

# Area Career and Technology Center

## Approval Process Checklist

### Authorization to establish Area Career and Technology Centers in North Dakota Law

ND Century Code for Area CTE Centers

<http://www.nd.gov/cte/projects/area-center/docs/AreaCenterCenturyCode.pdf>

**The State Board for Career and Technical Education Plans approves all plans.**

### Narrative Checklist

1. Identify secondary school districts involved in the proposal and provide contact information.
2. Identify governance of the Center (refer to ND Century Code 15-20.2-01 for guidelines – link included on website)
  - a. Must be governed by a CTE Center Board.
  - b. Each member district will have one board member for every 300 students enrolled in grades 9 – 12, with a maximum of three board members from each school.
3. Include a needs assessment, incorporating input from participating school districts, labor market information, businesses and industry, local economic development, and others to determine the types of CTE programs to offer and where and how the program can be best delivered. Preference will be given for those programs that:
  - a. utilize and have an emphasis on current technology
  - b. incorporate entrepreneurial or self employment opportunities in occupational areas.
4. Identify the CTE offerings by program name and MISO3 course code numbers that will be offered by the Center.
  - a. A program is a sequence of courses (see Program Approval Policy)
  - b. A center must incorporate a minimum of five occupational CTE programs
  - c. Programs may be delivered via distance through ITV or online
  - d. The department will work with applicants to assure that alternatively delivered programs meet CTE program standards
5. Identify locations and facilities that will be the delivery and receiving locations for CTE programming. There may be multiple facilities and points of delivery.
6. Identify how each CTE programs' curriculum will be delivered to member school districts, i.e. traditional delivery and/or alternative delivery systems through online, ITV, traveling teachers, transporting students, rotating labs, etc, including postsecondary CTE programming arrangements such as dual credit or articulation.

7. Identify how scheduling issues are being resolved relating to common calendars and synchronized class periods for member schools. Identify how consideration was given for the regional two-year campus class schedule for dual enrollment purposes.
8. Identify projected total high school enrollment of member schools, by district, for the school year. Identify a five and ten year student enrollment projection by district.
9. Provide an estimate of the number of students who will be involved in the CTE programs from each district (i.e. through student survey)
  - a. Enrollment in individual CTE classes at an Area Center can be prorated based on each school's comparative enrollment in grades 9 – 12.

### **Fiscal Information**

Approved Area Centers will be reimbursed at the current established rate (40%) of all approved CTE costs. Approved costs include salaries, supplies, operating, and lease of facilities (\$1.30 per ft).

1. Provide an overall budget – by program area
  - a. Provide a Funding Application Budget Sheet (SFN 15275) for each CTE program area (minimum of 5) plus one for Administration and Operation.  
<http://www.nd.gov/cte/forms/docs/FundingApplication15275.pdf>
    - i. Each program is subject to the CTE Program Approval Policy  
<http://www.nd.gov/cte/forms/docs/ProgramApprovalPolicy-Jan07.pdf>
  - b. Budget for a CTE Director who must be credentialed to receive funding.  
<http://www.nd.gov/cte/teacher-cert/docs/admin-secondary-new-provisional.pdf>
2. Identify how individual member districts will be assessed based on each school's percentage of enrollment in grades 9 – 12.

### **Submission**

Attach to the proposal a completed Funding Application Cover Sheet (SFN 15274) which can be found at: <http://www.nd.gov/cte/forms/docs/FundingApplicationCover5274.pdf>

Submit by either email to [cte@nd.gov](mailto:cte@nd.gov)

or mail to: Wayne Kutzer, State Director  
Department of Career and Technical Education  
600 E Boulevard Ave, Dept 270  
Bismarck, ND 58505-0610

### **Additional Resources**

Joint Agreement  
Resolution for Area Center