Strategic Management: 15%

A*S*K Certification: Fundamentals of Ethics

Content specifications (approximate percentages):

Business Law: 2%
Communication Skills: 3%
Customer Relations: 2%
Economics: 1%
Emotional Intelligence: 70%

Financial Analysis: 3%
Human Resource Management: 2%
Information Management: 1%
Operations: 8%
Professional Development: 8%

PERFORMANCE INDICATORS

The content of each A*S*K certification exam is based on performance indicators, or competencies, drawn from the National Standards for Business Administration, Finance, Management and Administration, and Marketing.

For more information on the specific performance indicators tested on each of the different A*S*K certification exams, go to:

http://www.askinstitute.org/index.php?option=com_content&view=category&layout=blog&id=37&Itemid=57

c. Is the curriculum or training materials duplicated in another training field? If so, please explain the need to use different training materials:

Not applicable.

d. Facilities currently offering training or where training could be implemented:

Arizona Department of Education, Career and Technical Education-approved programs in:

- Business Management
- Accounting
- Business Operations
- Finance
- Marketing

are located in Local Education Agencies (LEAs) throughout the state of Arizona.

e. Upon completion of training and certification, what is the next step in continuing training/education in this field?

Upon completion of training and certification, students can pursue post-secondary education opportunities and/or occupational experience, including technical school, community college, university, military, apprenticeships, internships, and traditional and entrepreneurial employment in a limitless range of industries.

f. What is the minimum length of time required to complete the training?

The Arizona Department of Education, Career and Technical Education-approved programs of study in

- Business Management
- Accounting
- Business Operations
- Finance
- Marketing

consist of two Carnegie Units of instruction, equal to a minimum of 250 academic contact hours.

g. What type of credential testing and/or assessment is included with the training?

The Arizona Department of Education, Career and Technical Education-approved programs of study for

- Business Management
- Accounting
- Business Operations
- Finance
- Marketing

include comprehensive end-of-program Technical Skills Assessments.

h. Which of the following does the assessment include: written exams, hands-on applications, and/or performance measures?

Each A*S*K certification exam contains 100 multiple-choice test items administered online through a secure online testing vendor. Each test item is composed of a self-contained stem and four alternatives, including three plausible, but not defensible, distractors. Examinees have a total of 100 minutes to complete the exam.

i. Is the credential based upon classroom training only or does work experience qualify?

Work experience is not a requisite for attaining an A*S*K credential.

j. Explain career advancement upon completion of training and obtaining certification by the students of this credentials:

By earning an A*S*K credential, students have validated entry-level knowledge and skills in

- Business Management, or
- Accounting, or
- Business Operations, or
- Finance, or
- Marketing

and are prepared to enter the workforce.

Students who demonstrate mastery of essential Business and Marketing knowledge and skills by earning an A*S*K credential will stand out from the crowd when applying for entry-level positions.

k. Additional training opportunities:

There are myriad opportunities through which students can receive additional training to prepare for the A*S*K certification exams, including:

- Co-curricular Career and Technical Student Organization (CTSO) lessons and activities
- School-based enterprises
- Labs and simulations
- Online training and instruction Websites
- Supplemental textbooks, videos, and podcasts

Currently, all Business and Marketing instructors in the State of Arizona have FREE access to the MBA Learning Center. Available in the MBA Learning center are multiple LAP (Leadership Aptitude Performance) Instructional Modules designed to help prepare students for the A*S*K certification exams.

Designed for Business and Marketing instructors, LAP Instructional Modules support and provide rigorous and relevant instruction for industry-validated performance indicators. Since LAP Instructional Modules are based on the same industry validation research as the A*S*K certification exams, they are excellent review and study materials to help ensure that students are prepared to earn their A*S*K credentials.

l. Continuing education, dual enrollment, articulated credit, and career ladder possibilities:

LEA-specific Programs of Study can and should provide students with opportunities for dual enrollment/articulated credit through local post-secondary educational institutions.

Many continuing education opportunities exist for students wishing to pursue post-secondary academic and occupational certificates and degrees in fields related to their chosen Program of Study.

m. What is the cost for the training and certification? What resources do employers provide in support?

There is no cost for students to participate in an Arizona Department of Education, Career and Technical Education-approved Program of Study in:

- Business Management
- Accounting
- Business Operations
- Finance
- Marketing

A*S*K certification exam credits have a list price of $65. Currently, because Arizona is an MBA Research and Curriculum Center Member State, the cost of a single A*S*K certification exam credit is $45. Discounts are offered for bulk purchases. *(When ordering 10-25 A*S*K certification exam credits, the cost is $29.58; when ordering 26 or more A*S*K certification exam credits, the cost is $25.03.)* A*S*K certification exam pre-tests can be purchased for as little at $8.47 each.

n. What is the recertification process for an individual's credentials to remain current/active?

A*S*K (Assessment of Skills and Knowledge for Business) credentials do not expire.

EXAMPLE

A*S*K (Assessment of Skills and Knowledge for Business) Certification:

Business Management, Accounting, Business Operations, Finance, & Marketing

March, 2018

Certifying Organization	MBA Research and Curriculum Center https://www.mbaresearch.org/ A*S*K Business Institute http://www.askinstitute.org/
Description of Credentials	**A*S*K (Assessment of Skills and Knowledge for Business) Certification:** • **Fundamental Business Concepts** • **Fundamental Marketing Concepts** • **Concepts of Finance** • **Concepts of Entrepreneurship and Management** • **Fundamentals of Ethics** Increasingly, companies are finding certification of business skills to be an effective way of identifying qualified employees. Similarly, career and technical education programs are using certification programs to document both student and program successes. The significantly increased emphasis on accountability in education affects all programs, all grade levels, and all educators. Local school districts, state education departments, and the U.S. Department of Education are all insisting that teachers, schools, and students be more accountable for instructional outcomes—for learning. Historically, few opportunities have been available for marketing and business students to formally document their learning. At the same time, many marketing and business students enter the workforce with an understanding of basic business and marketing concepts. Often, their knowledge of business helps them become productive more quickly than others with lesser knowledge and fewer skills. The **A*S*K (Assessment of Skills and Knowledge for Business)** certification is an industry-based credentialing program based on extensive research of industry practice and formal validation by business practitioners. Each A*S*K credential is based on well-documented performance indicators that define skills and requisite knowledge required for success in the business community Additional information regarding **A*S*K (Assessment of Skills and Knowledge for Business)** certifications can be accessed here: http://www.askinstitute.org/ The **A*S*K (Assessment of Skills and Knowledge for Business)** credential applies to the following Arizona Department of Education, Career and Technical Education programs of study: • Business Management (52.0200.00) • Accounting (52.0300.00) • Business Operations (52.0400.00) • Finance (52.0800.00) • Marketing (52.1800.20)

A*S*K (Assessment of Skills and Knowledge for Business) Certification:

Business Management, Accounting, Business Operations, Finance, & Marketing

March, 2018

Entry-Level Annual Salary	$20,000 - $32,000
Industry-Based Certification Requirements: Students	
Standards / Curriculum	Students who successfully complete an Arizona Department of Education, Career and Technical Education-approved Program of Study in: • Business Management • Accounting • Business Operations • Finance • Marketing which includes a coherent sequence of instruction that addresses all of the industry-validated technical standards for the program will be prepared to attain an **A*S*K (Assessment of Skills and Knowledge for Business)** credential. **CONTENT FOCUS** All specifications outlined below are estimates. Specific exam content changes frequently and without notice based on continuing item analysis, content validations, and other variables. **A*S*K Certification: Fundamental Business Concepts** **Content specifications (approximate percentages):** Business Law: 1% Communication Skills: 12% Customer Relations: 6% Economics: 9% Emotional Intelligence: 15% Financial Analysis: 20% Human Resource Management: 1% Information Management: 7% Marketing: 1% Operations: 13% Professional Development: 14% Strategic Management: 1%

A*S*K (Assessment of Skills and Knowledge for Business) Certification:

Business Management, Accounting, Business Operations, Finance, & Marketing

March, 2018

A*S*K Certification: Fundamental Marketing Concepts

Content specifications (approximate percentages):

Channel Management: 9%
Marketing-Information Management: 21%
Market Planning: 7%
Marketing: 6%
Pricing: 6%
Product/Service Management: 21%
Professional Development: 2%
Promotion: 16%
Selling: 12%

A*S*K Certification: Concepts of Finance

Content specifications (approximate percentages):

Business Law: 7%
Customer Relations: 3%
Financial Analysis: 57%
Financial-Information Management: 13%
Information Management: 2%
Professional Development: 9%
Risk Management: 9%

A*S*K Certification: Concepts of Entrepreneurship/Management

Content specifications (projected, approximate percentages):

Business Law: 3%
Channel Management: 1%
Customer Relations: 1%
Economics: 3%
Entrepreneurship: 16%
Financial Analysis: 8%
Human Resources Management: 9%
Information Management: 2%
Innovation Management: 2%
Knowledge Management: 1%
Marketing-Information Management: 1%
Market Planning: 7%
Operations: 13%
Pricing: 3%
Product/Service Management: 10%
Professional Development: 1%
Promotion: 3%
Quality Management: 1%
Strategic Management: 15%

A*S*K (Assessment of Skills and Knowledge for Business) Certification:

Business Management, Accounting, Business Operations, Finance, & Marketing

March, 2018

<table>
<tr><td></td><td colspan="6">A*S*K Certification: Fundamentals of Ethics

Content specifications (approximate percentages):

Business Law: 2%
Communication Skills: 3%
Customer Relations: 2%
Economics: 1%
Emotional Intelligence: 70%
Financial Analysis: 3%
Human Resource Management: 2%
Information Management: 1%
Operations: 8%
Professional Development: 8%

PERFORMANCE INDICATORS

The content of each A*S*K certification exam is based on performance indicators, or competencies, drawn from the National Standards for Business Administration, Finance, Management and Administration, and Marketing.

For more information on the specific performance indicators tested on each of the different A*S*K certification exams, go to:

http://www.askinstitute.org/index.php?option=com_content&view=category&layout=blog&id=37&Itemid=57</td></tr>
<tr><td>Testing Methodology</td><td>Paper?</td><td>No</td><td>Online?</td><td>Yes</td><td>Performance Exams / Tests?</td><td>Each A*S*K certification exam contains 100 multiple-choice test items administered online through a secure online testing vendor.</td></tr>
<tr><td>Re-Testing (if available)</td><td>Re-Testing Procedures</td><td colspan="3">Students who are unsuccessful in achieving a passing grade on an A*S*K certification exam may take the same exam only once per calendar quarter. However, a student may take any other available A*S*K certification exam regardless of his or her scores on prior testing.</td><td>Max Attempts</td><td>Students may take the same exam only once per calendar quarter.</td></tr>
</table>

A*S*K (Assessment of Skills and Knowledge for Business) Certification:

Business Management, Accounting, Business Operations, Finance, & Marketing

March, 2018

Testing Details – Including Age Requirements & Accommodations	There are no prerequisites for examination, nor are there age restrictions. Any individual may participate in the A*S*K certification exam program subject to the rules, policies, and procedures of the institution sponsoring the test site. Individuals may access any given exam no more than one time per calendar quarter. The A*S*K exams are administered online through an online testing vendor, Webxam (www.webxam.org). Exams can be taken through any modern web browser (i.e., Internet Explorer, Mozilla Firefox, Safari) running on a computer connected to the Internet.			
Industry-Based Certification Requirements: Teachers				
Instructor Certification Requirements	There are no instructor certification requirements for the A*S*K (Assessment of Skills and Knowledge for Business) certification.			
Proctoring / Test Security	Exam administrators and proctors acknowledge that A*S*K exams are proprietary and have substantive monetary value. They further acknowledge liability for any action that results in the actual breach of security of exam questions or in a perceived breach of security that would diminish the overall value of the exams, certificates, Institute, or sponsoring organizations. An independent exam proctor is required for any administration of any A*S*K exam, regardless of the number of examinees, nature of the examinees, or setting of the exams. Said proctor must meet the criteria set forth by A*S*K Institute. Exam proctors are responsible for supervision of the examinees during the actual examination period. The proctor must be identified and registered with the A*S*K Institute prior giving the exam. The proctor should be familiar with the testing process as they will help the students with any questions that arise. A proctor may oversee a maximum of 30 examinees. Instructors may not serve as exam proctors for students in their classes/department.			
Certification Tracking				
Credentialing Documentation	The A*S*K Business Institute and the MBA Research and Curriculum Center maintain all A*S*K certification testing and credential documentation.			
Certification Tracking System	**Online Tracking System?**	No	**Details**	N/A
Other Details	**Expiration Timeline?**	A*S*K (Assessment of Skills and Knowledge for Business) credentials do not expire.		

A*S*K (Assessment of Skills and Knowledge for Business) Certification:

Business Management, Accounting, Business Operations, Finance, & Marketing

March, 2018

Certification Costs / Funding Sources	
Cost Details	A*S*K certification exam credits have a list price of $65. Currently, because Arizona is an MBA Research and Curriculum Center Member State, the cost of a single A*S*K certification exam credit is $45. Discounts are offered for bulk purchases. *(When ordering 10-25 A*S*K certification exam credits, the cost is $29.58; when ordering 26 or more A*S*K certification exam credits, the cost is $25.03.)* A*S*K certification exam pre-tests can be purchased for as little at $8.47 each.
Re-Test / Refund Policies	Students who are unsuccessful in achieving a passing grade on an A*S*K certification exam may take the same exam only once per calendar quarter. However, a student may take any other available A*S*K certification exam regardless of his or her scores on prior testing.
For More Information	
Certifying Agency Contact Information	MBA Research and Curriculum Center 1375 King Avenue Columbus, OH 43212 (614) 486-6708 https://www.mbaresearch.org/ Brenda Clark, President/CEO

EXAMPLE

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Jane Dobbs
President & Chief Executive Officer
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3440 W. Deer Valley Road
Phoenix, AZ 85027

623.580.6000 ✱ 800.224.3330
jdobbs@CanyonStateCU.org

CanyonStateCU.org

March 30, 2018

Arizona Department of Education's Career & Technical Education Unit:

I Jane Dobbs, CEO of Canyon State Credit Union recognize the following as appropriate industry-recognized credentials for Banking and Financial Services and support for adding a new certification to the JTED and A-F Approved Industry Certifications lists.

The credential(s) recognized are appropriate for secondary and postsecondary Career & Technical Education students to secure entry-level positions that will develop into specialized and highly skilled career(s) within our industry..It is for those reasons I submit through this letter an approval of recognition to be used by Career & Technical Education instructors as well as be utilized within those same programs. If you have questions, concerns, or require further information on the recommendation written through this letter, please do not hesitate in contacting me using the contact information below.

Thank you

Jane E. Dobbs
President & CEO
Canyon State Credit Union

March 29, 2018

To: Arizona Department of Education's Career & Technical Education Unit

Fr: Joseph A Jacobson, CFO Apex Microtechnology

Re: A*S*K (Assessment of Skills and Knowledge for Business)

As a CFO of a technology/manufacturing company in Tucson, I recognize the value of industry-recognized credentials identified as part of the A*S*K Certification. These specific skills are key to success in smaller companies where employees wear many hats and are required to assist in several different functional areas of the company. A working knowledge in business, financial and marketing concepts are the foundation by which strategic decisions are evaluated and implemented. Thus, the skills and knowledge required to be certified under the A*S*K program are appropriate for secondary and postsecondary Career & Technical Education students to secure entry-level positions that will develop into specialized and highly-skilled career(s) within our industry. It is for those reasons I submit through this letter an approval of recognition to be used by Career & Technical Education instructors as well as be utilized within those same programs. If you have questions, concerns, or require further information on the recommendation written through this letter, please do not hesitate in contacting myself or my organization.

Regards,

Joseph A Jacobson
CFO, VP Secretary & Treasurer of Apex Microtechnology
Direct Line – 520-690-8650

Standards Validation Meetings for 2018-2019

Technical standards are knowledge and skill statements about practices and processes used in design, manufacture, installation, and engagement of a material, product, or assembly, and as well, those practices and processes related to the development, management, and provision of services. When available and appropriate, they are aligned with nationally recognized standards and industry certifications. A Standards Validation Committee includes incumbent workers and/or their supervisors, secondary CTE instructors, community college instructors, and the CTE Program Specialist.

Technical standards are knowledge and skill statements about practices and processes.

Standards Validation Meetings 2018-2019	
Marketing	November 2018
Graphic and Web Design	December 2018
Network Technologies	January 2019
Digital Communication	February 2019
Medical Assisting Services	February 2019
Animation	March 2019
Digital Photography	TBD
Film and TV Production	TBD
Automotive Technologies	TBD
Cosmetology and Related Services	TBD
Cabinetmaking	TBD
Carpentry	TBD

Technical Skills Assessment (TSA) Meetings for 2018-2019

Teacher Committees meet annually to further develop the test item banks. All meetings are held at ADE Central (3300 N. Central Avenue, Phoenix, AZ 85007) from 8:30 – 4:30. Lunch is "on your own" and teachers receive a $200 stipend. Meeting dates and program areas are listed below. The application for participating in these meetings is emailed to directors and teachers in early February.

Technical Skills Assessment (TSA) Meetings for 2018-2019	
Saturday – April 27	Tuesday – June 18
Graphic and Web Design	Culinary Arts
Digital Photography	Dental Assisting
Film and TV Production	Laboratory Assisting
Digital Printing	Mental and Social Services Technician
Digital Communication	Cosmetology and Related Services
Animation	
Saturday – May 4	Friday – June 21
Network Technologies	Architectural Drafting
Medical Assisting Services	Mechanical Drafting
Medical Records Technologies	Electronic Drafting
AgriScience	Automotive Collision Repair
Marketing	
Friday – June 7	Tuesday – June 25
Aircraft Mechanics	TBD
Air Transportation	
Cabinetmaking	
Carpentry	

ARIZONA CTSOs EVENTS AT A GLANCE

		Date	2018
JUN	JUNE	7-9	FFA - State Leadership Conference (Tucson, AZ)
		21-24	EdRising - National Leadership Conference (Orlando, FL)
		25-29	FFA - State Leadership Camp (Heber, AZ)
		25-29	SkillsUSA - National Leadership and Skill Conference (Louisville, KY)
		27-30	HOSA - International Leadership Conference (Dallas, TX)
		26-2	FBLA - National Leadership Conference (Baltimore, MD)
JUL		27-3	FCCLA - National Leadership Conference (Atlanta, GA)
	JULY	7-10	DECA - Emerging Leader Summit (Chicago, IL)
AUG	AUGUST	10	Thespians - State Thespian Officer Retreat (Mountain Pointe HS, Phoenix, AZ)
		11	Thespians - Theatre Coaches Convention (Mountain Pointe HS, Phoenix, AZ)
		18	HOSA - Advisor Leadership Conference (Flagstaff, AZ)
		24-25	FBLA - Teacher Leadership Conference (Tucson, AZ)
		24-25	FCCLA - Adviser Leadership Conference-ALC (Tucson, AZ)
		24-25	FFA - Chapter Officer Leadership Training (Mesa, AZ)
		25	DECA -Advisor meeting (Grand Canyon University, Phoenix, AZ)
		25	HOSA - Advisor Leadership Conference (Mesa, AZ)
SEPT	SEPTEMBER	6-8	DECA - Leadership Camp (Prescott, AZ)
		7	FFA - Greenhand and 360 Conference (Yuma, AZ)
		7-8	SkillsUSA - Teacher Leadership Conference (Phoenix, AZ)
		8	HOSA - Advisor Leadership Conference (Tucson, AZ)
		10	FFA - Greenhand and 360 Conference (Chandler, AZ)
		11	FFA - Greenhand and 360 Conference (Goodyear, AZ)
		12	FFA - Greenhand and 360 Conference (Safford, AZ)
		13	FFA - Greenhand and 360 Conference (Tucson, AZ)
		15-18	HOSA - Washington Leadership Academy (Washington, DC)
		17	FFA - Greenhand and 360 Conference (Prescott, AZ)
		17	SkillsUSA - POW Conference (Northland Pioneer College, Snowflake, AZ)
		20-22	FBLA - Leadership Camp (Prescott, AZ)
		22-26	SkillsUSA - Washington Leadership Training Conference (Washington, D.C.)
		26	DECA - Fall Leadership Conference with the AZ Diamondbacks
		27-30	FCCLA - Chapter Leadership Camp (Prescott, AZ)
OCT	OCTOBER	2	FFA - Greenhand and 360 Conference (Winslow, AZ)
		4	SkillsUSA - Fall Leadership Conference (Phoenix, AZ)
		4-6	HOSA - Leadership Camp (Prescott, AZ)
		25	FBLA on Ice! (Glendale, AZ)
		23	EdRising - Fall Leadership Conference (Phoenix, AZ)
		24-27	FFA - National Convention (Indianapolis, IN)
		30	DECA - Fall Leadership Conference with the Coyotes (Glendale, AZ)
NOV	NOVEMBER	1	HOSA Leadership Conference (Phoenix, AZ)
		2-3	DECA - Ideas to Door (Tucson, AZ)
		5	SkillsUSA on Ice (Glendale, AZ)
		6	DECA - Fall Leadership Conference with the Suns (Phoenix, AZ)
		8	FBLA FLEX Conference (Phoenix, AZ)
		8-10	FCCLA - Capital Leadership (Washington, DC)
		14-16	SkillsUSA - Leadership Training Camp (Williams, AZ)
		14-18	FBLA - National Fall Leadership Conference (Charlotte, NC)
		15	FCCLA Fall Leadership Conference (Phoenix, AZ)
		16-17	Thespians - Arizona Thespian Festival & State One Act Festival (Phoenix Convention Center, Phoenix, AZ)
		16-18	FCCLA - National Cluster Meeting (Phoenix, AZ)
		16-18	DECA - WRLC (Anaheim, CA)
DEC	DECEMBER	5-8	DECA - New York Experience
		7	FFA - Midwinter Conference (Mesa, AZ)
		11-13	DECA - Districts Competitions (Statewide)

		Date	2019
JAN	JANUARY	8-17	DECA - Districts Competitions (Statewide)
		19	FBLA - Region 3 Conference (ASU East Campus, Mesa, AZ)
		19	Thespians - Southern AZ Festival of Theatre (University of Arizona, Tucson, AZ)
		26	FBLA - Region 4 Conference (ASU West Campus, Glendale, AZ)
		26	HOSA\AzATA – Regional Sports Medicine Conference (Phoenix, AZ)
		26	Thespians - Central AZ Festival of Theatre (Mesa Community College - Dobson Campus, Mesa, AZ)
		26	Thespians - Northern AZ Festival of Theatre (TBD)
		31	FBLA - Region 1 Conference (Arizona Eastern College, Thatcher, AZ)
FEB	FEBRUARY	1	SkillsUSA - Region 4 Competition (Northland Pioneer College NPC (Holbrook and Show Low) Show Low High School, Snowflake High School, Taylor NPC)
		2	FBLA -Region 2 Conference (ASU West Campus, Glendale, AZ)
		2	FBLA - Middle Level Competition (ASU West Campus, Glendale, AZ)
		8	SkillsUSA - Region 1 Competition (Arizona Western College , Yuma, AZ)
		8	SkillsUSA - Region 3 Competition - Construction (Central Arizona College)
		15-16	SkillsUSA - Region 6 Competition All construction trades, Sahuarita HS - All other contests, Pima Community College)
		16	SkillsUSA - Region 3 Competition (EVIT, Mesa, AZ)
		20-24	FBLA/FCCLA - New York City Trip (New York, NY)
		21-22	SkillsUSA - Region 2 Competition (Metro Tech High School, Phoenix AZ)
		22-23	SkillsUSA - Region 5 Competition (Verrado High School, West-MEC, Peoria HS, Glendale Community College)
		28-2	DECA - State Career Development Conference (Phoenix, AZ)
MAR	MARCH	1	FFA - Spring Conference (Tucson, AZ)
		4-6	EdRising - State Leadership Conference (Tucson, AZ)
APR	APRIL	12-13	SkillsUSA - State Championships (Phoenix, AZ)
		13	Thespians - Mini Leadership Workshop (Perry HS, Gilbert, AZ)
		15-17	FCCLA - State Leadership Conference (Tucson, AZ)
		24-26	FBLA - State Leadership Conference (Tucson, AZ)
		26	FFA - Yuma State CDE Day (Yuma, AZ)
		22-24	HOSA - Spring Leadership Conference (Tucson, AZ)
		26-1	DECA - International Career Development Conference (Orlando, FL)
MAY	MAY		
JUN	JUNE	6-8	FFA - State Leadership Conference (Tucson, AZ)
		22-25	EdRising - National Leadership Conference (Dallas, TX)
		24-28	FFA - State Leadership Camp (Heber, AZ)
		TBD	SkillsUSA - National Leadership and Skill Conference (Louisville, KY)
		19-22	HOSA - International Leadership Conference (Orlando, FL)
		24-29	Thespians - International Thespian Festival (University of Nebraska - Lincoln, Lincoln, NE)
		27-3	FBLA - National Leadership Conference (San Antonio, TX)
JUL	JULY	30-4	FCCLA - National Leadership Conference (Anaheim, CA)
		8-11	Thespians - Leadership Camp (Camp Shadow Pines, Heber, AZ)
		9-17	DECA - Emerging Leader Summit (Tysons Corner, Virginia)
		12-17	ACTEAZ Summer Conference (Tucson, AZ)

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FBLA ARIZONA · FCCLA ARIZONA · FFA · ARIZONA DECA · EDUCATORS RISING · hosa ARIZONA · SkillsUSA ARIZONA · ARIZONA THESPIANS

CTSO MEMBERSHIP

CTSO	WHERE TO ENTER MEMBERS: STATE	NATIONALS	INDIVIDUAL DUES	AFFILIATION PROGRAM DUES (See Chart Below for Pricing)	MINIMUM MEMBERSHIP REQUIREMENT	PAY DUES TO: STATE	NATIONALS	RECEIVE INVOICE FROM: STATE	NATIONALS	DUE DATE: FALL	SPRING
Arizona DECA	No	Yes	$25.00 per Student $25.00 per Advisor	Yes	5 Students + 1 Advisor	Yes	No	Yes	No	30-Sep	1-Feb
EdRising Arizona	Yes	Yes	$20.00 per Student No Advisor Fee	No	5 Students + 1 Advisor	Yes	No	Yes	No	30-Sep	1-Mar
Arizona FBLA	No	Yes	No Individual Fee $25.00 per Adviser	Yes	5 Students + 1 Adviser	Yes	No	Yes	No	30-Sep	1-Mar
FCCLA Arizona	No	Yes	$20.00 per Student $20.00 per Adviser	No	12 Students + 1 Adviser	No	Yes	No	Yes	30-Sep	1-Mar
Arizona FFA	Input membership to the AET and FFA.org websites.		$14.00 per Student only + $350.00 Chapter Fee	Yes	5 Students	Yes	No	Yes	No	30-Sep	15-Feb
Arizona HOSA	No	Yes	$20.00 per Student $20.00 per Advisor	Yes	5 Students + 1 Advisor	Yes Total Affiliation	Yes Traditional	Yes Total Affiliation	Yes Traditional	1-Nov	15-Mar
SkillsUSA Arizona	No	Yes	$20.00 per Student $27.00 per Advisor	Yes	5 Students + 1 Advisor	No	Yes	No	Yes	15-Nov	1-Mar
Arizona Thespians	No	Yes	$28.00	Yes	5 Students + 1 Advisor	No	Yes	No	Yes	Yes No Specific Date	Yes No Specific Date

PROGRAM AFFILIATION MEMBERSHIP

ARIZONA DECA	
CHAPTER SIZE AFFILIATION FEE	AFFILIATION FEE
5-10 students and teachers	$150.00
11-20 students and teachers	$300.00
21-30 students and teachers	$450.00
31-40 students and teachers	$600.00
41-50 students and teachers	$750.00
51-60 students and teachers	$900.00
61-70 students and teachers	$1,050.00
71-80 students and teachers	$1,200.00
81-90 students and teachers	$1,350.00
91-100 students and teachers	$1,500.00
Add $150.00 for every 10 additional students and teachers.	

ARIZONA FBLA	
CHAPTER ENROLLMENT FOR 2018-2019	CO-CURRICULUM PROGRAM
5-40	$600.00
41-75	$1,125.00
76-100	$1,500.00
101-125	$1,875.00
126-150	$2,200.00
151-175	$2,625.00
176-200	$3,000.00
201-225	$3,375.00
226-250	$3,750.00
251-275	$4,125.00
276-300	$4,500.00
301-325	$4,875.00
325+ or district wide	Contact FBLA Arizona
Add $25.00 per Advisor for the Professional Division.	

ARIZONA FFA			
ENROLLMENT IN AG ED CLASSES	BASIC AFFILIATION FEE	ONE STAR SUPPLEMENTAL PACKAGE FEE	TOTAL ONE STAR AFFILIATION FEE
5-40	$650.00	$550.00	$1,200.00
41-100	$850.00	$650.00	$1,500.00
101-150	$1,400.00	$800.00	$2,200.00
151-200	$2,400.00	$750.00	$3,150.00
201-250	$2,750.00	$550.00	$3,300.00
251-300	$3,300.00	waived	$3,300.00
301-350	$3,850.00	waived	$3,850.00
351-400	$4,350.00	waived	$4,350.00
401-450	$4,850.00	waived	$4,850.00
451-500	$5,500.00	waived	$5,500.00
501+	$6,150.00	waived	$6,150.00
For Two Star Supplemental Packages, contact Bethany Matos at Bethany.Matos@azed.gov.			

CTSO MEMBERSHIP

PROGRAM AFFILIATION MEMBERSHIP (CONTINUED)

ARIZONA HOSA	
100% PROGRAM AFFILIATION	**TOTAL COST**
Must affiliate at least 100% of program. Number of members should be at or around 100th day enrollment from previous year.	# x $20.00 - 20%
Must submit form.	

ARIZONA THESPIANS	
TROUPE ENROLLMENT FOR 2018-2019	**TROUPE DUES PER YEAR**
6+	$95.00

SkillsUSA ARIZONA							
NO. OF STUDENTS	**STUDENT AFFILIATION**		**EDUCATIONAL RESOURCES**		**PROFESSIONAL AFFILIATION**		**TOTAL COST**
1-24	Not Eligible	+	The formula used for the minimum dollars you must purchase is: $5.95 x the number of student affiliations. NOTE: You must pay the retail price of the product you choose to order. Your required purchase may be more if the product you are purchasing costs more than the minimum formula calculated above.	+	The affiliation is inclusive of both your state and the national affiliations. Use the formula below to determine the cost per professional: State affiliation PLUS $20.00 national For state affiliation cost go to: http://bit.ly/SkillsUSATPP Minimum of one professional for every 100 students.	=	Student Affiliation + Educational Resources & applicable shipping + Professional Affiliation
25 - 99	$395.00						
100 - 150	$640.00						
151 - 250	$1,312.00						
251 - 350	$1,750.00						
351 - 500	$2,185.00						
501 - 650	$2,750.00						
651 - 750	$3,045.00						
751 - 1,000	$3,770.00						
1,001 - 1,250*	$4,425.00						

*Due November 15. For more Members, please view the full document at: https://www.skillsusa.org/?s=tpp.