



## New to Perkins:

Here is the way the funding (Perkins process) currently works at the school site level:

A CTE teacher may APPLY for Perkins funding (no guarantee of requested funding approval) through their school site's Perkins Committee, if teacher meets the following criteria (list is not all-inclusive, but should provide a quick idea as to eligibility):

1. CTE Teacher must possess the appropriate **CTE credential** for CTE course(s) taught
2. CTE Teacher must teach in a district approved **coherent sequence of CTE courses** (all CTE teachers in the sequence must be appropriately credentialed).
3. If seeking investment, a CTE Teacher must:
  - Complete appropriate **Perkins Request for Funding Form** supplying all required information
  - **Demonstrate industry input/involvement** in support of their CTE instruction
  - **Present the request** to the site Perkins committee for consideration
  - Site Perkins Committee will then consider/approve/decline investment request
4. Perkins Committee investment consideration/decisions are documented in CTE Dept. and or/Perkins meeting minutes.
5. Once the site has approved considered/approved investments, and the Career Pathways Office has a copy of meeting minutes in which investments were considered/approved, Perkins Coordinator will **review approvals for compliance** consistent with Perkins Grant guidelines and follow-up with individual teachers to secure approved investments.

### Background:

Each year (in mid-March), each Perkins-eligible school site is allocated (for investment in the following school year) a portion of district Perkins funds based upon their number of current-year students in district-approved CTE course sequences taught by appropriately credentialed CTE teachers. These are the funds CTE teachers would access for classroom investment, and program development. The **school site Perkins Committee then meets to develop/submit a site Perkins Investment Plan**. The Career Pathways Office does not determine a site's priorities, but **leaves that up to the site CTE teachers and the site Perkins Leadership team** (usually a site admin representative or two is identified to specifically support the CTE teachers).

### IMPORTANT NOTE:

Applying for investment through the Perkins Grant Program is **OPTIONAL** for both CTE teachers and school sites. As such, CTE Teachers and school sites wishing to apply for Perkins investment **VOLUNTARILY** choose to participate in/complete the required documents/process related to district Perkins application, investment and compliance activities.