

Project Summary: ACTE Work-Based Learning (WBL) State Division Toolkit Project

Project Leadership & Strategic Alignment

- **Project Leadership:** Spearheaded by Board Members Brandon Russell and Jan Jardine, in collaboration with members of the Work-Based Learning (WBL) Division.
- **Strategic Priorities Addressed:** Aligns directly with ACTE's strategic plan themes of *Member Value and Engagement* and *Professional and Leadership Development*.
- **Core Purpose:** To engage work-based learning professionals who are not currently aligned with a professional organization, build division capacity, and enhance overall member value.

Project Overview & Target Audience

- **Primary Deliverable:** Development of a **State WBL Division Toolkit** created by a specialized work group led by a Project Consultant.
- **Toolkit Contents:** Includes operational resources needed to organize and support state-level WBL divisions, alongside links to best practices for professional learning opportunities.
- **Target Audience:** Initially targets work-based learning professionals in Missouri (with an anticipated initial intake of 50 individuals), with scalability to serve all states and ACTE divisions.
- **Broader Impact & Replication:** Serves as a model that can be replicated across other ACTE divisions, such as the New and Related Services (NRS) Division (e.g., Law, Public Safety, Corrections and Security [LAPSEN] and JROTC).

Measurable Key Performance Indicators (KPIs)

- **KPI 1 (Toolkit Completion):** 100% completion and official sign-off of the State WBL Division Toolkit across all four development phases (Design, Content, Review, Launch) by the June 30, 2027 ACTE Board of Directors meeting.
- **KPI 2 (Membership Growth):** Achieve an increase in total Missouri WBL membership between July 2026, and July 2027.

Project Timeline & Milestones

- **Planning Phase (July – November):**
 - Select Project Consultant, conduct Missouri Kickoff data gathering, and establish work group meetings.
 - Conduct virtual state visits, attend the Georgia State WBL Conference, hold a virtual NEDA meeting, and deliver a status report to the ACTE Board in December.
- **Implementation Phase (December – June):**
 - Develop the initial draft of the toolkit and submit it to the ACTE Board in March.
 - Host feedback and review sessions with policy committee members and conference attendees, finalizing the toolkit for the July ACTE Board meeting.
- **Wrap-Up & Conclusion:** Deliver the final toolkit to state and national leadership, including the ACTE Board, NEDA, state board members, and conference attendees.

Sustainability & National Strategy

- **National Rollout:** Target outreach to 5–10 priority states currently lacking a WBL presence, host a national onboarding webinar for state leaders, and leverage NEDA to drive adoption.
- **Conference Engagement:** Present toolkit workshops at major industry events, including ACTE VISION, ACTE Best Practices for CTE Administrators, and the national ACTE WBL Conference.