



APPLICATION FOR APPROVAL CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

REQUESTING ORGANIZATION INFORMATION

SCHOOL DISTRICT/ORGANIZATION:

CONTACT PERSON AND TITLE:

EMAIL ADDRESS AND TELEPHONE NUMBER:

NATIONAL AFFILIATE INFORMATION

CONTACT PERSON AND TITLE:

EMAIL ADDRESS AND TELEPHONE NUMBER:

CTSO INFORMATION

TYPE OF REQUEST:

- Change to an existing CTSO

Describe change:

- New CTSO

*(Currently approved by NDE: DECA, FBLA, FCCLA, FFA, HOSA, and SkillsUSA)

RELATED PROGRAM AREA(S):

- Agriculture & Natural Resources
- Education, Hospitality and Human Services
- Information & Media Technologies
- Business & Marketing Education
- Health Sciences & Public Safety
- Skilled & Technical Sciences

CTSO NAME: (USDOE Approved CTSOs)

- Business Professionals of America (BPA)
- National Postsecondary Agriculture Student Organization (PAS)
- National Young Farmer Educational Association (NYFEA)
- Technology Student Association (TSA)

JUSTIFICATION – PLEASE PROVIDE THE FOLLOWING INFORMATION IN A SEPARATE DOCUMENT:

INSTRUCTIONS: In a separate document, write a brief narrative addressing the criteria questions. According to the National Coordinating Council for Career and Technical Student Organization and the USDOE; the definition and mission for membership are the following:

- ✓ Offer programs that are integral to industry and associated with a career pathway program
- ✓ Serve CTE students and teachers in one or more of the 16 Career Clusters
- ✓ Enhance learning through contextual instruction, leadership and personal development, applied learning, and real world application
- ✓ CTSOs work as an integral component of the classroom curriculum and instruction
- ✓ CTSOs help guide students in developing a career pathway, program of study, and skills for a career
- ✓ Students have the opportunity to hold leadership positions at the local, state, and national levels
- ✓ Students have the opportunity to attend conferences and events to enhance their employability

In addition:

- Students have the opportunity to participate in competitive events to demonstrate their knowledge and skills at district, state, and/or national conferences to be recognized in an event in their career pathway.
- Students have the opportunity to network with career professionals which may lead to opportunities for career development, e.g., internships, apprenticeships, seminars.
- Students recognize the value of career and technical education as well as postsecondary and collegiate education in pursuing career credentials, certifications, and academic degrees required in a preferred pathway.

CRITERIA:

1. Career guidance:

What is the proposed timeline to implement this change and how many students will be impacted in each year of the program? If the requested changes impact students in an existing program, explain what happens to those students. How will students migrate from one level to the next, or from one program to another?

2. Program and instruction (standards and aligned curriculum):

What impact does the change or addition have on state standards? Why is the requested change necessary? A NEW CTSO must include proposed leadership events and their alignment to the program standards. How is this CTSO an instructional tool that is not met by other NDE sponsored CTSOs?

3. Leadership development:

Is this CTSO an addition or change? What impact will the requested change have on CTSO membership (include the impact to the current CTSOs sponsored by NDE)?

4. Qualified personnel:

How will the change or addition impact current personnel/advisors of other CTSOs? For NEW programs: Are there qualified advisors available? What are the requirements to be an advisor?

5. Program planning and promotion:

How will students/parents be informed of the change or addition? What planning is necessary to implement the change or addition? (Additional questions related to these criteria are included below.)

6. Facilities, equipment, instructional materials, and supplies:

For a NEW CTSO: Is there adequate space and resources to support this CTSO? How will this addition impact the other CTSOs in the school?

7. Community, business and industry partnerships:

Provide evidence of support from business and industry, advisory committees, and other community partners. (Three letters on letterhead)

8. Evaluation systems and accountability:

Provide projected enrollment for the next two years to support the rationale for the requested change or addition.

9. Industry recognized credentials:

What Nevada recognized industry certifications (OWINN list) are available and/or supported for the CTSO named?

10. Alignment to postsecondary programs:

Is there a college or degree program aligned to this CTSO in the NSHE system? Describe the impact of the requested change or addition and how it contributes to postsecondary education.

11. Alignment to priority career pathways identified by Governor's Office of Workforce Innovations (OWINN):

How does this change or addition impact the identified priority career pathways?

12. Alignment to workforce training needs; e.g., in-demand occupations:

How does this requested change or addition address the HSHWIID occupations either regionally or statewide? For a NEW CTSO, provide evidence of direct alignment to HSHWIID occupations identified by OWINN and regional employers.

13. State Advisor role and responsibilities:

Who will serve as State Advisor of the new CTSO? Will the position be full- or part-time? What responsibilities will the State Advisor be assigned?

14. CTSO Board of Directors:

What is the plan to organize a Board of Directors? Who will sit on the Board? What type of expertise will be sought on the Board of Directors?

SUPPLEMENTAL QUESTIONS:

1. Funding of the NEW Career and Technical Student Organization

a. What is the membership fee for this organization and how will the organization generate sufficient revenue?

2. Leadership/ Management

a. Who is going to manage and provide the leadership for this organization at a statewide level to support all members and advisors?

How will leadership/ management be funded?

b. What leadership events are going to be held? Provide details for each event; include location, cost, and activities.

c. List the ten (10) leadership or career development events that will be held within the first year.

3. Charter/National Membership

a. Is there a national CTSO to which the new organization will seek a charter?

b. How will the state charter for the new CTSO be secured?

FOLLOW UP REVIEW BY NDE CHECKLIST: (CTSO must provide this documentation)

1. Membership

- Has a minimum of five (5) chartered chapters through a national organization in good standing
- Has a State Advisor to manage the CTSO
- Have a minimum of ten (10) sponsored leadership events
- Has a minimum of one hundred (100) members statewide
- Has a Board of Directors, minimum of one (1) meeting a year, and has documented meeting minutes
- Has approved By-Laws and Constitution for the CTSO
- Has a calendar of events
- Is an approved Nevada incorporated non-profit and a 501(c)(3) organization with a Tax ID Number (TIN) from the U.S. Internal Revenue Service
- Has provided a list of elected or appointed state officers

2. Leadership/ Management

- a. Who will manage and provide the leadership for this organization at a statewide level to support all members and advisors?
How will this leadership/management be funded?
- b. What leadership events are going to be held? Provide details for each event, including location, cost, and activities.
- c. List the ten (10) leadership or career development events that will be held within the first year.

ASSURANCES:

CTSO approval and funding, if applicable, is contingent upon compliance with the following assurances:

- 1. The applicant (district/organization) commits to supporting this request for change or addition for a minimum of two years. (Provide documentation)
- 2. All related state skill standards have been examined thoroughly prior to making this request. (Provide documentation)
- 3. The national organization has provided input to support this request. (Provide documentation)
- 4. Employers, students, parents, and teachers have provided input to support this request. (Provide documentation)
- 5. The CTSO must be self-supported for a minimum of two years, after this time period the NDE team will reevaluate the criteria, if approved the CTSO will be submitted to the legislature to enhance funding.
- 6. The organization and/or district agree(s) to transfer the charter to the Nevada Department of Education after state approval.

CONTACT PERSON SIGNATURE:

DATE:

TECHNICAL ASSISTANCE:

For assistance in program development or CTSO support related to the request, contact the appropriate programs professional:

Program Area	Contact Name	Contact Number	Contact Email
Agriculture & Natural Resources	Anne Willard	775-687-7281	awillard@doe.nv.gov
Business and Marketing Education	Melissa Scott	702-486-6625	melissascott@doe.nv.gov
Education, Hospitality and Human Services	Karen Chessell	775-687-7298	kchessell@doe.nv.gov
Health Sciences & Public Safety	Randi Hunewill	775-687-7284	rhunewill@doe.nv.gov
Information & Media Technologies	Melissa Scott	702-486-6625	melissascott@doe.nv.gov
Skilled & Technical Sciences	Alex Kyser	775-687-7290	akyser@doe.nv.gov

FOR NDE USE ONLY:

Requires changes to NAC 389.803?

YES

NO

PROGRAM AREA PROFESSIONAL(S):

APPROVE

DISAPPROVE

INITIAL(S):

DATE:

CTSO EPP:

APPROVE

DISAPPROVE

INITIAL:

DATE: