

Perkins Program Application
July 1, 2008 - June 30, 2009

Department/Program Name: _____

The Carl D. Perkins Act requires that each program that receives funds use such funds to initiate, improve, expand, and modernize quality career and technical education programs that prepare students for high-wage, high-skill, or high-demand occupations. The program of study elements include: (1) secondary and postsecondary elements; (2) opportunities to earn postsecondary credit while in secondary education; and (3) leads to an industry-recognized credential/certificate, associate degree, or baccalaureate degree. Articulation agreements must exist for all eligible programs.

1. **Describe the program/project and area(s) of need for funding.** Describe what the funds will be used for: equipment, professional development, new programming, etc., and how the funds will enable the program to initiate, improve, expand, and modernize quality career and technical education programs.
 - Identify the **activities, timeline, and evaluation strategies on the attached Strategies Matrix.**
 - Describe how the program will develop, improve, or expand the use of technology in career and technical education (such as use of computerized equipment in the lab, basic computer skills, etc.) and training teachers and faculty in the use and teaching of technology.
 - Purchase of equipment must clearly be tied to larger strategies that encompass comprehensive program improvement to integrate academics, implement the learning competencies, professional development, or developing new or improved programs of study, etc.

2. **Describe how your program provides students with strong experience in all aspects of the industry, providing students with a comprehensive understanding of the industry that the individual is preparing to enter, from the most basic to the most advanced technical skills.** Specify the work-based learning (industry standards for curriculum), internships, job shadowing, visits to industry and service learning activities. List the business partnerships of the program and industry experience for teachers and faculty.

3. **Describe strategies to implement instruction in employability skills** (may be through College Career Services Center or describe how skills like interviewing, job search or job placement are integrated into the curriculum or provided in other ways).

4. **Document that the training leads to high wage, and/or high demand jobs.**
Use the labor market information (NV DETR which provides job title projections and wages, www.nevadaworkforce.com/cgi/databrowsing/occExplorerQSSelection.csp?menuchoice=occExplorer), to document that the job title(s) trained for are high wage (\$16.17 per hour not including benefits), high skill, or high demand (growth of 4% or higher estimated).

5. **Describe how the integration of academics in CTE programs will be strengthened through coherent and rigorous content aligned with academic standards and relevant career and technical content.** Specify where mathematics and communications, i.e. computation and human relations are included in the curriculum and/or math, science, English, and writing courses specific to the program or degree. Strategies may also include how teachers are trained to integrate academics; how coordination occurs between the CTE program and academic programs.

6. **Provide assurances that the program will be of such size, scope, and quality to simulate the appropriate workplace environment to bring about improvement in the quality of career and technical education programs including:**
 - Identify numbers of staff; average number of students served each year.
 - Describe how the space for labs, and equipment provided is adequate for the program to teach students the workplace standards, competencies, and skills necessary for them to practice careers within their chosen field and succeed in postsecondary education, (i.e. specify the number of courses in the program sequence).
 - **Attach the course sequence for the degree and certificate or certificate of completion.**

7. **Describe how CTE is linked at the secondary and postsecondary levels by offering courses in program of study** (courses offered for Tech Prep credit, dual credit, participation of program in high school activities such as recruitment fairs, classroom presentations, etc.). Provide a list of current articulated courses at the secondary and 4-year college levels.

8. **Describe how your program will provide professional development programs to teachers, and other staff who are involved in the career and technical education program.** Each program must have a comprehensive professional development program that includes the integration of coherent and rigorous academic standards in career and technical education curricula, and is focused on instruction (such as equipment training, conferences, industry skill training or certification, participation in CAPE training for teaching methodology, WebCT and other CAPE training programs).

9. **Describe how the program will implement evaluations of career and technical education programs, and student technical skills.** Specify the types and timeline for program evaluations and student technical skill evaluations; verify the certificates, industry certifications, or degrees the program leads to; and how the needs of special populations are met. Could be referral to ReEntry or other College services such as tutoring, counseling Retention, early identification system, etc.

10. **Describe the structure for joint technical skills or advisory committees (membership of business, school district, college, and student representatives).** Attach a current membership list (including identification of each member's affiliation, identification of the committee chair, and a non-agency representative) Include an assurance/statement that the committee will meet no fewer than **three times per year**. Describe how meeting records are maintained.

11. **Describe the role of the joint technical skill committee or advisory committee in the planning and development of the Perkins program-funding plan.** Present the program-funding plan to the committee and note here the date the committee reviewed.