

Step by Step Process: Please follow these steps to submit the Intent To Participate Form.

- 1) The designated Perkins Contact for your educational institution will be notified that your educational institution's Intent To Participate Form has been posted to your CTE Online Account via an email from the CTE Online System/CCCS Perkins Director (see Screen Shot # 1.) Read the email carefully and note the due date for your response. (The date will be 4 weeks from the date the form is posted for individual participants or for districts that are members of consortia, and 5 weeks for consortia fiscal agents.)
- 2) Once you have accessed your Account by following the Account Log On process, you will be taken to *Intent To Participate Notification* page (see Screen Shots # 2a and 2b.) **(Please note that if your user name and password do not allow access, try copying the user name and the password directly from the e-mail and pasting them into their respective cells on the log-in page.)**
- 3) First, read all instructions listed at the top of the page. Second, review the participation options presented and select your educational institution's participation choice for the next fiscal year by clicking on the appropriate radio button. Note that, depending on the type of educational institution, you may choose to participate a) as a stand-alone recipient, b) as a stand-alone exempt recipient, c) in a consortium (for this option you must also select the consortium through which your educational institution will participate), or you may choose not to participate. Note also that, as a reminder, your educational institution's method of participation for the prior fiscal year, including if it did not participate, is listed directly below the participation choices. **Finally, review the Perkins Contact Information and make corrections as necessary.**
- 4) Click the *Submit* button when you have finished. The designated Perkins Contact for your educational institution will be notified that your Intent To Participate Form has been received by CCCS via email (see Screen Shot # 3.) The email will include a summary of a) your educational institution's participation choice, b) your educational institution's prior year participation choice, and c) your educational institution's Perkins contact information along with any changes you submitted noted in red.

Screen Shots

Screen Shot # 1: Email Notification: Intent To Participate Form Posting

Hello,


This is an automatic email from the [CTE Online Account](#) web application to let you know that the FY2010 Perkins Intent to Participate Notification for Test Account has been posted.

The Colorado Community College System/State Board of Community Colleges and Occupational Education (CCCS/SBCCOE) requires that you **inform us by Wednesday, March 04, 2009**, as to you Intent to Participate in the Perkins Federal Career and Technical Education FY2010 secondary formula grant and the method (stand alone, exempt, or consortium member) of your participation. Educational institutions that fail to update their Intent To Participate Response on time will be omitted from the FY2010 formula.

FY2010 Perkins Local Plan Applications will be posted to the [CTE Online Account](#) web application after all Intent To Participate Responses are received by all Colorado Perkins recipients and after the formula is run to determine allocations.

Please go to the [CTE Online Account](#) website and respond to us whether or not your district plans to participate in FY2010 by checking the appropriate option as to your Intent to Participate in the secondary allocation.

The system is password protected, and you will need your user name and password to access the system.

User name: patti.aroyo@cccs.edu 

Password:

If you have any questions, please [contact us](#).

Thank you.

Lorrie Toni, Perkins Director
Colorado Community College System
Phone: 303-595-1565
Fax: 720-858-2544
E-mail: Lorrie.Toni@cccs.edu
Mailing address: 9101 E. Lowry Blvd.,
Denver, CO 80230-6011
www.cccs.edu

Screen Shot # 2a: Intent To Participate Form (Top Section)



CTE Online Account
Test Account
FY 2008 - 2009

[Log Off](#)

FY 2010 Intent To Participate Notification

- Please respond before the deadline specified in the email notification.
- Fields marked with * are required.
- Press the *Submit* button to send your response to CCCS.
- Press the *Skip* button if you want to respond to the notification later. You will see this page again the next time you log onto the system.

***FY2010 Intent to Participate Response. Please select ONE:**

- Yes, we want to participate as a stand-alone recipient.
- Yes, we want to participate as stand-alone exempt recipient (We do not expect to qualify for at least \$15,000 basic funds by formula but request approval to participate as a stand-alone exempt instead of with a consortium).
- Yes, we want to participate as a member of the following consortium:
- No, we will NOT participate in the secondary formula for FY2010.

Prior Year (FY2008 - 2009) Participation Status: Standalone Participating

Intent To Participate Form

Created: Fall 2008; Last Modified: 10/12/2009

Screen Shot # 2b: Intent To Participate Form (Bottom Section)

Perkins Contact Information

PLEASE ALSO REVIEW THE CONTACT INFORMATION. IF IT IS CORRECT AND CURRENT, CLICK SUBMIT. IF THIS IS NO LONGER THE PERSON DESIGNATED TO BE YOUR PERKINS CONTACT, PLEASE ENTER CORRECT UPDATED INFORMATION BEFORE YOU SUBMIT. (Future changes to your Perkins contact information can be updated by contacting the CCCS Perkins Director.)

*First Name
*Last Name
*Phone
*Email

Screen Shot # 3: Email Notification: Intent To Participate Form Received

Hello,

This is an automatic email from the [CTE Online Account](#) web application to let you know that the FY2010 Intent to Participate Response has been received.

Institution name: Test Account

FY2010 Participation Summary

Standalone Participating

Prior Year (FY2009) Participation Summary

Standalone Participating

Perkins Contact Information	Information Submitted	Information in Database
First Name	Test	Test
Last Name	Secondary	Secondary
Phone	7208582724 (changed)	
Email	patti.arroyo@cccs.edu	patti.arroyo@cccs.edu

If you have any questions, please [contact us](#).

Thank you.

Lorrie Toni, Perkins Director
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Phone: 303-595-1565
Fax: 720-858-2544
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Denver, CO 80230-6011
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