



COLORADO COMMUNITY  
COLLEGE SYSTEM

June 5, 2008

Dear CTE Administrators,

Thank you for all of the work you have done in helping to transform CTE in Colorado. Our work together has helped policymakers and leaders across the state see that CTE is part of the solution for high school reform and encouraging students to enroll in postsecondary education. CTE in the 21<sup>st</sup> century provides students with exposure to an entire industry – and the skills and knowledge to succeed in that industry - rather than training them for one specific job. By embracing career clusters and pathways and the Plans of Study, Colorado is working toward integrating rigorous academics into CTE and encouraging students to continue their education by obtaining a postsecondary certificate or degree. We know from the data of early adopters that this can lead to higher enrollment in CTE programs and reduce the need for remediation in postsecondary institutions. CTE is poised to play a transformative role in education in Colorado and we are well on our way.

As we continue to move forward we wanted to alert you to some changes and updates occurring at CCCS.

**New Website:** We have recently updated the CTE website and encourage you to explore it. We have resources for CTE educators and administrators including the newly updated sections of the Administrators Handbook. [www.coloradostateplan.com](http://www.coloradostateplan.com)

**CTE Marketing Kit:** During the CACTA conference in February, CCCS introduced the CTE Marketing Kit. This is an excellent resource for you to use with your local leadership to engage them on the importance of CTE. Go to the CTE website to download all of the materials or you can have them printed for you. See the website for details.

**Plans of Study:** This is the cornerstone of the transformation of CTE in Colorado. As you know, each Perkins sub-recipient must complete **one** Plan of Study in order to spend their FY08-09 Perkins funds. Plans of Study were due June 1, 2008. If you have not yet submitted your Plan of Study please send it to Scott Stump as soon as possible. The new CTE website has great resources for you to use as you develop your Plan of Study.

**Credentialing Updates Based on Your Feedback:** In the past two months, the credentialing website has undergone a transformation to make navigation easier for you and your instructors! In addition, on July 1<sup>st</sup>, updated credentialing criteria will take effect. Changes include redesigned groupings of credentials, adjustment of educational requirements to an Industry Certification for appropriate areas and expansion of the window of occupational experience to 7 years for all areas except Health.

**Perkins:** We are in the final negotiations with the US Department of Education regarding the Perkins Multi-year Plan. We plan to have these completed by the end of June so that Colorado will receive its Perkins award letter by July 1, 2008. An enormous thank you to the various teams – the CTE Strategic Planning Work Group and Topic Teams – for all of their work in developing the State Plan.

The new CTE Online Account is now live! This allows you to electronically submit your Perkins Local Plan to CCCS and significantly streamlines the work that goes into the submission of the Local Plan. CCCS is thrilled to provide you with this resource and hope that it makes the administration of the Perkins Grant easier for you. Over the next few months we will be adding features that allow you to electronically receive your grant agreement, track your Perkins Vouchers and other great features.

An important compliance note - as you know, you may not be reimbursed for expenses by the Perkins Grant until you have submitted a substantially approvable plan. The new CTE Online Account system makes this easy for you. Once you have completed all sections of the Local Plan, click the submit button and you have submitted a substantially approvable Local Plan.

Please note that we **cannot allow retro-active spending** from the date of submission (if after July 1) back to July 1. **Therefore, if you have Perkins expenses in July that you want to submit to the Perkins Grant for reimbursement you must submit a substantially approvable version of the Local Plan *prior to incurring those expenses*. If you are paying July salaries with Perkins funds, be sure to submit a substantially approvable Local Plan by July 1.** Once you have submitted a substantially approvable version of the Local Plan, the Perkins Director will work with you on any updates or changes that need to be made before the Local Plan is officially approved.

Additionally, please remember that due to obligation definitions in EDGAR (Sec. 76.707), travel costs cannot be paid for until the travel is taken. Conference registrations are obligated on the date paid and can be funded within the fiscal year grant relative to the date the registration is paid. However, actual travel costs (airfare, mileage, lodging, meals, for example) are obligated at the time the travel is taken and those costs must be funded with the fiscal year grant relative to the dates the travel is taken.

Travel occurring in July, 2008 must be paid with your Perkins FY2008-09 funds, since this travel occurs in FY 2008-09. (If you need to order airline tickets before July 1, they can be funded with your general fund and then a journal entry can move the cost to the FY2008-09 Perkins account when the travel is taken.) And, as noted previously, to use FY2008-09 Perkins funds in July, you will need to include these costs in your FY2008-09 Perkins Local Plan and you will need to submit a **substantially approvable** Perkins Local Plan before the travel is taken.

**CVA:** The Colorado Vocational Act was amended in the 2008 Legislative Session to adopt this legislation to new federal expectations, address State Auditors Office recommendations and streamline the funding process for school districts. (The legislation goes into affect in August 2008 and will cause changes to the Fiscal Year 2008-09 final financial reporting.) Reflecting the updated terminology of CTE, this act will now be called the Career and Technical Act (CTA). CCCS is updating the rules and regulations of the Act to conform to the new legislation. Additionally, CCCS is working

closely with CTE representatives from school districts as well as CACTA leadership to update the CVA section of the Administrators Handbook. The new Handbook will be published in September 2008 and will provide guidance for the final financial reports for Fiscal Year 2008-09. All Fiscal Year 2007-08 Final Financial Reports are due to CCCS on September 1, 2008

We are committed to assisting you as we transform CTE in Colorado and come into full compliance with federal legislation. Please do not hesitate to contact the Colorado Community College System with questions.

Best Regards,

Linda Bowman, Ph.D.  
VP, Academic and Student Services

Cliff Richardson  
VP, Finance and Administration