



Reflection Tool: CTE 101 for Administrators

Use this companion tool to the [CTE 101 for Administrators](#) microsite to organize the people and information that can help you ensure CTE programs deliver success for students, employers and the community.

Key Contacts

Keep track of the contacts relevant to your CTE programs.

Type of Contact	Contact Info/Link to Roster	Needs
CTE educators		
WBL coordinator		
Perkins grant manager		
Counselors		
Other staff		
Postsecondary partners		
Employer partners		
Community partners		



CTE Tools, Resources and Information

Use the following to document the information and resources you need, progress made and next steps when it comes to supporting and overseeing CTE.

CTE Program of Study Organization

What program of study tools are available to help you understand the scope and sequence of your CTE programs?

What partner institutions are involved in your CTE programs of study?

What scheduling and transportation considerations should you keep in mind when planning course offerings across your CTE programs of study?

What tools are available to help you market CTE programs to current and future students and families?

Foundational Elements of CTE

Where can you find relevant standards, curriculum and assessment resources for your CTE programs of study?

What is the process and timeline for updating standards and curriculum? Is there a role for your teachers in that process?



What industry credentials are embedded in your CTE programs?

What procedures ensure that facilities and equipment are safe and industry relevant?

Who is responsible for purchasing decisions for curriculum, assessments and equipment, among other costs?

Career Readiness

Which career exploration and planning activities are incorporated into CTE courses and which are the responsibility of school counselors?

Which work-based learning activities are offered through your CTE programs?

Which staff in your school support work-based learning? What do they need to carry out this work?

What training agreements, templates and other guidance can help with work-based learning logistics?



What costs and concerns around scheduling, transportation and liability do you need to consider for work-based learning?

Which CTSOs are aligned with your CTE programs?

Which staff in your school are CTSO advisers? What do they need to carry out this work?

What costs and concerns around scheduling, transportation and liability do you need to consider for CTSOs?

Partnerships and Advisory Boards

Who are your CTE program partners?

Do you have partnerships across employers and industry, education and the community?

How many advisory boards do your CTE programs of study have?

When and how often do your advisory boards meet?



What activities do your advisory boards engage in?

What guides and templates exist to help you with advisory board logistics?

How do your CTE programs interact with the community?

How do your CTE programs recruit and recognize partners?

How do your CTE programs interact with policymakers and the media?

Perkins Grant Management

These are a few of the most important things to be aware of when it comes to administering the Perkins grant. See more with [“Perkins Grant Management: What You Need to Know.”](#)

Who is responsible for managing the Perkins grant in your school or district?

How much funding does your district or institution receive from Perkins?

What teacher salaries, equipment and other activities are funded by Perkins?



What are the timelines and requirements for your four-year local application and local application revisions?

What are the timelines and requirements for your CLNA?

Is your institution part of a consortium or are there other requirements for regional collaboration in your state for the CLNA and/or local application?

What are the timelines and requirements for state approval, review and monitoring of CTE programs and programs of study that receive Perkins funding?

Perkins Data and Reporting

These are a few of the most important things to be aware of when it comes to Perkins data and reporting. See more with [“Perkins Grant Management: What You Need to Know.”](#)

What tools are available for tracking Perkins data?

What tools are available for tracking Perkins budget and spending?

What is the timeline for reporting Perkins data annually to your state?



What Perkins accountability indicators apply to your district or institution and how are these indicators defined?

What are your district or institution's targets for student performance on Perkins accountability measures?

What data-sharing agreements impact your Perkins reporting?

Hiring and Supporting CTE Teachers

What are the CTE teacher requirements and licensure types in your state that impact CTE hiring?

What salary scales impact your CTE hiring? What bonuses are available for activities like CTSO advising?

Which of your CTE teachers are new from industry and may need extra support?

Which of your teachers are transitioning from academic subjects and may need support?

What induction, onboarding and mentorship opportunities are available to help your CTE instructors who are new to teaching?



What CTE-specific professional learning opportunities do your teachers have?

What leadership opportunities do your CTE teachers have?

How do you evaluate CTE teachers in a way that recognizes CTE instructional strategies and outcomes?

Progress in Implementing High-quality CTE



To help CTE educators develop and deliver high-quality CTE programs, ACTE has developed an evidence-based framework and companion self-assessment that defines high-quality CTE for the full range of activities across a CTE program of study. You and your CTE colleagues can use the [ACTE Quality CTE Program of Study Framework](#)[®] to help assess progress in implementing high-quality CTE programs across 12 elements of high-quality CTE.

- Read the [Framework](#)
- Take the self-evaluation in [hard copy](#) or [online](#) (Trouble seeing the online evaluation? Try clearing your browser data)
- Explore the [High-quality CTE Course Series](#) on CTE Learn, ACTE's online learning platform, and find related courses with the [High-quality CTE Professional Development Map](#), which identifies CTE Learn courses that support each element
- Access reports, research studies, toolkits and more to help you achieve quality in each element of the Framework through the [High-quality CTE Library](#)