**Application for State Approval of Postsecondary Career and Technical Education (CTE) Programs**

**July 1, 2024 – June 30, 2025**

**SECTION 1: GENERAL INSTRUCTIONS**

AUTHORITY: Strengthening Career and Technical Education for the 21st Century Act: PL 115-224,

 Policy Issuance 24-23 – Perkins Postsecondary State-Approved Programs

COMPLETION: Voluntary

* Applications can be submitted at any time throughout the program year. Proposed activities for programs of study yet to be state-approved may be included in an institution’s Perkins Local Application prior to receiving state-approved status. Full approval of the Perkins Local Application may be granted following the submission of a substantially approvable Application for State Approval of Postsecondary Career and Technical Education (CTE) Programs.
* Once an Application for State Approval of Postsecondary CTE Programs is submitted, the institution will be notified of review findings within thirty (30) calendar days. LEO-WD may request modifications, deny, or approve the application. If modifications are required, an email will be sent to the applicant requesting those changes. LEO-WD requests all modifications be submitted within ten business days. If changes cannot be made within ten business days, the applicant may submit a written request for extension subject to approval by LEO-WD. Once the application has been approved, LEO-WD will notify the applicant and update the Program Inventory.
* Direct questions regarding this application to Perkins Postsecondary, Keenan Wade, Manager: 517-243-0161.

**SECTION 2: SUBMITTING EDUCATIONAL AGENCY**

|  |  |
| --- | --- |
| **College:**       | **Date:**       |
| **Occupational Education Contact Person:**       |
| **Title:**       | **Email:**       |
| **Phone:**       | **Fax:**       |

**SECTION 3: PROGRAM INFORMATION**

|  |
| --- |
| **Program Name:**       |
| **CIP Code:**       | **Program Start Date:**       |
| **Award/Degree Level (select all that apply):**[ ]  <1 Year [ ]  ≥ 1 Year but < 2 Years [ ]  2-Year Certificate/Associate Degree [ ]  ≥ 2 Years but < 4 Years |
| **High-Skill, High-Wage, or In-Demand (select all that apply based upon State Criteria):**[ ]  High-Skill [ ]  High-Wage [ ]  In-Demand |

1. **Credits Required to complete the program:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | < 1 Year | ≥ 1 but < 2 Years | 2-Year Certificate/ Associate Degree | > 2 but < 4 Years |
| 2024-25 |       |       |       |       |

1. **Current and Projected Student Headcounts (Unduplicated) and Contact Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | < 1 Year | ≥ 1 but < 2 Years | 2-Year Certificate/ Associate Degree | > 2 but < 4 Years |
|  | Headcount | Contact Hours | Headcount | Contact Hours | Headcount | Contact Hours | Headcount | Contact Hours |
| 2024-25 |       |       |       |       |       |       |       |       |
| 2025-26 |       |       |       |       |       |       |       |       |
| 2026-27 |       |       |       |       |       |       |       |       |

1. **Tuition per Year (Number of Credit Hours Per Year X Cost Per Credit Hour):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | < 1 Year | ≥ 1 but < 2 Years | 2-Year Certificate/ Associate Degree | > 2 but < 4 Years |
| 2024-25 |       |       |       |       |

1. **Additional Fees (Non-course Related):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | < 1 Year | ≥ 1 but < 2 Years | 2-Year Certificate/ Associate Degree | > 2 but < 4 Years |
| 2024-25 |       |       |       |       |

1. **Perkins Core Performance Indicators:**

|  |  |
| --- | --- |
| Core Indicator (Perkins V) | 2023-24 Performance Levels |
| State PerformanceLevel Expected | College | Program |
| 1P1: % of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education, are in advanced training, military service, or a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are placed or retained in employment. | 13.02% |       |       |
| 2P1: % of CTE concentrators who receive a recognized postsecondary credential during participation in or within 1 year of program completion. \* | 37.05% |       |       |
| 3P1: % of CTE concentrators in career and technical education programs and programs of study that lead to non-traditional fields. **If this is NOT a nontraditional program, enter N/A in the Program column** | 16.51% |       |       |

**Data Analyses. Provide a brief analysis of your data and explain what ramifications these data have for program improvement, especially in the areas of the Perkins Core Indicators.**

1. **Projected Budget (2024-25) will reflect either costs for implementation or continuation):**

|  |  |
| --- | --- |
| **EXPENDITURES** | **2024-25** |
| 1. Instructional Salaries and Fringes | $      |
| 2. Salaries and Fringes of Aides and Paraprofessionals | $      |
| 3. Instructional Travel and Advisory Committees | $      |
| 4. Instructional Supplies and Materials | $      |
| 5. Equipment Purchase/Lease | $      |
| 6. Facility Construction/Renovation | $      |
| 7. Other Direct Costs (specify) | $      |
| **TOTAL** | $      |

1. **Revenues for 2024-25 (estimated):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Tuition and Fees | Local and/or State | Federal | Other (specify)\* | Total |
| 2024-25 |       |       |       |       |       |

\*Specify:

1. **Personnel for 2024-25:**

|  |  |  |
| --- | --- | --- |
|  | Existing Faculty | New Faculty |
| Full-time | Part-time | Full-time | Part-time |
| 2024-25 |       |       |       |       |

**SECTION 4: ADDITIONAL INFORMATION NEEDED IN APPLICATION**

1. **Need Study Synopsis:** Complete the Need Study Synopsis at the bottom of this form by filling in the blanks with the information and data obtained through the Need Study. Statements must be supported by data. Sources of all information must be provided.

1. **Program Description:** Provide a succinct paragraph describing the program. Indicate the difference between the associate degree and certificate programs, if applicable. Indicate program goals and objectives. Specifics about the occupation should also be discussed, e.g., special skills and knowledge required via formal education, long-term employment opportunities.

1. **Occupations:** Provide a list of occupations for which the student completing the program will be qualified. The specifics about the occupation should also be discussed, e.g., special skills and knowledge required via formal education, employment opportunities (current and future).

1. **Articulation:** Briefly describe your plans to articulate the proposed program with a similar program(s) offered by any secondary and/or four-year baccalaureate degree granting institution(s).

1. **Physical Facilities**: Describe the facilities in which the program will be housed. Specify whether the proposed program will require the construction of new physical facilities, renovation of existing facilities, or use of temporary facilities.

1. **Accreditation**: Describe the status of the recognition, accreditation, or licensing application by external agencies, if applicable.

1. **College Approvals**: Describe the status of the review and approval by the college curriculum committee, faculty, administrators, and board. If prior approvals are not complete, please indicate projected approval dates.

1. **Occupational Courses:** Identify the program courses in sequence by term or semester in which they are to be taken by the student.

1. **Catalog Descriptions:** Provide the catalog description for each specialty and supportive course(s) required for the program.

1. **Advisory Committee:** List the names, titles, and organizational affiliation of members of the advisory committee that has been selected to advise the college on the development and implementation of this occupational program. Attach advisory committee meeting minutes that include proposed program recommendations.

1. **Program Evaluation:** Give a brief description of the evaluation process and time schedule for performing the evaluation.

1. **Recommendations:** Recommendations for program implementation as well as a management plan for implementation and operation should be placed in this section.

**SECTION 5: CERTIFICATION**

|  |
| --- |
| I certify that the information submitted on this application is accurate and complete to the best of my knowledge.President:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) (Date)Occupational Education Contact:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) (Date) |

**NEED STUDY SYNOPSIS**

A **need study** was conducted for       (name of community college) by       (college personnel or name of firm that conducted study) during       (winter, spring, fall), for the proposed new program       (title),       (CIP Code).

The **geographic area** to be served by the college includes the cities of       and the following counties:      .

The need study surveyed       (actual number) employers and revealed that within the geographical area served by the college       (actual number) **skilled person are currently employed**       (full-time/part-time) in the occupation for which this program could provide training. Additionally,       (actual number) persons are receiving **on-the-job training** for this occupation       (full-time/part-time).

The need study **projected** one- and five-year full- and part-time **job opportunities** relative to participants in this program. For **associate degree** holders,       positions (      full-time;       part-time) are projected within one year. Within five years,       positions are projected (      full-time;       part-time).

For **certificate** holders,       positions (      full-time;       part-time) are projected within one year. Within five years,       positions are projected (      full-time;       part-time).

For individuals who upgrade themselves with **limited course work**,       positions (      full-time;       part-time) are projected within one year. Within five years,       positions are projected (      full-time;       part-time).

Within the State of Michigan, the **employment opportunities** for those trained in this occupation currently are       full-time and       part-time. It is projected that within one year       positions will be available, and within five years       will be available.

A student graduated in this field can expect a **starting hourly wage rate** (excluding benefits) of $      for a certificate holder and $      for an Associate degree holder (based on the geographical area to be served).

**CHECK ONLY ONE: Within your geographical area:**

[ ]  Job opportunities are projected to be available for no less than 75% of the projected program enrollees in any one year.

[ ]  At least 90% of the projected program enrollees will be employed persons from the proposed program area who desire upgrading within this occupation.

**FILL IN THE BLANKS**

A student survey indicated that       individuals are interested in pursuing the program (      associate degree,       certificate,       course work). Survey respondents included a total of       present community college students and employed persons.

**EXISTING EDUCATIONAL OPPORTUNITIES**

List the educational opportunities available for students interested in this program that are within the geographic area currently served by the college.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Program** | **Location** |
|       |       |       |
|       |       |       |