

REGION #: \_\_\_\_\_

FISCAL AGENCY

NAME: \_\_\_\_\_

**MICHIGAN DEPARTMENT OF EDUCATION**  
**Office of Career and Technical Education (OCTE)**

**TECH PREP ANNUAL  
GRANT APPLICATION**

**Due to OCTE: April 1, 2009**

**TECH PREP  
GRANT CONTACT AND FISCAL AGENT INFORMATION  
FY 2009-2010**

Region No. \_\_\_\_\_ Regional Fiscal Agency Name \_\_\_\_\_

<b>CAREER INITIATIVE COORDINATOR</b>	Legal Name		
	Legal Name of Agency		
	Address		
	City	State	Zip Code
	Telephone Number	Fax Number	
	Email Address		

<b>FISCAL AGENCY</b>	Legal Name		
	Superintendent / President		
	Address		
	City	State	Zip Code
	County		
	Telephone Number	Fax Number	
	Email Address		

<b>REGIONAL TECH PREP FISCAL CONTACT PERSON</b>	Legal Name		
	Legal Name of Agency		
	Address		
	City	State	Zip Code
	Telephone Number	Fax Number	
	Email Address		

**TECH PREP  
REGIONAL TECH PREP COORDINATOR  
FY 2009-2010**

Region No. \_\_\_\_\_ Regional Fiscal Agency Name \_\_\_\_\_

<b>REGIONAL TECH PREP COORDINATOR (POST SECONDARY)</b>	Name		
	Agency		
	Address		
	City	State	Zip Code
	Telephone Number	Fax Number	
	Email Address		

<b>REGIONAL TECH PREP COORDINATOR (SECONDARY)</b>	Name		
	Agency		
	Address		
	City	State	Zip Code
	Telephone Number	Fax Number	
	Email Address		

**Please indicate if the Regional Tech Prep Coordinating Agency is Secondary or Post Secondary**

- Secondary
- Post Secondary

## **SECTION II FEDERAL AND STATE ASSURANCES AND CERTIFICATIONS**

### Certification Regarding Drug-Free Workplace Requirements

The applicant agrees to comply with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85.605 and 85.610.

### Participation of Non-Public Schools

The State and eligible recipients that use funds under this Act for inservice and pre-service career and technical education professional development programs for career and technical education teachers, administrators, and other personnel shall, to the extent practicable, upon written request, permit the participation in such programs of career and technical education secondary school teachers, administrators, and other personnel in nonprofit private schools offering career and technical secondary education programs located in the geographical area served by such eligible agency or eligible recipient.

The State assures, except as prohibited by State or local law, that an eligible recipient may, upon written request, use funds made available under this Act to provide for the meaningful participation, in career and technical education programs and activities receiving funds under this Act, of secondary school students attending nonprofit private schools who reside in the geographical area served by the eligible recipient.

The State assures that eligible recipients that receive an allotment under this Act will consult, upon written request, in a timely and meaningful manner with representatives of nonprofit private schools in the geographical area served by the eligible recipient regarding the meaningful participation, in career and technical education programs and activities receiving funding under this Act, of secondary school students attending nonprofit private schools.

### Assurance Concerning Non-Construction Programs

The applicant will comply with the following regulations regarding non-construction programs:

- a. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- b. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish

a proper accounting system in accordance with generally accepted accounting standards or agency directives.

c. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

d. Will initiate and complete the work within the applicable time frame after receipt of approval from the awarding agency.

e. Will comply, as applicable, with the provisions of the Hatch Act (5U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

### Civil Rights

The Civil Rights Compliance Program, administered by the Office of Career and Technical Education, enforces several statutes that protect the rights of beneficiaries of programs, activities, or services as part of approved career and technical/occupational education programs that receive federal financial assistance. The laws prohibit discrimination on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act of 1990), and age (Age Discrimination Act of 1975.)

### Boy Scouts of America

The applicant assures compliance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, if applicable, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools. This law applies to any public elementary school, public secondary school, local educational agency, or State educational agency that has a designated open forum or limited public forum and that receives funds made available through the Department.

### Supplement, not Supplant

Federal funds received under this Act shall be used to supplement, and not supplant, State or local funds for any activity carried out in delivery of this program.

### Certification Regarding Lobbying for Grants and Cooperative Agreements

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of

any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member Of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions. The undersigned shall require that the language of this certification be included in the awards documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Assurance with Section 511 of the U.S. Department of Education Appropriation Act of 1990

When issuing statements, press releases, requests for proposals, solicitations, and other documents describing this project, the recipient shall state clearly: 1) the dollar amount of federal funds for the project, 2) the percentage of the total cost of the project that will be financed with federal funds, and 3) the percentage and dollar amount of the total cost of the project that will be financed by nongovernmental sources.

Assurance Concerning Materials Developed with Funds Awarded Under This Grant

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: “These materials were developed under a grant awarded by the Michigan Department of Education.”

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S.



**TECH PREP  
TECH PREP COORDINATING AGENT REVIEW  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Tech Prep  
Review  
Complete?**

- |   |   |
|---|---|
| 1. Individual grant activities are consistent with allowable expenditures.  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 2. Budget provides adequate budget detail and is consistent with individual grant activities.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 3. Additional articulation agreement status pages have been completed (if applicable)   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 4. Tech Prep program status pages have been completed and accompanying articulation agreements with 2+2 Tech Prep programs of study have been provided. | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |

The completed Tech Prep portion of the Career Initiative Grant must be submitted to the Career Initiative Coordinator in your region in time to be submitted to the Office of Career and Technical Education by the due date.

## TECH PREP – REGIONAL BUDGET SUMMARY

<b>REGION NUMBER</b>		<b>REGION NAME</b>			
<b>Legal Name of Applicant</b>					
<b>RECIPIENT CODE</b>	<b>GRANT NUMBER</b>	<b>PROJECT NUMBER</b>	<b>PROJECT TYPE</b>	<b>ENDING DATE</b>	<b>FY OF APPROVED ACTIVITY</b>
			<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Carryover		

FUNCTION CODE - LINE NUMBER	PROGRAM CODE	SALARIES & BENEFITS [1]	PURCHASED SERVICES [2]	SUPPLIES & MATERIALS [3]	CAPITAL OUTLAY (EQUIPMENT) [4]	OTHER EXPENSES [5]	TECH PREP [6]	NON FEDERAL FUNDS [7]	TOTAL
	<b>Required Activities</b>								
127-922-1	Integration of Academics								
127-913-2	Use of Technology								
127-913-3	All Aspects of the Industry								
127-902-4	Special Populations								
221-917-1	Secondary/Postsecondary Linkages								
221-914-2	Professional Development (Instruction)								
283-914-1	Professional Development (Non-Instruction)								
	<b>Permissible Activities</b>								
212-912-1	Career Plans (EDPs)								
281-913-1	Evaluation and Assessment								
226-921-1	Coordination								
226-921-2	Administration								
411	Outgoing Transfer								
	<b>TOTAL</b>								
<b>REGIONAL ALLOCATION (ESTIMATED):</b>									
<b>SECONDARY ALLOCATION:</b>									
<b>*POST-SECONDARY ALLOCATION:</b>									
<b>TOTAL:</b>									

**NOTE: Projected expenditures for all required activities must be shown, either Tech Prep or nonfederal sources.**

**TECH PREP  
CORE PERFORMANCE PROGRAM INDICATOR  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

Tech Prep Indicator	Collected & Percent	2008-09	
		Regional Target	Regional Baseline Data
<b>1STP1</b> - Enroll in postsecondary education	<b>In PS</b> % of secondary TP enrolled in PS	N/A	
<b>1STP2</b> - Enroll in postsecondary education in the same field or major	<b>In PS</b> % of secondary TP enrolled in same field in PS	N/A	
<b>1STP3</b> - Complete a State or industry-recognized certification or licensure	<b>In Sec.</b> % of secondary TP with cert./licensure	N/A	
<b>1STP4</b> - Complete courses that award postsecondary credit	<b>In Sec.</b> % of secondary TP with PS credit	N/A	
<b>1STP5</b> - Enroll in remedial mathematics, writing, or reading courses	<b>In PS</b> % of remedial TP students	N/A	
<b>1PTP1</b> - Employment after graduation	<b>In PS</b> % of grads in related field	N/A	
<b>1PTP2</b> - Complete a State or industry-recognized certificate or licensure	<b>In PS</b> % of completers with certification/licensure	N/A	
<b>1PTP3</b> - Complete a 2-year degree or certificate	<b>In PS</b> % that complete with degree/certificate in normal time	N/A	
<b>1PTP4</b> - Complete a baccalaureate degree program	<b>In PS</b> % that complete baccalaureate in normal time	N/A	

**TECH PREP**  
**1STP1-1-TECH PREP AWARENESS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary personnel will make Tech Prep students aware of the 2+2 programs of study and articulation agreements with postsecondary partners.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Design and implement professional development programs for secondary and postsecondary guidance personnel to enable them to assist students with appropriate selection of Tech Prep postsecondary program
- Design and implement professional development programs for secondary and postsecondary guidance personnel to enable them to provide information that supports Tech Prep student progress to ensure that Tech Prep students are enrolled in postsecondary education
- Secondary and postsecondary personnel will prepare promotional materials to provide students with information related to available Tech Prep Programs of Study
- Secondary personnel will provide information to students and parents about the Tech Prep 2 + 2 programs of study including postsecondary enrollment options (including dual enrollment, articulated credit, direct credit, on-line courses)
- Secondary personnel will make Tech Prep students aware of Tech Prep programs of study in high skill, high wage and high demand occupations that require enrollment in postsecondary education
- Secondary personnel will provide information to students and parents on employment opportunities related to Tech Prep programs of study utilizing national, state and regional labor market information

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP1-2-SERVICES AND ASSISTANCE**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Tech Prep students will receive services and assistance that leads to enrollment in postsecondary education.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will provide comprehensive career guidance and academic counseling to participating Tech Prep students, including special populations
- Secondary and postsecondary personnel will support student progress in completing Tech Prep programs of study, which may include the use of graduation/career plans or education development plans (EDPs)
- Secondary CTE program teachers or career guidance personnel will meet with individual Tech Prep students to review their EDPs and provide specific program information as it relates to their postsecondary education plans
- Secondary personnel will work with postsecondary representatives to assist Tech Prep students with specific information related to financial aid, college and program specific tours, application completion and community resources
- Tech Prep students, including special populations, will receive services to assist them in the successful enrollment and transition from secondary to postsecondary education

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP1-3-ASSIST IN POSTSECONDARY ENROLLMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary personnel will collaborate with postsecondary personnel to help students enroll in postsecondary education.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will work with postsecondary program personnel to have Tech Prep students take college assessment exams while enrolled in the secondary portion of the Tech Prep program
- Secondary personnel will review college assessment results with each Tech Prep student to determine remediation needs in English, Math, and Reading to meet postsecondary entrance requirements
- Secondary personnel will work with individual Tech Prep students to develop an action plan to improve students' skills in the academic areas that need remediation
- Secondary and postsecondary personnel will support and encourage Tech Prep students so they are placed in aligned, articulated Tech Prep programs at the postsecondary level
- Secondary and postsecondary personnel will work together to ensure that Tech Prep students receive articulated credit in the postsecondary program thereby assuring a seamless transition and avoidance of coursework duplication

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP1-4-INCREASE PROGRAM OPTIONS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase and strengthen program options available in High Skill, High Wage and High Demand (HS/HW/HD) Tech Prep programs for Tech Prep students.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will collaborate with their postsecondary partners to develop and implement high skill, high wage and high demand (HS/HW/HD) Tech Prep programs of study
- Secondary and postsecondary personnel will use educational technology and/or virtual learning to enhance the Tech Prep programs of study
- Secondary and postsecondary personnel will meet to develop, review and update (as appropriate) aligned, articulated curricula for Tech Prep programs of study
- Secondary and postsecondary personnel will prepare promotional materials to provide students with information related to HS/HW/HD Tech Prep programs of study
- Secondary and postsecondary personnel will provide professional development for career guidance personnel, teachers, postsecondary faculty and administrators regarding HS/HW/HD Tech Prep programs of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP1-5-PLAN TO IDENTIFY TP STUDENTS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Develop a plan with key regional partners to accurately identify Tech Prep students at the secondary level who enroll at the postsecondary level.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will work together to identify Tech Prep students at the secondary level whose EDP identifies their intent to enroll in a Tech Prep program of study at the postsecondary level
- Secondary and postsecondary personnel will work together to identify and monitor Tech Prep students at the secondary level who have earned postsecondary credit and provide this information to the postsecondary partner for inclusion in the Tech Prep student's postsecondary transcript
- Secondary and postsecondary personnel will support and encourage Tech Prep students so they are placed in aligned, articulated Tech Prep programs at the postsecondary level
- Postsecondary counselors will meet with secondary Tech Prep students to review their EDPs and determine their specific Tech Prep program of study at the postsecondary level
- Secondary and postsecondary personnel will work together to identify Tech Prep students at the postsecondary level to monitor progress and program completion
- Secondary and postsecondary personnel will work together to monitor secondary Tech Prep student enrollment in postsecondary programs on an ongoing basis to determine the effectiveness of the secondary and postsecondary linkages
- Secondary and postsecondary personnel will work together to ensure that Tech Prep students receive articulated credit in the postsecondary program thereby assuring a seamless transition and avoidance of coursework duplication

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1STP1-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP2-1-TECH PREP PROGRAMS OF STUDY**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Develop, identify and maintain Tech Prep programs of study that allow students to seamlessly progress from state-approved CTE secondary programs to state-approved postsecondary programs.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will update/increase Tech Prep articulation agreements within the related federal career cluster pathway
- Secondary and postsecondary personnel will develop new Tech Prep programs of study in high skill, high wage and high demand occupations that support additional student opportunities in postsecondary education
- Secondary and postsecondary personnel will develop non-duplicative sequence of courses within the related Tech Prep program of study and facilitate the process of students receiving postsecondary credit
- Secondary and postsecondary personnel will facilitate collaboration of secondary/postsecondary Tech Prep personnel to strengthen the seamless progression from secondary to postsecondary Tech Prep programs
- Secondary and postsecondary personnel will incorporate work-based learning opportunities that support Tech Prep students to get a more realistic idea of all aspects of the industry within the Tech Prep programs of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP2-2-TECH PREP PROGRAM COMPLETION**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase Tech Prep student completion of secondary/postsecondary linked graduation/career plans (for example EDPs) that lead to program completion.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel facilitate the completion and regular updating of postsecondary graduation/career plans (EDPs) with Tech Prep students
- Secondary and postsecondary personnel will provide professional development designed to enable counseling personnel to provide information on Tech Prep options to students in Tech Prep programs of study
- Secondary and postsecondary personnel will develop Tech Prep programs of study that support student achievement of academic and technical standards of the postsecondary institution
- Secondary and postsecondary personnel will make information and planning resources available that relate Tech Prep programs of study to career goals for students
- Secondary and postsecondary personnel will provide information to assist Tech Prep students including special populations students with educational opportunities, financial aid opportunities, nontraditional fields, and high skill, high wage and high demand occupations

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP2-3-PROFESSIONAL DEVELOPMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Provide professional development for secondary and postsecondary instructors, guidance personnel and administrators that work with and support Tech Prep students.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary instructors will participate in joint professional development pertaining to the effective implementation of Tech Prep programs including the use of contextual and applied curricula, instruction, and assessment
- Secondary and postsecondary personnel will participate in professional development designed to provide current information on needs, expectations, and methods of business and all aspects of an industry in related Tech Prep programs of study
- Secondary and postsecondary personnel will participate in professional development to infuse the use and application of technology within Tech Prep programs of study
- Secondary and postsecondary personnel will participate in professional development that assists in accessing and utilizing data, occupational and employment information, and information on student achievement, including assessments
- Secondary and postsecondary career guidance personnel will participate in professional development designed to support student progress in enrolling and completing Tech Prep programs of study and information on related employment opportunities
- Secondary and postsecondary career guidance personnel will participate in professional development designed to more effectively provide comprehensive career guidance and academic counseling to Tech Prep students including special populations

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP2-4-LEARNING EXPERIENCES**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Provide relevant learning experiences (work-based and work-site learning experiences) within Tech Prep programs of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will facilitate student work-based learning experiences related to their Tech Prep program of study and future education and career plans
- Secondary and postsecondary personnel will incorporate a strong emphasis and awareness of "All Aspects of the Industry" within their Tech Prep program of study
- Secondary and postsecondary career guidance personnel will help Tech Prep students connect their EDPs to postsecondary education and/or placement in career opportunities, focusing on high skill, high wage, and high demand career fields
- Secondary and postsecondary personnel will work with program advisory committees to identify and incorporate work-based and work-site learning experiences to support the Tech Prep programs of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP2-5-SECONDARY TO POSTSECONDARY PROGRESSION**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Support Tech Prep student progression from a state- approved CTE secondary Tech Prep program to a related state-approved postsecondary Tech Prep program.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will increase secondary Tech Prep Students awareness of opportunities to participate in dual or concurrent enrollment, direct credit opportunities or other ways to obtain postsecondary education credits
- Secondary and postsecondary personnel will provide information/orientation to Tech Prep students, including special populations students, regarding student support services and other resources available at the postsecondary level
- Secondary and postsecondary personnel will provide information and support to assist Tech Prep students with the process of enrolling in and persisting in the postsecondary portion of the Tech Prep program of study
- Secondary and postsecondary personnel will introduce secondary Tech Prep students to postsecondary Tech Prep faculty and support staff in the related program area
- Secondary and postsecondary personnel will determine, based on program curriculum, the requisite knowledge, skills and experiences that students must bring to the program in order to have a reasonable prospect of success
- Secondary and postsecondary personnel will assist Tech Prep students to understand and meet the entrance criteria for the postsecondary portion of the Tech Prep program of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1STP2-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP3-1-TECH PREP PROGRAMS OF STUDY ENROLLMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary personnel will provide support for Tech Prep students enrolled in state-approved secondary Tech Prep programs of study to pursue a state or industry-recognized certification or licensure.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will identify Tech Prep students at risk for not completing the requirements for a state or industry-recognized certification or licensure
- Secondary personnel will promote to Tech Prep students the availability and value of industry-recognized certification or licensure related to their Tech Prep program of study
- Secondary personnel will increase Tech Prep student participation in work-based learning/capstone experiences, and apprenticeships, appropriate to their Tech Prep program of study to reinforce knowledge and skills that support successful achievement of a state or industry-recognized certification or licensure
- Secondary personnel will participate in professional development activities such as employer externships to increase their knowledge of and commitment to the importance of state- or industry-recognized certification or licensure
- Secondary personnel will conduct ongoing evaluation of the effectiveness of work-based learning capstone experiences and apprenticeships, and their impact on increasing the attainment of state or industry-recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP3-2-EXPAND CERTIFICATION OR LICENSURE**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Tech Prep programs of study will collaborate with their program advisory committee, related local industry and postsecondary partners to verify and expand the state or industry recognized certification or licensure available within the related career cluster pathway.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel, in conjunction with program advisory committee members, will identify additional/progressive state or industry certification(s) and/or licensure(s) related to the tech prep program area/career cluster pathway
- Secondary and postsecondary personnel, in conjunction with program advisory committee members, will develop and/or modify Tech Prep programs of study to facilitate incremental achievement of state or industry recognized certification(s) or licensure(s) related to the program area (e.g. certified nursing assistant, licensed practical nurse, registered nurse)
- Secondary and postsecondary personnel, in conjunction with program advisory committee members, will prepare Tech Prep students with coherent and rigorous content, aligned with challenging academic standards, to succeed in postsecondary education and/or achieve state or industry recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP3-3-SUPPORT SECONDARY TECH PREP STUDENTS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Monitor and support the progress of Tech Prep students toward completion of the secondary portion of the Tech Prep program of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will monitor achievement of state or industry-recognized certificate or licensure by secondary Tech Prep students
- Secondary personnel will develop and improve opportunities for Tech Prep students leading to employment in HS/HW/HD occupations that require state or industry recognized certificate(s)/licensure(s)
- Secondary personnel will monitor Tech Prep student progress in the secondary portion of their Tech Prep program of study to build skills required to successfully obtain a state or industry-recognized certificate or licensure
- Secondary personnel will employ appropriate technology in the secondary portion of the Tech Prep programs of study to enhance student preparation for success in obtaining state or industry recognized certification/licensure
- Secondary special populations coordinators/student support personnel will assist secondary Tech Prep students, including special populations, to achieve the knowledge and skills necessary for the completion of the secondary portion of their Tech Prep program of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1STP3-4-WORK-BASED LEARNING  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase work-based learning and capstone experiences for Tech Prep students to increase motivation to pursue and complete the requirements for a state or industry-recognized certification or licensure related to their program area.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will work with program advisory committee members to increase partnerships and work-based and capstone opportunities with employers for Tech Prep students
- Secondary personnel will work with program advisory committee members to increase Tech Prep student participation in work-based learning opportunities that are appropriate to their Tech Prep program of study
- Secondary personnel will increase Tech Prep student participation in capstone experiences that support students to pursue a state or industry-recognized certification or licensure
- Secondary personnel will work with program advisory committee members to monitor effectiveness of work-based learning and capstone experiences in increasing the number of students who obtain state or industry-recognized certification or licensure
- Secondary personnel will work with program advisory committee members to increase the use of technology consistent with employer needs so that students will be better prepared to obtain a state or industry-recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
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- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1STP3-5-CERTIFICATE OR LICENSURE GOALS  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase the emphasis on a state or industry recognized certificate or licensure as a goal of the secondary portion of the Tech Prep program of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will disseminate pertinent information to Tech Prep students on industry/employer requirements, working conditions, expected pay and career advancement within the program-related Career Cluster pathway
- Secondary and postsecondary personnel will identify and emphasize the value of employment opportunities available to those who hold state or industry recognized certification or licensure related to the Tech Prep program of study
- Secondary and postsecondary personnel will support Tech Prep students, including special populations, to prepare for state or industry recognized certification/licensure tests/exams
- Secondary and postsecondary personnel will participate in professional development activities such as employer externships to increase their knowledge of and commitment to the importance of state- or industry-recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
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**TECH PREP  
1STP3-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
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- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP4-1-EARLY ENROLLMENT OPTIONS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase opportunities for early enrollment in postsecondary education where Tech Prep students can earn postsecondary credit.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will work in collaboration with postsecondary personnel to expand postsecondary enrollment options (for example: dual enrollment, articulated credit, direct credit) for secondary Tech Prep students
- Secondary and postsecondary personnel will promote postsecondary enrollment options (including dual enrollment, articulated credit, direct credit, on-line courses) for secondary Tech Prep students
- Secondary and postsecondary personnel will develop a mechanism to monitor and support secondary Tech Prep students pursuing postsecondary credit options (for example: dual enrollment, articulated credit, direct credit)

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
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- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

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**TECH PREP**  
**1STP4-2-PROFESSIONAL DEVELOPMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Provide professional development to secondary and postsecondary personnel relating to postsecondary enrollment options for Tech Prep secondary students.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will participate in professional development designed to enable career guidance personnel to explain and promote postsecondary enrollment options (for example: dual enrollment, articulated credit, direct credit) in the secondary portion of the Tech Prep program of study
- Secondary and postsecondary personnel will participate in professional development designed to enable Tech Prep teachers, faculty and administrators to explain and promote postsecondary enrollment options (for example: dual enrollment, articulated credit, direct credit) in the secondary portion of the Tech Prep program of study
- Secondary personnel will develop and provide information to parents and secondary Tech Prep students regarding postsecondary enrollment options available (for example: dual enrollment, articulated credit, direct credit) while the student is enrolled in the secondary portion of the Tech Prep program of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
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- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP4-3-ENROLLMENT IN TP PROGRAMS OF STUDY**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Develop and increase postsecondary enrollment options for Tech Prep students in Tech Prep programs of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will update Tech Prep programs of study to ensure that postsecondary enrollment options (for example: dual enrollment, articulated credit, direct credit) are available for secondary Tech Prep students
- Secondary and postsecondary personnel will collaborate to promote postsecondary enrollment options (for example: dual enrollment, articulated credit, and/or direct credit) within the Tech Prep programs of study)
- Secondary and postsecondary personnel will provide opportunities for secondary Tech Prep students to pursue on-line postsecondary enrollment options as part of the Tech Prep programs of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
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- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP4-4-ADVANCED PLACEMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Encourage and support Tech Prep student participation in advanced placement courses.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will promote opportunities for Tech Prep students to pursue available advanced placement courses
- Secondary personnel will work to avoid scheduling conflicts between advanced placement courses and secondary Tech Prep programs
- Secondary personnel will provide opportunities through alternative delivery methods to promote advanced placement courses for students enrolled in Tech Prep programs of study
- Secondary personnel will provide opportunities for Tech Prep students to pursue advanced placement courses through on-line/virtual learning opportunities (example: Michigan Virtual University) as part of the Tech Prep programs of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
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- Local businesses and employers
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- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP4-5-POSTSECONDARY CREDIT ACCEPTANCE**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Encourage and support local education agencies to accept postsecondary credit as part of the local education agency graduation requirements.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will pursue agreements with home districts/sending schools to award local credits to meet high school graduation requirements for postsecondary credits earned in secondary Tech Prep programs
- Secondary personnel will provide professional development to assist local education agencies in understanding the postsecondary credit enrollment options available in the Tech Prep programs of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1STP4-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
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- Tech Prep Program Advisory Committee Members
- Local businesses and employers
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- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1STP5-1-SKILL IMPROVEMENT  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary personnel will assess the individual level of proficiency of secondary Tech Prep students in the areas of Math, Writing and Reading.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will review student MME and other standardized test results to determine which Tech Prep students are in need of skill improvement in Math, Reading and/or Writing
- Secondary personnel will work with individual Tech Prep students to improve student skills in the areas that need remediation
- Secondary personnel will utilize individualized learning experiences and other resources (e.g., PLATO, Key Train, etc.) to increase student competence in Math, Reading and/or Writing
- Secondary personnel will work with postsecondary personnel to have Tech Prep students take college assessment exams while enrolled in the secondary Tech Prep portion of the program of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
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- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP5-2-INTEGRATION OF MATH, SCIENCE AND ENGLISH**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary instructors will collaborate to increase the integration of Math, Science and English into the Tech Prep programs of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary instructors will receive professional development to increase the integration of Math, Science and English incorporated into Tech Prep programs of study
- Secondary and postsecondary instructors will identify gaps in the program curricula so that Math, Science and English content can be integrated to strengthen the Tech Prep programs of study
- Secondary and postsecondary instructors will review the curricula at the secondary and postsecondary level to identify the content knowledge and skills necessary for curricula alignment and entrance into postsecondary education
- Tech Prep programs of study will be reviewed and revised by secondary and postsecondary instructors to meet and/or exceed minimum college academic entrance requirements

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP5-3-IMPROVE MATH, WRITING AND READING**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary personnel will collaborate to develop/revise the Tech Prep programs of study to assure that secondary students develop the appropriate Math, Writing and Reading skills needed for postsecondary success.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will establish valid program curriculum-based prerequisites for Tech Prep programs of study and clarify expectations and desired outcomes for all potential students and their parents
- Secondary and postsecondary personnel will identify and incorporate Math, Reading and Writing skills (e.g., Work Keys levels) required by industry/employers within the program area to develop the requirements of the Tech Prep programs of study
- Secondary and postsecondary personnel will identify the Tech Prep programs of study requirements that will adequately prepare students in the areas of Math, Reading and Writing for entrance into the postsecondary Tech Prep program of study
- Secondary personnel will collaborate with postsecondary personnel so that Tech Prep students will understand and meet the entrance criteria for the postsecondary portion of the Tech Prep program of study
- Secondary and postsecondary instructors will integrate updated industry standards and provide instruction using appropriate content standards within the Tech Prep program of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
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- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1STP5-4-SKILLS REQUIREMENTS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary personnel will improve Tech Prep student interest and performance by increasing student knowledge of the requirements/skills required in their Tech Prep program of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will disseminate relevant career information to Tech Prep students on career requirements, working conditions, expected pay and career advancement for their Tech Prep program of study
- Secondary and postsecondary personnel will present and supervise opportunities for appropriate work-based learning related to the student's program area
- Secondary and postsecondary personnel will review EDPs with Tech Prep students to establish the relevance of academics and technical skills to their career and educational goals
- Secondary and postsecondary personnel will survey Tech Prep students, including special populations, to determine what types of assistance/services are needed to support academic achievement to avoid postsecondary remediation
- Secondary and postsecondary personnel will develop small cooperative learning groups within the Tech Prep program of study for the purposes of increasing student relationships, student engagement and program success

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
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**TECH PREP  
1STP5-5-TP PROGRAM SELECTION  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary personnel will assist students to select and enroll in a Tech Prep program of study related to the individual student's interests, skills, and career goals.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel will communicate prerequisites and eligibility requirements to career guidance personnel, students and parents for each Tech Prep program of study
- Secondary and postsecondary personnel will identify secondary Tech Prep program of study requirements so that students are prepared to move to the postsecondary Tech Prep program of study
- Secondary and postsecondary personnel will determine, based on program curriculum, the requisite knowledge, skills, and experiences that students must bring to the Tech Prep program of study to assure that the student has a reasonable prospect of success
- Secondary and postsecondary personnel will collaborate with career guidance personnel to assure that Tech Prep students are enrolled in programs appropriate to their interests and career goals

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1STP5-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP1-1-PRIORITIZE TECH PREP PROGRAMS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Postsecondary personnel will prioritize their efforts on Tech Prep programs of study that lead to high skill, high wage, high demand careers.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will implement strategies to improve student placement in high skill, high wage, high demand careers relating to the Tech Prep programs of study
- Postsecondary personnel will collaborate with local business and industry to prepare highly skilled candidates from Tech Prep programs of study for projected job openings
- Postsecondary personnel will collaborate with Michigan Works! Agencies to align Tech Prep programs of study with current labor market demand/data
- Postsecondary personnel will utilize advisory committee program input to determine related career opportunities within the region, state, and/or nation for Tech Prep students

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP1-2-POSTSECONDARY EDPS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Secondary and postsecondary personnel will develop Postsecondary Education Development Plans for Tech Prep students.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary personnel will work with Tech Prep students to align their EDP with postsecondary education, career goals, aptitudes and interests
- Postsecondary personnel will work with secondary Tech Prep completers to align their postsecondary EDP with career goals, aptitudes and interests
- Secondary personnel will collaborate with postsecondary personnel to develop and streamline EDP process for Tech Prep students at the postsecondary level
- Postsecondary personnel will provide placement counseling services to help Tech Prep students identify continuing education and job placement opportunities

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP1-3-ALL ASPECTS OF THE INDUSTRY**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Postsecondary personnel will incorporate all aspects of the industry in Tech Prep programs of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will work with their program advisory committees to incorporate all aspects of the industry into the Tech Prep programs of study including instruction to expose Tech Prep students to all aspects of the industry related to the program area
- Postsecondary personnel will work with their program advisory committees to incorporate work-based and work-site experiences into the Tech Prep programs of study
- Postsecondary personnel will work with their program advisory committees to utilize on-line learning to incorporate all aspects of the industry into the Tech Prep programs of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP1-4-INTERNSHIPS/ EXTERNSHIPS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Postsecondary personnel will promote internships and externships for Tech Prep students.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will collaborate with business and industry partners to provide appropriate internship placements for Tech Prep students related to their Tech Prep programs of study and as outlined in their EDP
- Postsecondary personnel will work with Tech Prep Program Advisory Committees to provide opportunities for student externships, work-based learning, or apprenticeships related to their Tech Prep program of study
- Postsecondary personnel will identify and support on-line employment resources available for Tech Prep student use appropriate to the Tech Prep program of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP1-5-DATA COLLECTION**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Postsecondary personnel will develop a data collection system to identify postsecondary Tech Prep students, Tech Prep program of study completers, graduates and students who are placed in related employment.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel in collaboration with secondary personnel will identify Tech Prep students who are enrolling in the postsecondary portion of the Tech Prep program of study so that student progress can be monitored
- Postsecondary personnel will develop and/or revise a data collection system to identify and monitor Tech Prep students and Tech Prep program of study graduates at the postsecondary level
- Postsecondary personnel will implement a follow-up study to collect placement data 12 months following graduation of Tech Prep students at the postsecondary level
- Postsecondary personnel will work with the program advisory committee members to determine the related fields of employment for each Tech Prep program of study
- Postsecondary personnel will collaborate with internal and external job placement services to assist Tech Prep students with job seeking skills and opportunities for employment in related fields

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1PTP1-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP2-1-TECH PREP PROGRAMS OF STUDY ENROLLMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Postsecondary personnel will provide support for Tech Prep students enrolled in state approved postsecondary Tech Prep programs of study to pursue a state or industry-recognized certification or licensure.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will identify Tech Prep students at risk for not completing the requirements for a state or industry-recognized certification or licensure
- Postsecondary special populations coordinators/student support personnel will assist postsecondary Tech Prep students, including special populations, to achieve the knowledge and skills appropriate to the completion of the postsecondary portion of their Tech Prep program of study
- Postsecondary personnel will promote the availability and value of industry-recognized certification or licensure related to their program area to Tech Prep students
- Postsecondary personnel will increase Tech Prep student participation in work-based learning/capstone experience appropriate to their program of study to reinforce knowledge and skills in order to support successful achievement of a state or industry-recognized certification or licensure
- Postsecondary personnel will participate in professional development activities such as employer externships to increase their knowledge of and commitment to the importance of state- or industry-recognized certification or licensure
- Postsecondary personnel will conduct ongoing evaluation of the effectiveness of work-based learning/ capstone experiences and its impact on increasing the attainment of state or industry-recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP2-2-EXPAND CERTIFICATION OR LICENSURE**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Tech Prep programs of study will collaborate with their program advisory committee, related local industry and secondary partners to verify and expand the state or industry recognized certification or licensure available within the related career cluster pathway.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary personnel, in conjunction with program advisory committee members, will identify additional/progressive state or industry certification(s) and/or licensure(s) related to the Tech Prep program area/career cluster pathway
- Secondary and postsecondary personnel, in conjunction with program advisory committee members, will develop and/or modify Tech Prep programs of study to facilitate incremental achievement of state or industry recognized certification(s) or licensure(s) related to the program area (e.g. certified nursing assistant, licensed practical nurse, registered nurse)
- Secondary and postsecondary personnel, in conjunction with program advisory committee members, will prepare Tech Prep students with coherent and rigorous content, aligned with challenging academic standards, to succeed in postsecondary education and/or achieve state or industry recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP2-3-SUPPORT POSTSECONDARY TECH PREP STUDENTS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Monitor and support the progress of Tech Prep postsecondary students toward completion of the postsecondary portion of the Tech Prep program of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will monitor achievement of state or industry-recognized certificate or licensure of postsecondary Tech Prep students
- Postsecondary personnel will develop and improve opportunities for Tech Prep students leading to employment in HS/HW/HD occupations that require state or industry recognized certificate(s)/licensure(s)
- Postsecondary personnel will monitor Tech Prep student progress in the postsecondary portion of their Tech Prep program of study to build skills required to successfully obtain a state or industry-recognized certificate or licensure
- Postsecondary personnel will employ appropriate technology in the postsecondary portion of the Tech Prep programs of study to enhance student preparation for success in obtaining state or industry recognized certification/licensure
- Postsecondary special populations coordinators/student support personnel will assist postsecondary Tech Prep students, including special populations, to achieve the knowledge and skills necessary for the completion of the postsecondary portion of their Tech Prep program of study

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP2-4-WORK-BASED LEARNING**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase work-based learning, internship and apprenticeship experiences for Tech Prep students that increase motivation to pursue and complete the requirements for a state or industry-recognized certification or licensure related to their program area.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will work with program advisory committee members to increase partnerships and work-based, internship and apprenticeship opportunities with employers for Tech Prep students
- Postsecondary personnel will work with program advisory committee members to increase Tech Prep student participation in work-based learning opportunities that are appropriate to their Tech Prep program of study
- Postsecondary personnel will increase Tech Prep student participation in work-based, internship and apprenticeship opportunities that support students to pursue a state or industry-recognized certification or licensure
- Postsecondary personnel will work with program advisory committee members to monitor effectiveness of work-based, internship and apprenticeship in learning opportunities increasing the number of students who obtain state or industry-recognized certification or licensure
- Postsecondary personnel will work with program advisory committee members to increase the use of technology consistent with employer needs so that students will be better prepared to obtain a state or industry-recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP2-5-CERTIFICATION OR LICENSURE GOALS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase the emphasis on a state or industry recognized certificate or licensure as a goal of the postsecondary Tech Prep program of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will disseminate pertinent information to Tech Prep students on industry/employer requirements, working conditions, expected pay, career advancement within the program related Career Cluster pathway
- Postsecondary personnel will identify and emphasize the value of employment opportunities available to those who hold state or industry recognized certification or licensure related to the Tech Prep program of study
- Postsecondary personnel will support Tech Prep students, including special populations, to prepare for state or industry recognized certification/licensure tests/exams
- Postsecondary personnel will participate in professional development activities such as employer externships to increase their knowledge of and commitment to the importance of state- or industry-recognized certification or licensure
- Postsecondary personnel will collaborate with program advisory committee members and secondary partners to keep current with all aspects of the industry so that students will be better able to achieve state- or industry-recognized certification or licensure

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1PTP2-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP3-1-POSTSECONDARY EDP**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Increase the use of postsecondary graduation/career plans (for example EDPs) that guide Tech Prep students towards program completion.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will review and update with Tech Prep students their EDPs/Career plans at the postsecondary level
- Postsecondary personnel will provide Tech Prep students with a sequential mapping of required course work to enable them to complete a 2 year or 4 year degree or certificate program within normal time for completion
- Postsecondary personnel will arrange for postsecondary Tech Prep students whose career goals extend beyond a two year associate degree to talk with postsecondary baccalaureate representatives about their continued education goals and completion within a normal time frame
- Postsecondary personnel will continue to monitor Tech Prep student progress toward "on time" graduation

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP3-2-ALTERNATIVE EDUCATION STRATEGIES**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Utilize alternative education strategies to assist and support Tech Prep students to complete their program of study within the normal time.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will make Tech Prep students aware of and provide students with on line learning opportunities
- Postsecondary personnel will provide Tech Prep students with information on courses at other postsecondary institutions that help students move towards program completion within a normal time frame
- Postsecondary personnel will update their program curriculum to implement appropriate web based and distance learning technologies
- Postsecondary instructors will attend professional development to stay current in the effective use of technology to support on line learning strategies

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1PTP3-3-STUDENT SUPPORT  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Provide services to support students enrolled in Tech Prep programs of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will identify Tech prep students, including special populations, who are at risk for dropping out and/or not graduating on time
- Provide professional development for postsecondary personnel to assist them in early intervention strategies to support Tech Prep student success
- Provide services to assist Tech Prep students, including special populations, who are at risk for dropping out and/or not graduating on time
- Postsecondary personnel will make Tech Prep students aware of support services available at the postsecondary institutions (e.g. counseling, tutoring, peer mentoring, etc.)

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP3-4-ARTICULATION AGREEMENTS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Review, renew, develop and revise Articulation Agreements and curriculum alignment for Tech Prep programs of study.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Postsecondary personnel will review Tech prep program articulations to assure that students earn course credit without duplication of coursework
- Postsecondary personnel will develop non-duplicative sequence of courses to support the postsecondary portion of the Tech Prep program of study
- Postsecondary personnel in collaboration with secondary program partners will complete a gap analysis of the standards required at the postsecondary level, so that all the components are addressed in the Tech Prep program of study
- Secondary and postsecondary personnel will renew and revise articulation agreements and curriculum alignment annually, to assure a seamless transition and avoidance of coursework duplication for the Tech Prep program of study
- Postsecondary personnel in collaboration with secondary program partners will develop and improve Tech Prep programs of study to address high skill, high wage, high demand occupations that meet current economic needs of the region and state

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP**  
**1PTP3-5-PROFESSIONAL DEVELOPMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Provide professional development for postsecondary instructors, guidance personnel and administrators that work with and support Tech Prep students.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Secondary and postsecondary instructors will participate in joint professional development pertaining to the effective implementation of Tech Prep programs including the use of contextual and applied curricula, instruction, and assessment
- Postsecondary personnel will participate in professional development designed to provide current information on needs, expectations, and methods of business and all aspects of an industry in related Tech Prep programs of study
- Postsecondary personnel will participate in professional development to infuse the use and application of technology within Tech Prep programs of study
- Postsecondary personnel will participate in professional development that assists in accessing and utilizing data, occupational and employment information, and information on student achievement, including assessments
- Postsecondary career guidance personnel will participate in professional development designed to support student progress in enrolling and completing Tech Prep programs of study and information on related employment opportunities
- Postsecondary career guidance personnel will participate in professional development designed to more effectively provide comprehensive career guidance and academic counseling to Tech Prep students including special populations

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

Review Use of Funds Guide prior to building budget.

**TECH PREP  
1PTP3-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state approved programs secondary and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
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**TECH PREP**  
**1PTP4-1-ASSESS RESOURCES**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Collaboration with four-year institutions to assess current resources and future direction.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Research and identify best practices from Tech Prep models that incorporate programs of study through the baccalaureate level (2 + 2 + 2)
- Identify baccalaureate level programs that align with the Tech Prep program of study and make Tech Prep students aware of opportunities to continue their education
- Collaborate with baccalaureate level programs to identify the prerequisites for Tech Prep students to move seamlessly from associate to baccalaureate degrees

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
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- Tech Prep Students in programs nontraditional for their gender
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**TECH PREP**  
**1PTP4-2-ALIGN PROGRAMS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Develop a process to align Tech Prep programs of study with baccalaureate level programs.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Associate degree faculty will review curriculum and requirements at the baccalaureate level and identify the prerequisite knowledge and skills necessary for curriculum alignment and entrance into baccalaureate level programs
- Postsecondary partners will collaborate with baccalaureate level personnel to communicate prerequisites and program entrance requirements to community college guidance personnel to assist Tech Prep students to be successfully placed at the baccalaureate level
- Increase Tech Prep student awareness opportunities to transfer to baccalaureate level programs
- Develop new 2 + 2 + 2 Tech Prep program of study to address high skill, high wage, high demand occupations to meet economic needs of the region and state

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
- Special Populations Staff
- Tech Prep Program Advisory Committee Members
- Local businesses and employers
- Tech Prep Students who are identified as Special Populations
- Tech Prep Students in programs nontraditional for their gender
- Parents of Tech Prep students participating in Tech Prep programs

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**TECH PREP**  
**1PTP4-3-IDENTIFY STAKEHOLDERS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Identify key stakeholders so that Tech Prep programs of study can be aligned to the baccalaureate level.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Identify high skill, high wage, high demand programs at the baccalaureate level that align with Tech Prep students education and career goals
- Collaborate with transfer admissions offices at the baccalaureate level to identify program entrance requirements and prerequisite knowledge and skills necessary for entrance into baccalaureate level programs

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
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- Tech Prep Program Advisory Committee Members
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**TECH PREP**  
**1PTP4-4-PROFESSIONAL DEVELOPMENT**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Provide professional development for baccalaureate level personnel that work with and support Tech Prep students.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Associate and baccalaureate instructors will participate in joint professional development pertaining to the effective implementation of Tech Prep programs of study that align to the baccalaureate level
- Associate and baccalaureate personnel will participate in professional development designed to provide current information on needs, expectations, and methods of business and all aspects of an industry in related Tech Prep programs of study
- Associate and baccalaureate personnel will participate in professional development to infuse the use and application of technology within Tech Prep programs of study
- Associate and baccalaureate personnel will participate in professional development that assists in accessing and utilizing data, occupational and employment information, and information on student achievement, including assessments
- Associate and baccalaureate career guidance personnel will participate in professional development designed to support student progress in enrolling and completing Tech Prep programs of study at the baccalaureate level and information on related employment opportunities
- Associate and baccalaureate career guidance personnel will participate in professional development designed to more effectively provide comprehensive career guidance and academic counseling to Tech Prep students at the baccalaureate level including special populations

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
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- Career Guidance Personnel who work with Tech Prep students in state-approved secondary programs and post secondary Tech Prep programs
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**TECH PREP**  
**1PTP4-5-IDENTIFY TECH PREP STUDENTS**  
**FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

Develop a plan with key regional partners to accurately identify Tech Prep students at the associate level who enroll at the baccalaureate level.

**Implementation Strategies:**

**Note:** One or more of the following strategies may be selected. Please note that some strategies are meant to be delivered sequentially. Please evaluate the progress that you may have already made related to this activity prior to selecting the implementation strategy.

- Associate and baccalaureate personnel will work together to identify Tech Prep students at the associate level whose EDP identifies their intent to enroll in a Tech Prep program of study at the baccalaureate level
- Associate and baccalaureate personnel will support and encourage Tech Prep students so they are placed in aligned, articulated Tech Prep programs at the baccalaureate level
- Associate and baccalaureate personnel will meet with Tech Prep students at the associate level to review their EDPs and determine their specific Tech Prep program of study at the baccalaureate level
- Associate and baccalaureate personnel will work together to identify Tech Prep students at the associate level to monitor progress and program completion at the baccalaureate level
- Associate and baccalaureate personnel will work together to monitor associate Tech Prep student enrollment in baccalaureate programs on an ongoing basis to determine the effectiveness of the associate and baccalaureate linkages
- Secondary and postsecondary personnel will work together to ensure that Tech Prep students avoid coursework duplication in their transfer to the baccalaureate program thereby assuring a seamless transition

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
- Tech Prep Teachers/ Instructors in state approved Tech Prep Programs
- Paraprofessionals working with Tech Prep students
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**TECH PREP  
1PTP4-OTHER  
FY 2009-2010**

**Region No.** \_\_\_\_\_ **Regional Fiscal Agency Name** \_\_\_\_\_

**Activity Statement:**

**Implementation Strategies:**

**Participating Districts:**

**Identification of Target Population:**

Select one or more of the following.

- Tech Prep Students enrolled in state approved programs
- Administrators working with Tech Prep Programs
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