



## System Office Memorandum

**Date:** October 29, 2007

**To:** Colorado CTE Colleagues

**From:** Linda Bowman, Vice President of Academic & Student Affairs  
Cliff Richardson, Vice President for Finance & Administration

**Re:** Direction of Career and Technical Education in Colorado

We are excited about the direction of Career and Technical Education in Colorado. The Governor's vision, federal education legislation including the reauthorization of the Perkins Act, and national research all point to the importance of one of the basic tenets of CTE: **the development of a seamless education system leading students into high-wage, high-skill, or high-demand careers.** We are excited to join with you to provide Colorado students access to exceptional CTE programs that lead students to career success.

As you know, at the state level CTE has been through many changes over the past two years. In February 2006 the CVA/Perkins Audit was issued by the State Auditors Office and we have been working to implement the audit recommendations. Many of these recommendations have added additional work to you and your staff and have done the same at the system office. Please know that we have heard you and hope to simplify and streamline our processes to minimize as much as possible the extra workload. At the same time, we must be in compliance with all federal and state laws and regulations. We appreciate your continued support and patience through this time.

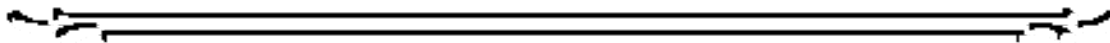
Additionally, we embrace the reauthorization of the Carl D. Perkins Act that occurred in August 2006. The Act was reauthorized for six years and thus will guide our CTE work at least through 2012. With the reauthorization came additional federal requirements many of which went into effect with the Act on July 1, 2007.

Since so many things have changed, we are sending you this letter to summarize recent requirements changes. While the state CTE staff has been traveling around the state explaining these changes in regional workshops, spring training sessions and the CACTE conference, we hope that this letter provides some clarification in the various areas administered by CCCS. Please feel free to pass this letter along to your accounting, finance, instructional and legal teams. The seven sections of this letter are listed below:

- Section I: CTE Programs
- Section II: The Perkins Act
- Section III: The Colorado Vocational Act
- Section IV: CTE Accountability
- Section V: CTE Credentialing
- Section VI: CTE Compliance Calendar
- Section VII: CTE Contacts at the Colorado Community College System

Thank you for your ongoing support of Career and Technical Education. The rigorous, engaging coursework in your CTE programs and the seamless transitions from secondary to postsecondary programs proves that CTE plays an important role in achieving the Governor’s goal of reducing the high school drop-out rate by fifty percent and doubling the number of certificates and degrees awarded in the state. We all know that CTE makes a significant difference in the lives of our students and we look forward to helping the Governor achieve the Colorado Promise.

**Thank you for your dedication to the success of CTE programs and students across the state.**



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# Section I: CTE Program

## Program Approval:

The CCCS Program Directors recognize that quick responses to program approval requests are vital to the success of all CTE programs. In an effort to improve the program approval process the following changes have been implemented:

- Automatic Data Review: This enhanced feature will require a review of performance data prior to submission of the program. If data do not meet criteria for renewal or approval a comment from the submitter must be included before the program will be accepted for review.
- Assurances: If an assurance is not checked “yes”, a comment is required by the submitter before the program can be submitted for review.
- Additional Contacts: When submitting a program for review two additional school contacts will be required. This will ensure that contact information is not only current but will allow for prompt response from CCCS staff.
- Postsecondary Course Entry: This new feature will electronically match course and credit/contact hours to certificate and degree requirements.
- 30-Day Automatic Reminder: If additional information is required by the CTE System office an automatic email reminder will be sent to your school’s contact person every 30 days.

## Plans of Study:

Perkins legislation requires that at least one Plan of Study be developed by each Perkins sub-recipient and each member of Perkins Consortia. CCCS staff will hold a Plans of Study training program in December for Administrators and will hold regional workshops on Plans of Study in November, January and February for teachers.

In order to receive Perkins funding for Fiscal Year 2008-09, each sub-recipient must submit one Plan of Study to CCCS. This Plan of Study will be submitted with the Fiscal Year 2008-09 Local Plan document. In the future, we plan to adapt the program approval software to allow sub-recipients to submit Plans of Study to CCCS through the program approval process.

## Professional Development:

CCCS staff have designed a series of professional development activities for the 2007-08 academic year. We hope your CTE professionals will take advantage of these opportunities.

A New Teachers Orientation was held September 18, 2007 and October 15, 2007 at the CCCS Lowry Campus. The orientation provided an overview of CTE in Colorado, review of the program approval process, introduced Plans of Study and explained the important role of CTSO programs.

- ✓ New CTE Instructor Orientations: September 18, (80 attendees); October 15 (60 attendees)
- ✓ Plans of Study Regional Workshops: November 28, 2007 and January and February 2008 – these will be held across the state – stay tuned for information regarding location and sign-up!

A series of five CTE Administrators’ Workshops are being held throughout the academic year. The series includes the following workshops:

- ✓ Camp 1 – COMPLETED - New Administrators’ Survival Camps: August 14, (27 attendees); September 18, (31 attendees); September 27, (26 attendees)
- ✓ Camp 2 – Working on Program Approvals: Scheduled for November 14
- ✓ Camp 3 – Working on Plans of Study: Scheduled for December 4
- ✓ Camp 4 – Working on Perkins Five-Year Plan: Scheduled for December 4
- ✓ Camp 5 – CVA/Perkins Final Financial Report: TBA

For more information on additional free “camps”, please contact [pat.sagrillo@cccs.edu](mailto:pat.sagrillo@cccs.edu)

Additional support material and resources are available at [www.coloradocte.com](http://www.coloradocte.com)

### **Perkins Multi-Year Plan**

Perkins IV authorizes legislation through Fiscal Year 2012. Several themes are evident throughout the new Act—accountability for results and program improvement at all levels, increased coordination within the CTE system, stronger academic and technical integration, connections between secondary and postsecondary education, and links to business and industry.

The Colorado State Multi-Year Plan is being developed in consultation with CTE teachers and administrators, interested community members, representatives of special populations, representatives of business and industry, representatives of labor organizations, and the Governor's Office. On September 19, 2007 the state-wide planning group began work on the Colorado Perkins Multi-Year Plan. CCCS plans to hold public hearings on the Multi-Year Plan in January 2008.

## Section II: The Perkins Act

With the reauthorization of the Perkins Act, the State submitted a Colorado One-Year Transition Plan (submitted to the U.S. Office of Vocational and Adult Education (OVAE) in April 2007) and must submit a Colorado Five-Year Plan (due to OVAE in April 2008). Just as the state must complete a strategic planning document, each local recipient must complete a local strategic planning document. Below we provide information about the Perkins Local Plans and Grant Agreement and a separate section on Perkins Expenditures and Reimbursement.

### Perkins Local Plans and Grant Agreements

- **Local Strategic Plan:** The Local One-Year Transition Plan covering FY 2007-08 was due to CCCS as part of the Local Plan documents by September 30, 2007. The outline for the Local One-Year Transition Plan document was part of the FY 2007-08 Perkins Local Plan submittal forms. The Local Five-Year Plan covering FY 2008-12 is due to CCCS along with the Fiscal Year 2008-09 Local Plan documents by September 30, 2008. An outline for this document will be part of the FY 2008-09 submittal forms. Current Perkins Local Plan submittal forms can be found on the CCCS website at: <http://www.cccs.edu/CTE/PerkinsForms.html>. The Perkins Director can help you with these forms – don't be shy in asking for help!
- **Perkins Local Plans:** In order to receive Perkins funding, each year each Perkins sub-recipient must complete and submit to CCCS, for approval, a Local Plan that delineates how the Perkins funds will be spent. The Local Plan includes documents such as Budget Summary, Equipment Request, Itemized Budgets and List of All Planned Purchases. The final deadline for submittal of all documents included in the Local Plan is September 30. **The Local Plan should be received by CCCS before the local sub-recipient obligates any funds.** Thus, if you want to begin spending Perkins funds prior to September 30, please send in your Local Plan sooner than September 30, 2007. We have many sub-recipients that turn in their Local Plan by June 30 – you are welcome and encouraged to do the same!
  - **Local Plan Revisions:** If you plan to make major revisions to an already approved Local Plan, please submit these revisions to CCCS for review and approval prior to May 1, 2008.
  - **Equipment:** Equipment requests for items costing \$5,000 or more need specific pre-approval. Include these requests as part of your Local Plan or as part of your Revised Local Plan. The equipment request form is part of the Local Plan budget documents and is found on our website at <http://www.cccs.edu/CTE/PerkinsForms.html>.
- **Project-based Local Plans:** As we transition to Perkins IV, CCCS changed the format for delineating budgeted Perkins expenditures. Each sub-recipient creates projects on which Perkins funds are spent. This allows the sub-recipient to explain the project and desired outcomes, how the funds will be used for this project, and at the end of the year explain the results of the project. Each sub-recipient may have as many projects as necessary to expend all allocated funds.
  - **Consortia Spending:** Each project must indicate how it will serve all members of the consortium
- **Plans of Study:** The Perkins Act requires that by July 1, 2008 each sub-recipient must have **one** Plan of Study in place in order to receive Perkins funding for FY 2008-09. *Helpful hint: Many sub-recipients are creating a “funded project” in FY 2007-08 to invest Perkins funds into developing the **one** Plan of Study required for July 1, 2008.* Please work with the CCCS Program Directors this year as you develop the **one** required Plan of Study.
  - **Plan of Study for Consortia:** By July 1, 2008 each school district in a Consortium must have one Plan of Study in place in order to receive Perkins funding for FY 2008-09.

- **Caution -- Perkins Allocation Amounts:** As mandated by the Perkins Act, the grant allocation amounts for Perkins sub-recipients is based on a federally-approved formula. Many variables affect this formula and thus affect the amount you receive each year. Use Perkins funds to **supplement**, not supplant, expenses for CTE programs. It is difficult to accurately predict your Perkins grant amount from one year to the next; the amount may vary widely. This year we were able to allocate leftover FY 2005-06 funds into the current year formula; however, we cannot guarantee that this will be available in the future. This may have “ballooned” your FY 2007-08 allocation to a larger than usual amount. **Do not plan this as a consistent grant amount for future years! This is a one-year, artificial increase in funds!**
- **Reserve and Non-Reserve Funds (Perkins Basic Grant):** As required by federal law, CCCS allocates the Perkins Basic Grant into two different grants: Reserve grant funds and Non-Reserve grant funds. Currently these funds may be spent the same way. In other words, neither grant has any specific requirements above the overall rules and regulations of Perkins. Given new accountability sanctions written into Perkins IV, the State of Colorado may mandate how the Reserve grant funds are spent if a sub-recipient does not meet performance sub-indicator targets for three consecutive years. While we do not anticipate the need for this restriction in the future, the Perkins Act requires CCCS to have a system in place to enforce sanctions if performance targets are not met.
- **Out-of-State Travel:** All out-of-state travel requires specific pre-approval by CCCS even if the travel is part of the Local Plan submission. Up to \$200 per student may be used from Perkins funds for student out-of-state travel. This specific approval is requested by e-mailing the appropriate travel form – either student or personnel – to the Perkins Director at least 30 days prior to departure. These forms may be found at <http://www.cccs.edu/CTE/PerkinsForms.html>. The Perkins Director will send an approval email within 30 days. This is your documentation that the use of Perkins funds to support out-of-state travel is approved. Please note: Out-of-country travel is not an allowable Perkins expense.
- **Perkins Contact:** If you need to revise the contact person for Perkins administration, please submit, on your educational institution’s letterhead, a memo providing CCCS with the new contact information. This letter must be signed by someone in authority at the educational institution other than the new contact person. Perkins contacts must have a business mailing address, a business e-mail address, a business phone number and a business fax number. One Perkins Administration contact person per sub-recipient, please!
- **Grant Recipient Agreement:** Your grant will now be awarded to you in two installments. You will receive a “Perkins First Installment Grant Award Notification” that informs you of your award amount for July 1 through September 30. You do not need to return this document to us, but keep it for your records. After the Local Plan is reviewed and approved, CCCS will send you the “Perkins Second Installment Grant Award Notification” along with the agreement packet containing documents that must be signed and returned to CCCS. *Helpful hint: CCCS cannot distribute Voucher #1 until the agreement packet is signed and returned to CCCS.*

## Perkins Spending

- **Reimbursement Vouchers:**
  - **Reimbursement of Expenses:** For expenses reimbursed with Perkins funds, please submit the following information with the reimbursement voucher:

- Submit account transaction details for Perkins expenditures with each voucher request. Make sure to submit the transaction detail report and not a summary report.
    - Submit copies of invoices or receipts for large transactions made with Perkins funds:
      - Secondary: transactions \$1,000 and greater
      - Postsecondary: transactions \$5,000 and greater
    - Submit names of individuals paid salary or wages with Perkins funds. This can be done by including the names of the personnel in the accounting system, or by submitting a payroll register that reconciles to the transaction detail report.
    - Submit the Equipment Information Form for pre-approved equipment purchases of \$5,000 and over. This form is available at the CCCS website <http://www.cccs.edu/CTE/PerkinsForms.htm>
  - **Month-end Vouchers:** Be sure to include all expenditures in a month so that the voucher includes all expenses through the end of a month. Please do not submit vouchers that have expenses recorded and supported only through a partial month. This will allow for much faster processing.
  - **Voucher Calculations:** Please note that after each voucher is submitted, CCCS reviews the voucher for expenditure allowability and appropriate supporting documentation. Before the next voucher is generated and sent to the sub-recipient, CCCS calculates the remaining allocation available for the sub-recipient. Therefore, the next voucher will not be e-mailed to the sub-recipient until the previous voucher is reviewed, re-calculated as necessary and paid. Sub-recipients cannot create their own vouchers. Sub-recipients must use vouchers e-mailed to their Perkins contact person from CCCS.
  - **Timing Submission of Vouchers:** Each sub-recipient may submit up to four (4) reimbursement vouchers per year with a minimum required of two (2) vouchers per year. Work with your accounting staff to determine how often you want to submit expenses for reimbursement.
  - **Quarter One Voucher Required:** Each sub-recipient must submit a “Quarter One Voucher” to CCCS by December 31. Quarter One Vouchers shall only include expenditures and request for reimbursement from July 1 through September 30. Please be aware that the Quarter One Voucher request cannot exceed the amount of your First Installment Grant Award. If it does, please contact Rachel Erbert.
  - **Final Voucher Required:** Each sub-recipient must submit a “Final Voucher” to CCCS by August 1. Please be sure that this includes all expenditures from October 1 through June 30 for which you want to be reimbursed. All documentation for Final vouchers - including e-mail and mail replies to CCCS review requests - **must be completed by November 15th** to ensure reimbursement.
- **Perkins Spending Reminders**
    - **Separate Perkins Accounts:** All Perkins expenses must be recorded in a separate Perkins account, even by School Districts that are members of a consortium. This provides the documentation needed to assure that Perkins funded expenses are not also claimed as CVA expenses.
    - **Assets:** The federal and state governments do not require that you track all assets purchased by Perkins funds but you must be able to justify any and all expenditures. *Friendly Advice: you may want to establish a tracking system for all expensive assets and “sensitive expenditures” such as electronic equipment or computers paid for with Perkins funds in case a federal or state auditor wants to review it.*

- **Quarter One Vouchers:** CCCS is required to monitor the amount of Perkins dollars obligated during the months of July, August, and September to ensure that the initial amount awarded to CCCS by the Federal Government is not overspent. Please make sure to request reimbursement for all expenses from July 1 through September 30 on the Quarter One Voucher, as those expenses cannot be claimed on a later voucher.
- **Final Vouchers:** At the end of the fiscal year, each sub-recipient must submit a Final Voucher which includes a Perkins Final Report signature sheet, a list of purchases with actual costs (line item-actual) and a matrix of actual costs designated by category and by requirement of the Perkins Act (Itemized-actual). Forms for these actual summaries are the same forms used with the initial Local plan budget estimates. Please submit all completed forms with the Final Voucher.
- **Program Approval Required for Perkins Spending:** Perkins funds may only be used for classes that are part of a CCCS approved CTE program. Remember, these classes are not allowed to be mandatory classes for all students.
- **Professional Development:** Perkins funds can help support professional development for CTE teachers, counselors and administrators. Also, academic faculty or staff working on specific projects that support the improvement of CTE programs may be supported with Perkins funds.
- **Personal Benefit Not Allowed:** Perkins funds cannot be used as a personal benefit. It cannot pay for tuition, certificates, credentials, or other similar items. CCCS makes an exception to this by allowing the cost of tuition to be reimbursed by Perkins funds if the following criteria are met:
  - **Teacher:** The sub-recipient may use Perkins funds to pay for a credentialed CTE teacher to take a core academic class from a CCCS community college and/or Colorado local district college. The student must receive an average grade of C or better. Contact the Perkins Director to learn more!
  - **Student:** The sub-recipient may provide tuition assistance with Perkins funds to students who are members of a special population but only under very specific restrictions. Contact the Perkins Director to learn more!
- **Salary Provisions:** Perkins funds should not be used for the fourth year of funding for faculty/teacher salaries. The first three years of a new program may use Perkins funds for faculty/teacher salaries but this should end by the fourth year. Please work closely with the Perkins Director regarding specific requirements of the use of Perkins funds for salary costs. All salary/wages costs must be supported with time/effort documentation.
- **Allowable Costs Guidelines:** For more information about allowable costs and allowable activities, please visit the CCCS Perkins website at: <http://www.cccs.edu/CTE/PerkinsFAQs.html>. Scroll down to view Allowable Activities and Allowable Expenditures documents.
- **Travel:** Many sub-recipients pay for faculty, teacher, administrator travel in the summer for CTE-related workshops. July can become a problem because it crosses into a new fiscal year but many times, conference registrations and travel arrangements need to be paid in the prior fiscal year. You may use Perkins prior year funds to cover approved travel expenses in July. This allows you to plan and pay for travel without the additional hassle of the change in fiscal year.

## Section III: The Colorado Vocational Act

For Fiscal Year 2007-08, CCCS made one change in the forms/requirements for the Colorado Vocational Act (see “Final 2007 Form” bullet point below). CCCS and field representation are currently examining legislative changes to the CVA in order to comply with the 2005 Colorado CVA/Perkins Audit and the recently reauthorized federal Carl D. Perkins Act. Additionally, CCCS and field representation are examining the rules and regulations and Administrators handbook that guide CVA submissions. Working with the school districts, BOCES, CDE, CASB, CASE, CACTE, and CACTA, CCCS plans to present proposed CVA legislative changes to the General Assembly in Session 2008. Assuming these changes are adopted by the Legislature and Governor, new forms, requirements, rules and regulations will take effect on July 1, 2008.

- **Final 2007 Form Change:** CCCS changed the CVA Final 2007 Form. The Form was changed to require two school district/BOCES signatures (one by the preparer and one by the supervisor). Additionally, the form now requires the school district to record the total reported CTE student FTE and reported CTE Costs and secondly, requires CCCS to record the final CCCS calculated CTE student FTE and CTE Costs. This is to help alleviate confusion over final inputs into the CVA formula.

Below is a reminder of changes that took place in FY 2006-07.

- **Certification Signatures:** Two certification signatures were required on CVA Financial Reporting Signature pages. As stated above, the Fiscal Year 2006-07 signature page now includes a certification statement to be signed by the preparer and the supervisor reviewer. The preparer and reviewer need to be different people. One of the signing individuals needs to have contract signing authority.
- **CVA Forms:** All school districts and BOCES were required to use the CCCS forms to submit CTE costs including the calculations for CTE teacher expenses, CTE administrative expenses, and CTE student calculations.
- **Technology Administrator:** This line item was determined to not be an allowable expense to claim for CVA.
- **Credentials:** All staff of the school district must be credentialed to claim costs. Therefore, compensation for administrative assistants was determined ineligible to be claimed as costs.
- **Support Documentation for Expenses:** In the training sessions this year, we had asked for a mid-year General Ledger and year-end General Ledger to show costs that are being claimed for CVA. This is no longer required.

## Section IV: CTE Accountability

### Performance Metrics (Perkins Accountability Data)

Perkins IV continues the strong focus on CTE accountability. As part of the requirements under the Perkins Basic Grant (Title I), the State must negotiate performance targets on the secondary and postsecondary accountability indicators with the U.S. Department of Education (USDE). If the State does not meet each negotiated performance target, funding to Colorado could be compromised. In order to meet State performance targets, CCCS will negotiate performance metrics targets with each local sub-recipient. To determine local performance levels several factors will be considered including current local performance and state negotiated performance levels.

The State plan will specify the state-level accountability measurement definitions and clarify student populations that must be included in the measures. Performance targets proposed in the transition plan submitted to the USDE have been approved for program years 2007-2008 and 2008-09. Accountability measurement definitions are subject to change until final approval of the 5-year final plan due to the USDE in April 2008.

To ensure compliance on the negotiated performance targets, CCCS is responsible for implementing mechanisms for collecting the VE-135 data and producing annual reports that summarize the accountability information for inclusion in the Consolidated Annual Report (CAR) submission to the USDE. Additionally, CCCS distributes this data to local recipients. CCCS will continue the development and coordination of database and reporting systems to improve the quality of data required under Perkins IV. Examples of this work include:

- Clarifying and improving data needed to respond to Perkins IV accountability requirements. This is critical in light of potential sanctions contained in Perkins IV for both state and locals that do not meet performance targets.
- Continued partnership with the Colorado Department of Education (CDE), Colorado Department of Higher Education (CDHE), and the Colorado Department of Labor and Employment (CDLE) in order to both improve data quality and to eliminate duplication of data reported by eligible recipients.

As part of the statewide CTE strategic planning efforts, we encourage you to use the data provided to you for Perkins accountability as a tool to help you make strategic decisions about your CTE programs. Use your “funded projects” that are required in the Perkins Local Plan as a way to focus resources on programs that may need some extra help as indicated by the performance metrics.

# Section V: CTE Credentialing

We heard you! We have worked throughout FY 2006-07 to simplify the CTE credentialing processes. Thank you for all of your comments, suggestions, and feedback. We have simplified the credentialing standards to three basic credentialing criteria, have streamlined the submission processes and will work toward continued simplification and streamlining throughout the new fiscal year. All credentialing criteria that must be met to obtain a CTE credential now align with the 81 Colorado Career Pathways. Instructors that currently have a credential do not need to re-apply for a Career Pathway CTE Credential. Instead, when the instructor applies to renew the CTE Credential or move from Provisional (now called “Initial Credential”) to Standard (now called “Professional Credential”), he/she will receive the new Career Pathway Credential. The CTE Credential at the pathway level allows the instructor to be credentialed in all programs/CIPs within the Career Pathway.

- **Secondary:** CCCS issues all secondary teacher credentials.
  - **New Criteria.** CCCS established criteria for education, occupational experience and CTE coursework for the 81 Career Pathways. These are listed on the CTE website at [www.coloradostateplan.com](http://www.coloradostateplan.com).
  - **New Names:** In order to align CTE credentialing language with the Colorado Department of Education (CDE) licensing language, we now call the first, provisional credential the “Initial Credential.” This is applicable for three years. The standard credential is now called the “Professional Credential” and is renewed every 5 years.
  - **New Application:** The CCCS credentialing website has a new, simplified application. Please note, secondary teachers no longer have to provide proof of a school district contract or CDE licensure to receive an Initial Credential or to renew a Professional Credential.
  - **Specialized Credentials:** For secondary applicants, there are additional Pathways that can be obtained by people serving CTE outside of the classroom. These credentials are for CTE Director and CTE Specialist. Both of these have specific criteria necessary to complete to receive a credential. Be sure to check the credentialing website for more details: [www.coloradostateplan.com](http://www.coloradostateplan.com).
  
- **Post-Secondary and DOC:** All post secondary full-time and part-time instructor credentials are issued by the employing post secondary institution including Department of Corrections. CCCS maintains a database in the Banner system of all part-time and full-time credentialed instructors. For those post secondary institutions not using the CCCS Banner system, CCCS enters the applicant’s information for tracking and monitoring. Once a CTE credential is issued by a post secondary institution, it is carried with the instructor to any other Colorado public post secondary institution or Department of Corrections.
  - **New Criteria.** CCCS established criteria for education, occupational experience and CTE coursework for the 81 Career Pathways. These are listed on the CTE website at [www.coloradostateplan.com](http://www.coloradostateplan.com).
  - **New Names:** In order to align post secondary CTE credentialing language with secondary CTE credentialing language, we now call the first, provisional credential the “Initial Credential.” This is applicable for three years. The standard credential is now called the “Professional Credential” and is renewed every 5 years.
  - **New Application:** The CCCS credentialing website has a new, simplified application. All postsecondary applicants will send the completed application and employment verification to their respective educational institutions. Each postsecondary institute has one Credentialing Officer to issue the credentials and will track on a spreadsheet provided by

CCCS. Beginning January 2008, the Credentialing Officer will input tracking information into Banner.

For a crosswalk of all current CIP codes to the new 81 Colorado Career Pathways, please visit our new CTE credentialing website at the following web address:

[http://www.coloradostateplan.com/default\\_cred.htm](http://www.coloradostateplan.com/default_cred.htm).

# Section VI: The Annual Compliance Calendar for Fiscal Year 2007-08

July 1, 2007: Local expenditures using FY 2007-08 Perkins funds begin

August 1, 2007: CVA final financial reports for FY 2006-07 due to CCCS. CVA “estimate” forms for FY 2007-08 due to CCCS.

August 1, 2007: Perkins final reimbursement voucher and Final Financial Report for FY 2006-07 due to CCCS unless a request for an extension was requested and approved.

September 30, 2007: FY 2007-08 Perkins Local Plans due to CCCS

September 30, 2007: CCCS makes the Quarter One payment for CVA

November 30, 2007: VE-135 website available for follow-up data entry

**NEW:** November 15, 2007: Perkins Final Voucher for Fiscal Year 2006-07 must be completed (including all questions from CCCS resolved) so that final payment may be made.

**NEW:** December 31, 2007: Quarter One Voucher for FY 2007-2008 due to CCCS.

December 31, 2007: CCCS makes the Quarter Two payment for CVA

January, 2008: CCCS mails Perkins Letters of Intent for FY 2008-09 to sub-recipients

February 15, 2008: Perkins Letters of Intent for FY 2008-09 due to CCCS

March 1, 2008: VE-135 Follow-up data for FY 2006-07 due to CCCS.

March 31, 2008: CVA Revised Estimates due to CCCS and CCCS makes the Quarter Three payment for CVA

May 30, 2008: Perkins Formula Allocation for FY 2008-09 mailed to sub-recipients. Perkins sub-indicator results (performance metrics for FY 2006-07) mailed to sub-recipients.

June 30, 2008: VE-135 Enrollment data for FY 2007-08 due to CCCS

June 30, 2008: CCCS makes the Quarter Four payment for CVA

# Section VII: CTE Contacts at CCCS

## Colorado Community College System CTE Contacts

Function	Name	Phone	Email Address
<b>Leadership</b>			
VP of Academic & Student Affairs	Linda Bowman	303-360-4775	
Assoc. VP, Academic & Student Affairs, Provost	Geri Anderson	720-858-2759	<a href="mailto:geri.anderson@cccs.edu">geri.anderson@cccs.edu</a>
	Curriculum Director Laura Mullen	720-858-2747	<a href="mailto:laura.mullen@cccs.edu">laura.mullen@cccs.edu</a>
	Program Assistant Sherrill Albert	303-595-1564	<a href="mailto:sherrill.albert@cccs.edu">sherrill.albert@cccs.edu</a>
Assoc. VP, Compliance & Technical Support	Jennifer Sobanet	303-595-1569	<a href="mailto:jennifer.sobanet@cccs.edu">jennifer.sobanet@cccs.edu</a>
	Office Manager David Eberle	720-858-2773	<a href="mailto:david.eberle@cccs.edu">david.eberle@cccs.edu</a>
Dean, Career & Technical Education	Jeff Barratt	720-858-2753	<a href="mailto:jeff.barratt@cccs.edu">jeff.barratt@cccs.edu</a>
	Administrative Assistant Pat Sagrillo	303-595-1568	<a href="mailto:pat.sagrillo@cccs.edu">pat.sagrillo@cccs.edu</a>
<b>Compliance &amp; Technical Support</b>			
<b>Perkins</b>			
Perkins Director	Lorrie Toni	303-595-1565	<a href="mailto:lorrie.toni@cccs.edu">lorrie.toni@cccs.edu</a>
Perkins Vouchers	Rachel Erbert	720-858-2760	<a href="mailto:rachel.erbert@cccs.edu">rachel.erbert@cccs.edu</a>
Perkins Fiscal Compliance	Stephanie Woodruff	720-858-2745	<a href="mailto:stephanie.woodruff@cccs.edu">stephanie.woodruff@cccs.edu</a>
Perkins Monitoring	Brian Park	720-858-2774	<a href="mailto:brian.park@cccs.edu">brian.park@cccs.edu</a>
Perkins Accountability (VE-135)	Julie Eddy	303-595-1527	<a href="mailto:julie.eddy@cccs.edu">julie.eddy@cccs.edu</a>
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