



New State Leader Guide

July 2026



Welcome New State Leaders!

Welcome to the ACTE New State Leader Guide!

Congratulations and welcome to your role as a state association leader. You are joining a nationwide community of CTE professionals dedicated to advancing career and technical education, supporting educators and creating opportunities for learners across the country.

This is a particularly exciting time to begin your leadership journey. As ACTE celebrates its Centennial Year, we are honoring 100 years of leadership, advocacy and service to the CTE community while looking ahead to the next century of impact. State associations have been central to that success, and your leadership will help shape the future of CTE. ACTE's history dates back to 1926, and state association partnerships remain fundamental to the organization's mission.

This guide is designed to help you get started and stay connected. Inside, you will find information about membership and marketing support, leadership development opportunities, advocacy resources, events, annual responsibilities and key ACTE contacts. We hope it becomes a practical resource you can use throughout your term.

We also encourage you to take advantage of opportunities to connect with fellow leaders through ACTE webinars, leadership programs and CareerTech VISION, ACTE's flagship annual event that brings together thousands of CTE professionals from across the nation. CareerTech VISION offers valuable opportunities to learn, network, celebrate achievements and engage with fellow state leaders.

Please remember that you are not leading alone. ACTE staff, your Region Vice President and fellow state leaders are here to support you every step of the way.

Thank you for your leadership and commitment to CTE. We look forward to working with you throughout ACTE's Centennial Year and beyond.

Kelli Diemer
Senior Director, Membership
Association for Career and Technical Education
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Association for Career and Technical Education
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Dear State Association Leader,

Congratulations on your selection to serve as a leader in your state association. ACTE is grateful for your commitment to career and technical education and for the leadership you provide to educators, administrators, partners and members within your state.

Your leadership comes at a historic moment. As ACTE celebrates its Centennial Year, we are reflecting on 100 years of advancing career and technical education while preparing for the opportunities and challenges ahead. Since 1926, ACTE and its state associations have worked together to support educators, strengthen the workforce and advocate for high-quality CTE programs. The partnership between ACTE and state associations remains one of the organization's greatest strengths.

This guide was developed to support you in your leadership role. It includes information about ACTE's structure, membership resources, leadership development opportunities, advocacy tools, governance support and annual responsibilities. We hope it serves as a practical reference as you lead and strengthen your association.

I also encourage you to take full advantage of ACTE's events and networking opportunities, particularly CareerTech VISION, where state leaders gather to learn, collaborate and celebrate accomplishments from across the CTE community. CareerTech VISION provides a unique opportunity to connect with national leaders and fellow state association leaders while helping shape the future of our profession.

As you begin or continue your term, please know that ACTE staff, your Region Vice President and ACTE leadership stand ready to support you. Thank you for your service, dedication and partnership.

Together, we will continue building on a century of success while creating an even stronger future for career and technical education.

Sincerely,

LeAnn Curry
Executive Director
Association for Career and Technical Education



Association Leaders Resources

State Leaders Resource Page:

The ACTE State Leaders Resource Page is your one-stop destination for essential tools and information to support your leadership role. This centralized hub includes resources for virtual and in-person event planning, access to past conference calls, award program links, forms, governing documents, membership information, public policy updates, and financial/tax-related materials.

Visit the site and take advantage of the comprehensive resources available to you: www.acteonline.org/acte-state-association-leaders-resources

State Association Leadership Directory:

Explore the **State Association Leadership Directory** to connect with CTE Association leaders from other states. This resource provides up-to-date contact information for state officers and executive directors nationwide.

Access the State Association Leadership Directory: www.acteonline.org/state-association-leadership-directory/

State Association Management Manual:

Developed by the State Association Management Manual Revisions Committee in collaboration with ACTE staff, the *State Association Management Manual* is a comprehensive, practical guide designed to help state leaders effectively manage their associations.

This nearly 200-page resource covers key topics including governance and structure, legal and tax considerations, financial management, membership, public policy, media relations, programs and services, and more. It also features a helpful FAQ section and appendix for quick reference.

Access the manual and other valuable tools on the State Leaders Resource Page: www.acteonline.org/acte-state-association-leaders-resources

Annual Report:

The Annual Report is a required component to maintain an affiliation with ACTE. This report verifies essential organizational information and reaffirms your state's ongoing commitment to its partnership with ACTE.

Please note: The Annual Report and the Quality Association Standards (QAS) Recognition are now separate applications. While your association may choose to complete both, only the Annual Report is mandatory.

The Annual Report is due annually by **October 15** and is submitted through the awards portal - [ACTE - ACTE Awards](#).

Email Awards@acteonline.org for assistance.



New State Leaders Webinar Series:

The New State Association Leaders Webinar series will focus on one or two topics but otherwise be open for Q&A. While all are invited to attend, the focus will be for the new state association leaders – either executive directors or state board officers. The webinars take place at 7PM ET/6PM CT/5PM MT/4PM PT.

For more information on the upcoming webinars, go to the [State Leaders Resources webpage](#).

Monthly State Leaders Webinars

ACTE hosts monthly one-hour Zoom webinars for state leaders from **January through May** and **August through October**, typically held on the **third Wednesday of each month** (excluding March, June, July, November, and December). Zoom links are sent out monthly in the *State Leader Newsletter*.

These sessions are designed to keep leaders informed, connected, and equipped with timely updates and resources. Each webinar includes:

- A **legislative update** from ACTE staff on federal policy developments impacting CTE;
- A featured **monthly theme**
- Practical guidance to support your leadership role, from conference planning to building partnerships, public relations, and effective governance;
- Presentations from ACTE staff and guest experts;
- **Recordings** of each session posted on the State Leaders Resource Page for future viewing.

Stay connected and informed—these webinars are a key opportunity to learn, share, and collaborate with ACTE and fellow state leaders.

NEDA (National Executive Directors Association):

All ACTE state executive directors and presidents are encouraged to join and participate in NEDA. If your state does not currently have an executive director, the president is encouraged to serve in this role within the association.

NEDA provides a valuable forum for sharing best practices in state association management. Members regularly exchange resources such as membership and marketing materials, conference planning strategies, policy updates, and tools to support effective operations—regardless of an association's size.

NEDA members convene twice annually during **ACTE's CareerTech VISION** and the **National Policy Seminar (NPS)**. Additionally, NEDA hosts monthly virtual NEDA We Meetings via Zoom, offering opportunities for ongoing collaboration and professional development. Dates and times of upcoming meetings are posted on the NEDA website.

In addition, the NEDA president serves as an ex-officio member of the ACTE Board of Directors, ensuring continuous communication and collaboration between state associations and ACTE leadership.

For more information about NEDA membership or participation, please visit - [NEDA - ACTE Online](#)



State CTE Directors and ACTE Executive Directors Meeting:

Each year, ACTE and Advance CTE host a meeting during CareerTech VISION for state CTE directors and ACTE executive directors and/or their designated staff. The primary purpose of this meeting is to strengthen collaboration and partnership within and among states.

Leadership Programs

ACTE National Leadership Fellowship Program:

Established in 2009, the [ACTE National Leadership Fellowship Program](#) is a year-long initiative designed to develop leadership skills, enhance engagement in career and technical education (CTE) advocacy, and provide firsthand experience in policymaking at the local, state, and federal levels. Fellows, representing ACTE's regions and divisions, focus on three key areas: leadership development, public policy, and professional growth. Fellows participate in in-person meetings at ACTE's National Policy Seminar and CareerTech VISION and are strongly encouraged to attend their respective region and state conferences. Ongoing support is provided through monthly conference calls, mentorship, and forum discussions. By the end of the program, Fellows develop a comprehensive professional portfolio showcasing their work and have the opportunity to mentor the next class of Fellows. More information available [here](#).



Postsecondary Leadership Success Program

The [NextLevel Postsecondary CTE Fellowship – Powered by ACTE](#) is a yearlong professional development experience intended to develop the organizational leadership and management skills of postsecondary CTE professionals, with an emphasis on addressing the needs of underserved populations. Through this Leadership Success Program, fellows have been able to build their leadership skills by working with a dedicated mentor, attend monthly webinars with well-known guest speakers, gain two semester hours graduate education credit from The Ohio State University, and earn a stipend. Applications open in midSeptember through December 15 for the next cohort.



State Association Leadership Training Program (SALT)

ACTE's *State Association Leadership Training Program*

is a professional development opportunity designed to strengthen the skills of both new and experienced leaders within state associations. The program focuses on building effective leadership and advancing strong association management practices.

Structured around ACTE's **Quality Association Standards (QAS)**, the training equips participants with practical strategies in areas such as governance, finance, membership, communications, public policy, and program planning. Sessions are facilitated by experienced ACTE staff and state leaders, offering valuable insights and peer learning opportunities.

The program is delivered in two in-person sessions—prior to CareerTech VISION and National Policy Seminar. Participants can expect interactive learning, real-world examples, and tools they can immediately apply to support and grow their state associations.

There is no limit to the number of participants from each state, and all leaders—new or seasoned—are encouraged to attend.

Learn more and access resources at: acteonline.org/state-leadershiptraining-program





CTE For All Mentorship Program

The [CTE for All Mentorship](#) is a yearlong program that provides professional development opportunities designed to foster a learning environment where individuals feel welcome, valued, and supported within CTE. Open to all CTE professionals—including teachers, administrators, counselors, and career development specialists—the program cultivates meaningful mentorship relationships that support personal career development, collaboration, and lifelong learning. Through enrichment and networking activities, both mentors and mentees benefit from a mentorship network that represents a wide range of backgrounds, experiences, and perspectives, enhancing professional development, promoting adaptability, and preparing participants for success in a rapidly evolving global landscape. More information is available [here](#).





Membership & Marketing Resources

Types of ACTE Memberships

ACTE offers a variety of membership types to meet the diverse needs of career and technical education (CTE) professionals and organizations. For more information, visit acteonline.org/membership.

Individual Membership - \$80

Designed for professionals working in CTE fields—including teachers, administrators, counselors, and other educators. Members receive full benefits, including access to professional development, advocacy resources, networking opportunities, and ACTE publications.

Retired Membership - \$31

Available to individuals who have retired from active professional service in CTE. Retired members enjoy many of the same benefits as individual members at a reduced rate. To qualify for Retired membership, you must:

- Be a current Professional ACTE member for at least a year
- Have retired from active full-time or part-time employment

If the criteria is met and you wish to convert or renew your current Professional Membership to a Retired Membership, please contact our Member Services team at memberservices@acteonline.org to start the process.

Student Membership - \$0

For full-time students preparing for a career in CTE. This membership provides access to resources, networking, and professional development opportunities at a discounted rate.

Positional Group Membership

Ideal for schools, districts, colleges, and other organizations that want to extend ACTE benefits to their entire team, Positional Group Memberships are professional memberships—assigned to specific roles within the organization. If a staff member leaves the position, the membership stays with the position and is transferred to the new hire. This ensures continuity of access to ACTE's full range of benefits, including professional learning, publications, and advocacy tools. For more information - [Positional Group Membership](#).

International Membership - \$60

Open to CTE professionals living outside the United States. International members gain access to digital resources and ACTE's global professional community.

Educational Institution Membership (EIM)

The [Educational Institution Membership \(EIM\)](#) is open to any school district, CTE center, and community college or university. It provides four complimentary individual memberships (two professional and two support staff) plus the option to select from a number of a la carte membership, and complimentary event registration benefits customized to meet the institution's needs. There are currently three different benefit levels to choose from.



Types of ACTE Memberships

National Affiliate Organization Membership - \$500

With the establishment of the [ACTE National Affiliate Organization membership program](#), notforprofit organizations that have a professional interest in activities that foster the improvement and expansion of career and technical education now have the opportunity to be actively involved with ACTE and its mission to provide leadership in developing an educated, prepared and competitive workforce.

Corporate Membership - \$2,000 - \$25,000

[Corporate membership](#) with ACTE is a great way to build a strong platform to start networking and make your connections with the career and technical education community stronger. Our goal with our Corporate Membership is to be the bridge to connect you with our members, other companies and organizations and others that have a passion to support building the next generation of a highly skilled American workforce.



Membership Services & Support

Support for Unified State Associations (all costs fully covered by national ACTE)

Unified state associations receive a comprehensive suite of services designed to streamline operations, reduce administrative burden and enhance member engagement.

- **Membership Processing:** ACTE manages membership applications and payments, eliminating bank and credit card processing fees for the state association.
- **Monthly Membership Payments:** Receive monthly ACH deposits with detailed membership transaction reports.
- **New Member Welcome Communications:** Automated welcome emails and digital welcome packets introducing members to state and national benefits and resources.
- **Dedicated Membership Customer Service:** Full-time support for member inquiries via phone and email.
- **Membership Renewal Services:** ACTE manages renewal reminders, invoices, and non-renewal surveys to support retention efforts.
- **Membership Marketing Assistance:** Access to marketing consultation and promotional support to help grow and retain members.
- **State Chapter Module:** Real-time access to membership data, reporting tools, and communication capabilities through ACTE's secure database.
- **Bulk Email Services:** ACTE distributes newsletters, event promotions, legislative updates, and special campaigns on behalf of the state association.
- **Online Professional Development:** State-branded CTE Learn portal with a 15% royalty on subscriptions purchased by state members with signed agreement.
- **Awards Management Platform:** Free access to ACTE's system for managing awards programs and application-based initiatives.
- **Website Hosting and Support:** ACTE provides shared website hosting and technical support, with state web access available as needed.
- **Group Tax Exemption:** Opportunity to participate in ACTE's group tax-exempt status at no cost.
- **Crisis Assistance:** Membership data backups and operational support to help associations navigate unexpected disruptions.

Key Value Statements

- Reduces administrative workload and overhead costs.
- Improves member service and engagement.
- Provides access to professional marketing and communication resources.
- Delivers technology tools and data management support.
- Strengthens operational sustainability and organizational resilience.
- Allows state leaders to focus more time on member value, advocacy, and professional development.



Membership Modules & Services

To streamline the transmission of state membership dues and improve data consistency, ACTE offers two flexible module options designed to support your state's specific needs:

ACTE State Chapter Module (SCM)

The **State Chapter Module (SCM)** is an online tool that grants authorized state representatives direct access to ACTE's membership database. It allows users to view real-time information for individuals who hold both state and ACTE membership. Records can be updated instantly to ensure data accuracy.

For unified states, the SCM also includes a **chapter payment portal**, enabling states to designate which members are included in a dues submission and conveniently process payments via ACH transfer.

The State Chapter Module Manual is located here - [State Chapter Module \(SCM\) Manual](#).

ACTE State Import Module

The **ACTE State Import Module (SIM)** is a process that allows staff to directly import state membership data—properly formatted in Excel—into ACTE's national database, eliminating the need for manual data entry. A check is then mailed to:

ACTE
P.O. Box 718621
Philadelphia, PA 19171-8621

By ACH (Bank Transfer):

Funds can be transferred via ACH. Please email us with details of the transfer to ensure proper application of the payment. Below is the bank transfer information:

ACTE's account

Wells Fargo	
330 North Washington St.	PO Box 71862
Alexandria, VA 22314	Philadelphia, PA 19171-862
703-739-3400	
Swift Code	PNBPUS33
Routing#	051400549
ACTE	2079113204492

State Import Module spreadsheet is located here - [State Import Module \(SIM\)](#)

Advocacy Resource List

ACTE has produced a number of resources for career and technical education (CTE) professionals to use in local, state and federal advocacy efforts and public outreach for CTE. Many of these resources are suitable for distribution to policymakers as “leave behinds.”

What types of resources are available?

Advocacy Toolkit

ACTE has developed a wide variety of tools to assist you in your advocacy activities, keep you informed and promote ongoing support for CTE. The tools here provide step-by-step directions and examples that will help you reach out to policymakers at the local, state and federal levels, as well as your community leaders and the media. The toolkit is available [here](#).

Action Center

ACTE’s website features an “action center” where emails can be sent directly to Members of Congress. This Action Center is prepopulated with sample messages related to urgent issues and can also be used to send more general messages or look up contact information. It can be accessed at <https://www.acteonline.org/take-action-congressweb-embed/#/>

Fact Sheets

Quick facts and research points about CTE. Fact sheets can be found online at <https://www.acteonline.org/why-cte/what-is-cte/basic-facts/>

Sector Sheets

Sector Sheets describe CTE’s role in growing the qualified workforce for high-growth, high-demand industries such as advanced manufacturing and health care. Sector Sheets can be found online at <https://www.acteonline.org/why-cte/economic-impacts/sector-sheets/>

State Fact Sheets

These printable one-page documents provide basics on your state’s CTE program, including delivery, funding, enrollment, performance statistics and profiles of exemplary programs. These can be found online at [State Fact Sheets - ACTE \(acteonline.org\)](#)



ACTE's Social Media Channels

At the national level, ACTE fosters a vibrant community of members and CTE advocates through our social networks. We invite you to connect with us and join the conversation!



Facebook

[@actecareertech](#)



Instagram

[@actecareertech1](#)



X (Twitter)

[@actecareertech](#)
[@ACTEpolicy](#)



LinkedIn

<https://bit.ly/ACTE>



YouTube

[@actecareertech](#)

On the state level, ACTE state associations are the natural choice for taking the lead on organizing, recruiting members and communicating through social networks. If there is a circumstance where you would like national ACTE to share an important event/information from your state, contact Brandi Handres at bhandres@acteonline.org

Blogs

The [CTE Policy Watch](#) blog gives you the latest CTE news, advocacy tips, and the inside scoop on ACTE's work to promote CTE with policymakers, legislators, and other education and workforce organizations. You can subscribe by email to have blog posts delivered to your inbox each day.

ACTE Events

CareerTech VISION

ACTE's CareerTech VISION is the premier event for career and technical education (CTE) professionals, bringing together over 6,000 secondary and postsecondary educators, business leaders and industry experts from across the globe. As the largest annual gathering of its kind, VISION provides an unparalleled opportunity for attendees to engage with thought leaders, explore the latest innovations in CTE, and gain valuable insights that shape the future of workforce development. Featuring an impressive lineup of keynote speakers and influential CTE leaders, this conference offers hundreds of concurrent educational sessions diving into topics such as instructional best practices, curriculum design, hands-on strategies for improving student outcomes and more! Additionally, the CareerTech Expo offers a dynamic space to explore the latest tools, technologies and resources that drive innovation in education and industry. Additional information can be found at www.careertechvision.com



Annual CareerTech VISION activities for State Leaders include:

- State Association Leadership Training
- First-Time Attendee Orientation (Buffet breakfast, Division networking, and VISION orientation)
- State Association Leadership Breakfast – Held annually on the final day of VISION, this event brings together state leaders to recognize achievements in Membership and the Quality Association Standards (QAS) Recognition. In addition to honoring outstanding state associations, the breakfast provides a valuable forum to discuss issues impacting state leadership. This plated breakfast is limited to 10 attendees per state.
- VISION State Registrations (Reports listing individuals from your state who have registered for VISION, including both members & nonmembers, are available in the State Chapter Module.)
- State associations may request meeting rooms for member gatherings, based on availability. Requests will be granted as space permits.

ACTE's National Policy Seminar

ACTE's National Policy Seminar provides an opportunity to shape national CTE policies, advocate for stronger programs, and connect with key decisionmakers. The conference includes a full program focused on current policy issues and time for visiting Members of Congress on Capitol Hill. Make sure your CTE voice is heard by attending NPS! More information on NPS can be found [here](#).



Best Practices for CTE Administrators Conference

The Best Practices for CTE Administrators Conference is the signature event for CTE administrators. Featuring compelling keynote speakers, breakout sessions, workshops, and tours this conference typically takes place in the early fall. Learn more at www.acteonline.org/bestpractices





ACTE's Postsecondary CTE Summit

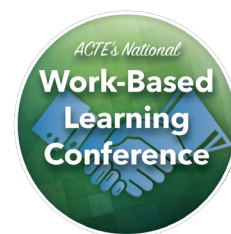
This event is designed for educators, administrators, researchers, and industry partners who are engaged in postsecondary CTE and adult education programs. With keynotes, panel presentations, workshops, tours, exhibitors, and more, this conference engages participants to help shape the future of postsecondary workforce education. Learn more [here](#).



Postsecondary CTE Summit

ACTE's Work-Based Learning Conference

Attendees learn about career awareness, preparation and training, education and business partnerships, apprenticeships and more from work-based learning experts at ACTE's fastest growing event. Learn more [here](#).



Region Conferences

ACTE's five regions host annual conferences that move throughout states within specific regions. ACTE encourages all members to attend their Region conferences!

ACTE Region Conferences are designed for CTE leaders to:

- **Connect** with other educators from across their region to learn about best practices and new innovations
- **Collaborate** on strategies for expanding access to high-quality CTE and addressing shared challenges
- **Celebrate** extraordinary CTE programs and educators

Visit the ACTE Web site for more information about the Region conferences at www.acteonline.org/acte-regional-conferences/.

State Conferences & Other Events

State conferences and other upcoming ACTE events can be located on the ACTE calendar of events page at www.acteonline.org/events-calendar/. Individual state pages may also feature their respective state conference information. State association pages can be found [here](#).



CTE Awareness Resources

CTE Month

Career and Technical Education Month[®] is a public awareness campaign, hosted by ACTE and sponsored by National Association of Home Builders, that takes place each February to celebrate CTE, the accomplishments of CTE programs and the importance of CTE for all students of all ages. We encourage you to use these resources [here](#) to help us generate positive awareness of CTE!



Teach CTE Recruitment Toolkit

These resources help CTE practitioners raise awareness of the CTE educator shortage with their students and other CTE stakeholders, and includes resources to help build interest in CTE education as a profession, including social media messages and graphics and videos. Learn more [here](#).

CTE Ambassador

The CTE Ambassador program provides resources to promote the CTE profession, including a logo, social media graphics, Zoom background and poster to help spread positive awareness about the CTE field all year long. Learn more [here](#).

CTE 101 Microsite

ACTE is pleased to offer a microsite designed to help staff and partners who are new to CTE better understand and effectively collaborate with CTE programs. The microsite currently features two sections:

- **CTE 101 for Counselors** — Sponsored by Xello This section provides school counselors with key information about CTE, Perkins and career exploration to help them guide students and families in making informed decisions about their educational and career goals.
- **CTE 101 for Administrators** — Sponsored by Pearson Designed for secondarylevel school and district administrators, including site leaders, curriculum and instructional specialists and others new to CTE oversight, this section provides an overview of the scope of CTE and key considerations for implementing highquality CTE programs.



ACTE Newsletters

State Leaders Monthly Newsletter

ACTE's *State Leaders Newsletters* are designed to keep executive directors, association presidents, and other state leaders informed, connected, and supported throughout the year. The State Leaders Newsletter is distributed monthly on the 15th.

These newsletters deliver timely updates on national and state-level initiatives, leadership development opportunities, and essential resources to help manage and grow your association. Each issue typically includes:

- **Legislative and policy updates** relevant to CTE and state associations
- **Important reminders and deadlines** for reports, awards, and upcoming events
- **Professional development opportunities**, including webinars, trainings, and meetings
- **Membership reports** with detailed data by state, region, and division
- **Marketing and outreach tools** to support recruitment, retention, and member engagement

Whether you're a new or experienced state leader, these newsletters are a valuable tool for staying informed, sharing ideas, and strengthening your connection with ACTE and fellow leaders.

ACTE News

ACTE News is a free electronic weekly newsletter sent to ACTE members every Wednesday and includes information about ACTE news events, programs and resources, relevant affiliated organization initiatives as well as the latest policy and research info impacting CTE.

Career Tech Update

Free daily source of news and information about career and technical education programs. It provides members with information to help manage CTE programs smarter, teach more effectively and engage students in their futures.

STEM Smartbrief

Free newsletter distributed two times a week that summarizes the most up-to-date news in STEM. Covering policy, events, resources and much more, it provides members with the opportunity to stay on top of current events using little time.



E-Mail Correspondence

SENDING E-MAIL THROUGH ACTE

- To request an email be sent to ACTE members, please either complete the form at <https://www.acteonline.org/e-blast-request-form/> and note that we require at least three business days prior to the date of requested distribution.
 - Name
 - Audience (all members, region, division, etc.)
 - Content of Email
 - Email Launch/Send Date
- Your email will be scheduled according to the existing schedule, allowing for adequate production time and proofreading prior to delivery.
- After the e-blast is formatted, you will receive a preview for your final approval. You must approve the e-blast before it will be sent, regardless of the previously agreed upon distribution date.
- Please note the following:
 - All editorial content will be formatted in AP style (Associated Press Stylebook) including grammar, punctuation, usage and journalistic style. ACTE has final editorial control.
 - ACTE will use responsive, mobile friendly templates for all e-blasts.
 - Ensure content is relevant to your audience.
 - Content should be edited, fact-checked and spell-checked before submission.
 - ACTE strives to communicate in a simple, concise, straightforward, conversational tone.
 - Email communications are meant to be short. People don't have a lot of time and rely on us to filter and prioritize their news messages. Use bullet points where appropriate. Generally, stories with more than 150 words will link to the respective web page where it will host the complete story.
 - Photographs with captions are welcomed. Attach photos individually in email as a JPEG or PNG file. Do not embed in the story. Reference the file name where the image needs to be placed. Example: <insert picture>.
 - ACTE has a library of images, graphics and icons that will be used for consistent visual identity. Clipart is prohibited.

Provide source if content comes from another website and include link to the original post/content.

ACTE Activities

Get Involved With ACTE Volunteer Opportunities

Volunteering for ACTE is a great way to grow professionally, develop leadership skills, and build relationships with highly-engaged peers across the country. Opportunities abound for members to share their passion and expertise to make a positive impact on CTE. Are you ready to make a difference? ACTE's Volunteers make up a small army of volunteers who are involved in a variety of activities that support the implementation of ACTE's mission and strategic plan. Volunteers who join our network receive invitations to serve in their areas of interest, participate in volunteer training opportunities, and attend exclusive networking events. Whether you're a seasoned volunteer or new recruit, ACTE has opportunities for you to get more involved. Discover these volunteer opportunities at <https://www.acteonline.org/about/get-involved/>

CTE Support Fund

The CTE Support Fund is designed to generate positive awareness, increase member and public engagement and expand the reach of CTE for all students through such outreach initiatives as organizing public awareness campaigns and developing written content, including sector sheets and issue sheets that describe promising CTE programs and opportunities for careers, and serve as key takeaways at career fairs and special school and legislative events. Learn more and donate to the CTE Support Fund at <https://web.acteonline.org/ACTE/Donations/CTESupportFund.aspx>

ACTE Retirees Advisory Group

The Retirees Advisory Group is ramping up several new opportunities — watch for ways to engage by:

- Giving back to your profession by serving as a mentor.
- Contributing to a quarterly newsletter for retired ACTE members.
- Staying connected via new networking activities.
- Presenting at events as a facilitator/moderator.

Tell us how ACTE can best serve you as a retired member by [completing this Google form](#). Additional information about how to get involved with the ACTE Retirees Advisory Group can be found [here](#).



ACTE's Communities of Practice and Networking Groups

ACTE's Communities of Practice and Networking Groups connect members with shared interests, experiences and professional goals. Hosted on the CTE Learn platform and open to all members, these groups offer opportunities to exchange ideas, share best practices, build connections and address common challenges.

ACTE community of practice groups are centered around practice specific commonalities. Group members, typically colleagues with interconnected job functions, collaborate to explore and test solutions to common issues. Current groups include:

- CTE Administrators
- CTE Teacher Support
- CTE Urban Education Alliance
- Rural CTE
- WorkBased Learning

ACTE networking groups are centered around a shared personal experience or identity. Group members, typically colleagues from across industry (regardless of job function), provide support and mentorship for each other. Current groups include:

- Black CTE Professionals
- LGBTQ+ CTE Professionals
- Women in CTE Leadership



ACTE Awards Program

National Awards

ACTE's Awards promote excellence in career and technical education by recognizing individuals who have made extraordinary contributions to the field, programs that exemplify the highest standards and organizations that have conducted activities to promote and expand career and technical education programs.

ACTE Excellence Awards

The ACTE® Excellence Awards recognize excellence and dedication within the field of career and technical education among ACTE members. Recipients of these awards are exceptional individuals who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community. Candidates and winners are recognized at three levels: [state, regional, and national](#). Only ACTE members are eligible for these awards at the region and national levels. As of 2017, the Excellence Awards program has been integrated with [ACTE's High Quality CTE Framework](#). State award winners must be forwarded on for Region consideration by March 1. National finalists and winners are recognized at the ACTE Awards Banquet during CareerTech VISION. There are eight Excellence Awards:



- ACTE Teacher of the Year
- ACTE Counseling & Career Development Professional Award
- ACTE Administrator of the Year
- ACTE Postsecondary Professional of the Year
- ACTE Teacher Educator of the Year
- ACTE New Teacher of the Year
- ACTE Carl Perkins Community Service Award
- ACTE Lifetime Achievement Award

The ACTE Excellence Awards are administered by the Association's Awards Committee. The Committee, which comprises one representative from each of ACTE's five Regions and a chair, is responsible for recommending awards programs to the Association's Board of Directors, setting criteria for awards, reviewing applications, recommending award recipients to the Board and overseeing all aspects of the recognition program for award winners.

ACTE Business-Education Partnership Award

[ACTE's Business-Education Partnership Awards](#) were created for business and education leaders who understand that economic livelihood is linked to the success of career and technical education (CTE) programs. These awards recognize best practices and provide examples for schools and businesses to aid in the development and maintenance of partnerships that support high-quality CTE. Such quality partnerships align with ACTE's goal of connecting education and careers and will ultimately lead to improved career readiness and thus a stronger workforce.



Nominations for these awards are open to anyone and go directly to the national level for consideration. Beginning with the 2028 Impact Awards cycle, nominations will be accepted annually from August 1 through December 1. All eligible nominations that are received will be featured on ACTE's website and communication channels. States interested in highlighting nominees from their state may request that ACTE staff share nominees from their state with them.



ACTE Champion for CTE Award

While “career and technical education (CTE)” is new to many, those in the field have long understood the power and importance of education that provides students with high-tech, real-world learning infused with career exploration. Not only is CTE at the roots of today’s most relevant education trends such as ‘STEM’ and ‘Maker Spaces,’ it’s a vital component to ensuring America’s economic prosperity and status as a leader for innovation. It is part of ACTE’s mission to ensure the value of CTE continues to grow and gain the recognition it deserves.



[ACTE’s Champion for CTE Awards](#) were created to recognize education leaders, business and industry executives, celebrities and thought leaders who support and champion CTE programs as a vital part of developing a prepared, adaptable and competitive workforce. The words and actions of a few dedicated and influential individuals have the power to further best practices, foster supportive policies, and shape a more positive public opinion of CTE. These awards showcase outstanding champions—from local leaders to national figureheads—who have leveraged their influence to expand, improve, and promote CTE.

Nominations for these awards are open to anyone and go directly to the national level for consideration. Beginning with the 2028 Impact Awards cycle, nominations will be accepted annually from August 1 through December 1. All eligible nominations that are received will be featured on ACTE’s website and communication channels. States interested in highlighting nominees from their state may request that ACTE staff share nominees from their state with them. For information on other ACTE awards, please visit the ACTE website (<https://www.acteonline.org/professional-development/acte-awards/>).

Application Materials and Submission Process

Applications for ACTE’s Awards are accepted electronically via the ACTE Awards Portal. The Awards Portal is equipped to collect applications for your state awards program; for more information on how to become an administrator, activate your program on the Awards Portal and add your state-specific awards, please contact ACTE Headquarters. All questions about the Excellence Awards can be directed to the awards committee staff liaison (mzarcone@acteonline.org; (703) 683-9325, ext. 321). You can visit the awards webpage at <https://www.acteonline.org/professional-development/acte-awards/> for more information.

Quality Association Standards (QAS) Recognition

The Quality Association Standards (QAS) Recognition is designed to help state associations assess their organizational performance and the value of services provided to current and prospective members. This program establishes clear benchmarks to guide continuous improvement and organizational excellence.



Applications are due annually by October 15. (This is a separate application from the annual report.)

The QAS framework enables states to evaluate the strength of their association’s structure, programs, and leadership—identifying whether services meet minimum expectations, align with industry norms, or reflect exemplary performance. The intent is not to create competition or rank associations but to support selfassessment and goal setting.

Importantly, QAS is not a measure of any individual leader’s performance. Instead, it is a tool to help associations strive toward the highest levels of service and member engagement within their available resources.

ACTE is committed to supporting state associations in this process and providing guidance to help meet their organizational goals.



Achieve 100 Award

The Achieve 100 Award features a beautiful, engraved plaque to showcase your institution's commitment to CTE, with a new plate added for each additional qualifying year. Award recipients are recognized in ACTE's *Techniques* magazine and at the annual National Policy Seminar. To apply, institutions must submit their application through the ACTE Awards Portal by listing all CTE faculty and their ACTE member numbers, ensuring all are active members by December 31. Applications are due by February 1. For more information, go to [Achieve 100 Award - ACTE Online](https://www.acteonline.org/acte-state-association-leaders-resources/).





Monthly & Annual Dates To Remember

Monthly Dates To Remember:

10th of every month: The State Financial Detail Report is available in the State Chapter Module, and dues payments are deposited via ACH.

15th of every month: *State Leader Newsletter* is emailed

Third Wednesday of January-May and August-October: state leader Zoom webinar (excluding March, June, July, November, and December). Zoom links are sent out monthly in the *State Leader Newsletter*.

Annual Dates To Remember:

- January 10:** [CTE for All Mentorship Application due](#)
- February:** [CTE Month](#)
- February 1:** [ACTE Achieve 100 Award](#)
- March 1:** [Excellence Award applications due](#)
[Student Video Challenge due](#)
- May 1:** [Student Trophy Design Contest due](#)
- June 15:** [Applications for the Board of Directors election are due](#)
- June 30:** [Champion for CTE nominations due](#)
- June 30:** [Business Education Partnership nominations due](#)
- September 15:** [ACTE National Fellows Application due](#)
- October 15:** [Quality Association Standards Award application due](#)
[Annual Reports due \(if not included with QAS\)](#)
- December 15:** [NextLevel Postsecondary CTE Fellowship Due](#)

Professional Development Dates To Remember:

For information relating to ACTE Professional Development events, including national, regional, and state conferences and/or other activities and events, please visit <https://www.acteonline.org/professional-development/events/>



Programmatic Support

CTE Learn

[CTE Learn](#) provides targeted online professional development with more than 200 easy-to-use, self-paced, continuing education bearing courses which can be completed at home or at school. CTE Learn offers an array of topics for CTE professionals focused on teaching and leading strategies.

The interactive learning management system features rich media where participants can see effective career and technical education at work, along with new trends and techniques. Unified states with ACTE can request their own state branded portal and all subscriptions made through them generate a royalty payment to the state Association.

CTE Learn now features a number of Community Groups in the Career Ed Lounge that bring cohorts of CTE professionals together to collaborate, discuss and share ideas and best practices.

For more information contact Michael Connet mconnet@acteonline.org

Virtual Conference Planning Guide

A virtual conference gives you the opportunity to reimagine an event to provide high-quality professional development for your community. Virtual conferencing connects people through an online community before, during, and after an event. The Virtual Conference Planning Guide resource can be found [here](#).

ShopACTE

ACTE ONLINE STORE

Check out the complete collection of publications and resources for secondary and postsecondary career and technical educators in [ShopACTE](#), including such books as *25 Ways to Start Your Day: CTE Bell Ringers*, *CTE: What Families Need to Know* brochure (available in Spanish), *The New CTE Teacher's Guide To Success: A Practical Guide for Quality Instruction*, the *Perkins V Guide*, and more! ShopACTE resources can be found [here](#).

Leadership Support Publications Available At ShopACTE

Curriculum Development and Design in Career and Technical Education

This textbook approach to designing and developing high-quality instruction for career and technical education courses is an indispensable guide for pre-service teachers to veteran educators seeking to enhance their curriculum and maximize their learners' skills acquisition. Applicable across all career clusters, users of this book will develop an understanding and appreciation of a systems approach to curriculum development that is a foundation for high-quality learning experiences by their students. *The Curriculum Development and Design in Career and Technical Education* publication can be found [here](#).

Instructional Strategies for Career and Technical Education

This book serves as an essential guide for career and technical education (CTE) and all teachers who want to deliver high-impact, real-world learning experiences. Divided into four comprehensive sections, the authors cover everything from the theoretical foundations of CTE instruction to practical, work-based teaching strategies. The *Instructional Strategies for Career and Technical Education* publication can be found [here](#).



The CTSO Competition Survival Guide

Step into the rewarding yet challenging world of being a CTE educator and CTSO advisor with *The CTSO Competition Survival Guide*. Whether you're just starting out, looking to level up your advisor skills, or preparing students for competitive success, this book is your ultimate resource. Packed with practical tips, actionable strategies, and expert insights, it covers everything from competition readiness to leadership development. Learn how to navigate the many hats you'll wear as an advisor—mentor, planner, advocate, and more. Designed for quick reference or deep dives, this guide equips you to lead your students to success and beyond. *The CTSO Competition Survival Guide* publication can be found [here](#).

High-Quality CTE Framework

To help synthesize the myriad of voices that are a part of the dialogue on high-quality CTE, ACTE embarked on a multi-step project to identify a comprehensive, research-based quality CTE program of study framework, test the framework and integrate it into our efforts to recognize and disseminate information on best practices within CTE. The original Framework was released in the fall of 2018 after pilot testing, and a wide variety of tools and resources have since been developed, including an online self-assessment tool and resource library. The Framework can be used by CTE educators to help assess program needs and identify key areas for improvement.. You can access the Framework and related resources at <https://www.acteonline.org/professional-development/high-quality-cte-tools/>

State Leaders Guidance on Sponsorships

State leaders are often responsible for partnership development. This guide contains recommendations regarding partnership outreach and development. The most recent partnership/sponsorship guide can be found [here](#).

ACTE Region Leadership Conference Toolkit

This toolkit includes a collection of materials, instructions, guidelines and other resources designed to serve as a framework for planning and managing a successful Region Leadership Conference. The Region Leadership Conference Toolkit can be found [here](#).

Perkins V Implementation Resources

The Carl D. Perkins Career and Technical Education Act (known as Perkins V) now governs the federal investment in CTE, and ACTE's public policy staff is pleased to offer several resources related to the new implementation of the law, which can be found at <https://www.acteonline.org/perkins-implementation/>.

Please contact ACTE's chief policy, research and content officer, Alisha Hyslop at ahyslop@acteonline.org, if you have questions or need assistance related to Perkins V!

Coalition for Workforce Development Through CTE

ACTE is committed to making career readiness a priority in American education. We believe that providing ALL learners with high-quality career development services and technology will help ensure that students obtain productive employment in their chosen career as efficiently and cost-effectively as possible. This will help meet the needs of employers for a skilled workforce, increase the dignity of all work, and help more young people achieve the American Dream. The Coalition for Workforce Development Through CTE is an initiative in partnership with Ford Next Generation Learning to bring trade organizations and large national employers together in an effort to build bridges between their industry sectors and CTE professionals. <https://cte2workforce.org/>



ACTE Help Index & Contacts

ACTE Headquarters

Address: ACTE
1410 King St.
Alexandria, VA 22314

Phone: 800-826-9972

Website: www.acteonline.org

E-Mail: memberservices@acteonline.org

ACTE Staff Contacts By Topic

ACTE's staff is dedicated to providing high quality products, publications, information and service. Simply follow the process listed below to direct your question or request to the proper ACTE department.

Step 1

Visit the ACTE staff contact page at www.acteonline.org/contact-us/

Step 2

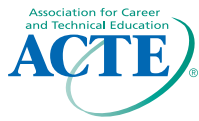
Navigate to the Filter by Topic drop down menu to select the department you are wishing to contact. **See the graphic at the right side of this section.**

Step 3

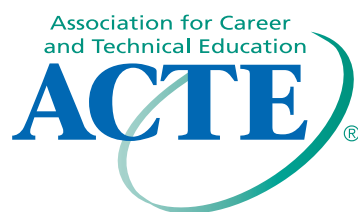
Once you have selected the department from the drop-down menu, you may click the appropriate e-mail link for an ACTE staff member or you may call 800-826-9972 and utilize the extension provided for the staff member.

FILTER BY TOPIC:

- All
- All
- Communications
- Finance & Operations
- Leadership & Awards
- Meetings
- Membership
- Policy, Research and Content
- Strategic Partnerships



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Association for Career and Technical Education
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800-826-9972
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