

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 receive an e-mail from the CTE Online System/CCCS Perkins Director notifying that your educational institution's Intent To Participate Form has been posted to your CTE Online Account (see Screen Shot # 1.) **Read the email carefully and completely** for directions and note the **due date** for your response. Failure to respond on time will eliminate your educational institution from the next Perkins grant allocation formula.

**Note:** The CTE Online Account e-mails are machine generated and thus, are blocked by some firewalls. Be sure the firewall for your institution has cccs.edu on its white list. The CTE Online Account e-mails notifying of the Perkins Intent to Participate usually are sent out near the middle of January. If your Perkins contact, has not received this important e-mail by the end of January, please check your firewall!

- 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 Shot # 2a.) **(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 your 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 you have or will be joining), or d) you may choose not to participate. Note also that, as a reminder, your educational institution's method of participation for the prior fiscal year is listed directly below the participation choices. Note: For educational institutions selecting to participate in a consortium (option c), it is very important that you select the correct consortium name. **Next, review the Perkins Contact Information and make corrections as necessary.** (see Screen Shot #2b.) Each item must have information entered.
- 4) The third section of the form only appears, if you selected "Yes" as your participation option (for any participation type.) Each eligible Perkins recipient must have at least one approved plan of study as part of their approved CTE program. Because this is a requirement of the Perkins Act, CCCS keeps a record of one CCCS approved plan of study for each eligible recipient. Each year, to remain in compliance, each eligible recipient is asked to verify that the one plan of study "on record" is still current and accessible to students.

- a. If CCCS, has one plan of study on record for your educational institution, the Plan of Study Information within the Intent to Participate form will show the following information: Career Cluster, Pathway and Plan of Study (see Screen Shot 3a.) Note: If the Perkins contact needs to see the details of the plan of study kept on record for the Perkins requirement, it is available by educational institution, as a link, at this website: <http://www.coloradostateplan.com/approvedPlansStudy.htm>. Please indicate one of the Plans of Study options by clicking on the appropriate radio button:
    - i. Still Current. If selected, please proceed to Step 5.
    - ii. Not Current. If this is selected, a paragraph explaining the steps needed to come into compliance is provided. Please note this information and then proceed to Step 5.
  - b. If CCCS, does NOT have a plan of study on record for your educational institution, please indicate one of the following options by clicking on the appropriate radio button. (see Screen Shot 3b.)
    - i. We do not have any approved Career and Technical Education programs in our District. We pay contract costs to allow our students to participate in approved Career and Technical Education programs located elsewhere.
      1. If this option is selected, a follow-up paragraph will refer you to the Administrators' Handbook website for important requirements you must meet to qualify to be part of the formula. This information can be found in the Administrators' Handbook pdf, in Section V, Part C3. You may proceed to Step 5 but be sure you read the information found in the Administrators' Handbook.
    - ii. We are in the process of developing a new Career and Technical Education program that will be submitted for approval and we understand that the development of a Plan of Study is inherent in that process.
      1. If this option is selected, a follow-up paragraph will explain that the request for program approval must be submitted within the fiscal year or any distributed funds will have to be returned. You may proceed to Step 5 but be sure to closely follow the progress of the program approval request.
- 5) Click the *Submit* button when you have finished. (**Please click the Submit button only once.**) The designated Perkins Contact for your educational institution will be notified that your Intent To Participate Form has been received by CCCS via email from the CTE Online Account (see Screen Shot # 4.) The email will include a summary of a) your educational institution's participation choice, b) your educational institution's prior year participation choice, c) your educational institution's Perkins contact information along with any changes you submitted noted in red, and the current status of your one plan of study of record. (If you selected to participate as a member of a consortium, the name of the consortium selected will also be included

## Intent To Participate Form

Created: Fall 2008; Last Modified: 1/13/2011

and the selected consortium will also receive a copy of this confirmation e-mail.) Please read the confirmation e-mail to be sure the information you submitted was correct.

### 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 FY2012 Perkins Intent to Participate Notification for [Perkins Local Plan-12](#) has been posted.

The Colorado Community College System/State Board of Community Colleges and Occupational Education (CCCS/SBCCOE) requires that you use the [CTE Online Account](#) to **inform us by Tuesday, February 08, 2011**, as to your Intent to Participate in the Perkins Federal Career and Technical Education FY2012 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 FY2012 Perkins Grant formula. Please read this e-mail in its entirety before you proceed to the [CTE Online Account](#).

FY2012 Perkins Local Plan Applications can only be posted to the [CTE Online Account](#) web application after all Intent To Participate Responses are received from all Colorado Perkins eligible recipients and after the formula is run to determine allocations.

Within the Intent to Participate form, if you indicate yes to participating, you will also be asked to verify the validity and continued use of your current Plan of Study. Each eligible Perkins recipient must have at least one approved Plan of Study as part of their approved CTE program. If you need to see the details of the current approved Plan of Study on record for your District that currently evidences this requirement, please go to <http://www.coloradostateplan.com/approvedPlansStudy.htm>.

Please take a few seconds now to go to the [CTE Online Account](#) website and respond to us whether or not your district plans to participate in FY2012 by checking the appropriate option as to your Intent to Participate in the secondary allocation. Please read and follow all directions.

Thank you for your immediate response to this request.

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

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

##### **FY 2012 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.

\*FY2012 Intent to Participate Response. Please select ONE:

- Yes, we want to participate as an exempt recipient (We do not expect to qualify for at least \$15,000 basic funds by formula but request approval to participate as 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 FY2012.

Prior Year (FY2010 - 2011) Participation Status: Exempt Participating :

##### Perkins Contact Information

PLEASE REVIEW THE PERKINS CONTACT INFORMATION. IF INCORRECT, PLEASE UPDATE THE INFORMATION BEFORE YOU SUBMIT. (Future

## Intent To Participate Form

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### Screen Shot # 2b: Intent To Participate Form (Middle Section, if select Yes; Bottom Section if select No.)

#### 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 # 3a: Intent To Participate Form (Bottom Section if select Yes option, one plan of study is "on record")

#### \*Plan of Study Information

The Perkins Act of 2006 requires that each district or college receiving Perkins funds have **one** approved Plan of Study in place to qualify for funding. Please confirm that the Plan of Study listed here is still valid and available to students:

**Career Cluster**     AGRICULTURE, FOOD & NATURAL RESOURCES  
**Pathway**             AGRIBUSINESS SYSTEMS  
**Plan of Study**       Agricultural Financial Planning

If more information is needed, the details of this currently, CCCS approved, plan of study can be reviewed at <http://www.coloradostateplan.com/approvedPlansStudy.htm>. For the **approved Plan of Study listed**, please mark the appropriate choice. The plan of study shown above is:

- STILL current  
 NOT current

### Screen Shot # 3b: Intent To Participate Form (Bottom Section if select Yes option, but no plan of study is "on record")

#### \*Plan of Study Information

The Perkins Act of 2006 requires that each district or college receiving Perkins funds have one approved Plan of Study in place to qualify for funding. **Since no approved Plan of Study is currently listed in our records**, please mark one of the following:

- We do not have any approved Career and Technical Education programs in our District. We pay contract costs to allow our students to participate in approved Career and Technical Education programs located elsewhere.  
 We are in the process of developing a new Career and Technical Education program that will be submitted for approval and we understand that the development of a Plan of Study is inherent in that process.

## Intent To Participate Form

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### Screen Shot # 4: 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 FY2012 Intent to Participate Response has been received.

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**Institution name: FRONT RANGE COMM COLLEGE****FY2012 Participation Summary**

Participating

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**Prior Year (FY2011) Participation Summary**

Participating

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**Perkins Contact Information**

First Name

Last Name

Phone

Email

**Information Submitted**

Bill (changed)

Smith (changed)

303-595-1565 (changed)

[lorrie.toni@cccs.edu](mailto:lorrie.toni@cccs.edu)

**Information in Database**

Lorrie

Toni

[lorrie.toni@cccs.edu](mailto:lorrie.toni@cccs.edu)

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**Plan of Study Information**

Career Cluster

HEALTH SCIENCE

Pathway

THERAPEUTIC SERVICES

Plan of Study Name

Pharmacy

You have confirmed that the approved Plan of Study on file with CCCS is still valid and available to students.

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

Thank you.

Lorrie Toni, Perkins Director  
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