

Eligibility Process for Secondary-level Arizona local education agencies (Public Charter Schools or Private Non-Profit schools) to join an Arizona Career Technical Student Organization-CTSO

Public Charter schools

Secondary-level Arizona local education agencies (LEA) – which include public school districts, public charter districts, Private Non-Profit schools – seeking to offer Career and Technical Education (CTE) Programs and affiliate with a Career and Technical Student Organization (CTSO), must apply to become an approved CTE program through the Strengthening Career and Technical Education for the 21st Century (Perkins V) “New Perkins V Grant” application process, <https://www.azed.gov/cte/grants> and must meet all the requirements set forth in the “Elements of an Approved CTE Program”.

<https://www.azed.gov/cte/programs>

Once the public school district, public charter school district, or private non-profit school has met all the requirements in the application process, the district/school may then become eligible to offer an approved CTE program, affiliate with a CTSO for membership, and indicate if they will pursue a federal Perkins grant or decline the grant (generally in March of each year). The public school district, public charter school district, or private non-profit school will be required to assure annually, either through acceptance of the federal Perkins V grant or through submission of the required documentation form, that the CTE program maintains all elements of an approved program in order to retain CTSO affiliation.

Annual Eligibility Assurance for Private For-Profit, Parochial School or other Entities to join an Arizona Career Technical Student Organization-CTSO

In order for a private for-profit, parochial school or other entities not accepting Federal Perkins V grant funds, to meet the requirements to become members of a Career Technical Student Organization-CTSO, the private for-profit, parochial school or other entity must submit documentation on an annual basis, **by or before September 1st** of each year, to ensure they meet the qualifications of a Career and Technical Education program.

For a list of the appropriate CTSE alignment for your program, visit <https://www.azed.gov/cte/ctso>.

Through the appropriate CTSE, the **private for-profit, parochial school or other entity** must contact the CTSE and supply the following documentation, which will be verified by a CTSE Program Specialist:

- ☐ Delivers a coherent sequence of instruction. The minimum coherent sequence of courses for each CTSE program can be found at: <https://www.azed.gov/cte/programs/>
 - Types of documentation for instruction are school course catalog, curriculum map, scope and sequence, instructional framework
- ☐ Teaches all state-designated program standards. State-designated Technical Skills Standards can be found for each CTSE program at: <http://www.azed.gov/cte/programs/>
 - Types of documentation: Curriculum map, scope and sequence
- ☐ Includes Academic Integration of the state core subject areas as appropriate for the CTSE program. The Academic Standards can be found at: <https://www.azed.gov/standards-practices>
 - Types of documentation: Curriculum map, scope and sequence
- ☐ Is inclusive for all populations
 - Representative of your educational organization *i.e.* course catalog, school website listing of program courses open to all students
- ☐ Specified on the current CTSE Program List. The current CTSE Program List can be found at: <https://www.azed.gov/cte/programs> under Approved CTSE Program Lists
 - Course catalog demonstrating aligned courses to CTSE approved programs
- ☐ Taught by an appropriately CTSE certified teacher per CTSE certification requirements.
 - CTSE program-specific certification requirements for an Arizona CTSE teacher certificate can be found at: <https://www.azed.gov/cte/certification/>
- ☐ Professional Skills and work-based learning are embedded.
 - Professional Skills can be found at: <https://www.azed.gov/cte/profskills>
 - The WBL guide can be found at: <https://www.azed.gov/cte/work-based-learning>
 - Types of documentation: Curriculum map, scope and sequence
- ☐ Offers a Career and Technical Education Student Organization (CTSO) appropriate for the CTSE secondary programmatic area. Information regarding CTSEs can be found at: <https://www.azed.gov/cte/ctso>

CTSE State Advisors are available to provide assistance for implementation of CTSE membership. An initial request from a new private for-profit or parochial school must meet all requirements at the time of the initial application. To continue membership, each year the Private for-profit, Private non-profit waving Perkins funds, parochial school or Charter school waving Perkins funds must submit documentation of the above CTSE program components to the appropriate CTSE by **September 1st each year** in order to continue membership in the CTSE. If the documentation is



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not submitted by deadline, the Private for-profit or parochial school will not be allowed membership for that year.

