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| ode_logo_print_LIGHT Background Office of Educational Improvement and Innovation Public Service Building  255 Capitol Street NE  Salem, OR 97310-0203  503-947-5600  Fax 503-378-5156  [ODE CTE Website](http://www.ode.state.or.us/go/cte/) | 11NASD-014_Oregon_StackR | Community Colleges & Workforce Development Logo Oregon Department ofCommunity Colleges andWorkforce Development Public Service Building  255 Capitol Street NE  Salem, OR 97310-0203  503-378-8648  Fax 503-378-3365  [CCWD/HECC Porgram Approval Site](http://www.odccwd.state.or.us/prgapproval/) |

### Career and Technical Education

### Program of Study Application

### 2018 Version

### (Full Application)

**Directions—please enter information into ALL the fields in this application.** If you have technical problems with this application, contact Ron Dodge [POS.Application@state.or.us](mailto:POS.Application@state.or.us?subject=POS%20Application).

*(For detailed information on how to complete this application consult the* [***Guide to Using the Oregon CTE Program of Study Application 2018***](https://www.oregon.gov/ode/learning-options/CTE/resources/Documents/pos_guide2018)*.)* ***DEADLINE for submission: June 29, 2018; (Early Bird: April 30, 2018)***

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| CTE POS—Title: |  |
| Career Area: |  |
| Cluster Area (& appropriate secondary CTE licensure): |  |
| Focus Area (if applicable): |  |
| Secondary CIP Code: [(Link to CIP website)](http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55) | (6 digit) |
| Community College CIP Code: [(Link to CIP website)](http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55) | (6 digit) |

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| **Secondary School Name:** | |  | |
| Secondary School District: | |  | |
| Secondary School ID Number: ([Link to ID lookup](http://www.ode.state.or.us/instID/)) | |  | |
| **Secondary Teacher Name** | **Email** | | **Current CTE License** |
| (Lead Teacher) |  | |  |
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| **Secondary Technical Skill Assessment (TSA):** Use the code from [this table](http://www.ode.state.or.us/apps/oss/tests.aspx) for your selected TSA. |  |

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| **CC Technical Skill Assessment (TSA):** Use the code from [this table](http://www.ode.state.or.us/apps/oss/tests.aspx) for your selected TSA. |  |

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| **Primary Oregon Community College Name:** (Contact [POS.Application@state.or.us](mailto:POS.Application@state.or.us?subject=POS%20Application) to add multiple colleges) |  |
| College Point of Contact: |  |
| Community College CTE Program Title(s): |  |
| Community College Award: |  |

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| **Visual/Roadmap:** (Insert link, or identify location where sample of visual can be found) |  |

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| **Regional Coordinator/Contact:** |  |

CTE Teacher: Submit complete electronic application materials to your CTE Regional Coordinator.

Regional Coordinator: Email application and addenda to this mailbox-- [POS.Application@state.or.us](mailto:POS.Application@state.or.us?subject=POS%20Application)) , or follow an alternative process described in Step 8 of the ***Submission Process*** on the last page of this application***.***

***DEADLINE for submission: June 29, 2018***

**CTE POS Course Lists—Secondary**

**Directions:**

**1)** Please list below the CTE Program of Study Secondary Courses in which the instructor will:

* Teach with intent and purpose the CTE POS knowledge and skills identified in the CTE POS Skill Set, and
* Assess and record student achievement of those standards

**2)** Mark as “TSA” those courses that are necessary for students to take before they are required to take the Technical Skill Assessment for this POS.

*Note: Additional CTE courses may be listed (and supported with Perkins funds) if they support the identified skill set; but do not mark those as “TSA” Required”*

Secondary Core CTE Courses **(Please be complete; this information will be entered into the CTE Program Update database and all fields are required)**

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| **TSA\***  **Required** | **School Course #** | **Secondary Course Name** | **# of**  **Credits** | **5-digit**  **NCES Code** | **Course Description (brief)**  **(boxes below will expand)** | **Articulating College**  **(if applicable)** | **College**  **Course #** | **College Course Name** |
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***\*TSA required—Technical Skill Assessment required course—required courses that, when completed, trigger TSA assessment eligibility for the student***

**CTE POS Course Lists—Post-Secondary**

Post-secondary Core CTE Courses:

* **Enter the name of the college program that is the postsecondary component of this POS**
* **Select the highest level of this component offered by the college**
* **List only the courses included in the Course/Skill Set crosswalk matrix**

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| **Name of Certificate or Degree Program** | | Enter name of college program | |
| **Highest award available in Program:** | |  | |
| **College Course #** | **Post-Secondary Course Name** | | **Number of**  **Credits** | **Accelerated College Credit/College Now?** |
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**Course-to-Skill Set Crosswalk/Matrix**

Please use one of the Excel spreadsheets posted online at ([Skill Set Matrices Page](http://www.ode.state.or.us/search/page/?=3584) ) (**or** use one you’ve created locally) to crosswalk the identified skill set to the listed secondary and post-secondary courses.

* You should use the same matrix for both secondary and post-secondary courses.
* It is only required to map courses to the standards (Knowledge and Skill Statements); it is not necessary to map the performance indicators, duties, or tasks.
* Be sure to identify the selected skill set in your matrix, the secondary and postsecondary components.
* If your selected skill set is not from the [Oregon Skill Sets](http://www.ode.state.or.us/search/results/?id=271) website, please identify its origin and how it was industry validated.

Secondary: ***(check this box to indicate secondary course-to-skills crosswalk is complete and attached)***

Post-secondary: ***(check this box to indicate post-secondary course-to-skills crosswalk is complete and attached)***

**CTE POS Design Elements**

*There are five Elements necessary for a robust Career and Technical Education Program of Study—all are critical to being State approved in Oregon*

**GENERAL DIRECTIONS FOR COMPLETING THE *ELEMENTS* SECTIONS:**

* **In the first part of each Element section, click on each checkbox for criteria that applies to your Program of Study**
* **For those criteria that don’t apply at this time, explain in the Comments box at the end of the section why those criteria are not met and how you will address them before the program is up for revision (POSs are usually approved for four years) Programs that do not meet all elements at the time of application may be temporarily approved as a “State Recognized Program” (SRP) until missing elements are completed; SRP’s can convert to POS anytime and be immediately eligible for Perkins funds, per local grant administrator’s budget.**
* **In the second part of each Element section, there is the expandable space provided for Comments, as mentioned above. Use this box to explain missing check marks in the criteria statements above, point out strengths of your program, or identify special circumstances you need to have considered during ODE review of this application**
* **If you already have documents or files that help demonstrate the strength or potential of each Element, simply attach those documents or files in the appropriate Addendum folder, or provide links to online documents, when submitting this application, rather than write lengthy responses in the Comment box. (Consult the** [***Guide to Using the Oregon CTE Program of Study Application 2018***](https://www.oregon.gov/ode/learning-options/CTE/resources/Documents/pos_guide2018) **for details about how to use Addenda if submitting supporting documents or files.)**

**Element 1: Standards & Content**

*Standards and Content are the foundational elements for designing and improving Perkins-eligible Programs of Study*

This POS design includes:

A. Relevant, rigorous technical skill standards-based content, including or aligned with challenging academic standards

B. Shared secondary and post-secondary technical content which incorporates the knowledge and skills identified in the Oregon Skill Sets or other industry-based standards, which are validated through national and state employer input

C. Sufficient size, scope and sequence to include curriculum and instruction leading to student attainment of academic and technical knowledge and skills for high school graduation, college entry, and careers within high wage, high demand fields

D. A systemic approach to instructional delivery of academic and technical knowledge and skills where student performance is demonstrated through valid and reliable technical skill assessments (TSA) aligned to industry standards

E. A plan for continuous improvement of program design and instructional delivery that provides the opportunity for each CTE POS student to:

Meet diploma requirements, post-secondary entry requirements, and/or certificate/degree requirements

Demonstrate mastery of academic and technical content that is aligned with industry standards

Apply learning through authentic experiences

Develop skills and build confidence to compete in high wage, high skill, and/or high demand occupations.

* **Directions for using the Comment box—**Expandable space is provided for comments. This Box is intended for explanations for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply attach those documents or files (or links to them) to this application in an appropriate Addendum folder. (Consult the [***Guide to Using the Oregon CTE Program of Study Application 2018***](https://www.oregon.gov/ode/learning-options/CTE/resources/Documents/pos_guide2018), for more details.)

Please address these questions through your comments in **Element 1 Comment Box** below (or attach documentation in an appropriately identified file/folder)**:**

* Address any unchecked box above
* Explain how this POS is aligned with challenging academic standards at the HS and CC levels
* Identify those who participated in the decision of which skill set to use for this POS
* Who participated in the crosswalk of the skill sets to HS and CC courses

**Element 1 Comment Box:** Click here to enter information ...

**Element 2: Alignment and Articulation**

*Alignment and Articulation are key to getting Program of Study partners working together to build career pathways for CTE students*

The alignment of this POS includes:

A. A unified, cohesive sequence of content among secondary and post-secondary partners contained in a non-duplicative sequence

of courses or learning experiences.

B. Alignment of content between secondary and post-secondary education partners may include course articulation or other ways to

acquire post-secondary education credits (e.g. Oregon’s Credit for Proficiency, Dual Credit, Oregon Transfer credit, etc.).

C. Articulation agreements are developed, implemented and supported at the institutional level to ensure long-term sustainability

and cross-sector cooperation.

D. Based on the program design and instructional plan, each student will:

Continually progress in knowledge and skills when ready;

Earn high school or college credit based on performance; and

Make the connection between educational preparation and entry into a care**e**r.

* **Directions for using the Comment box—**Expandable space is provided for comments. This Box is intended for explanations for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply attach those documents or files (or links to them) to this application in an appropriate Addendum folder. (Consult the [***Guide to Using the Oregon CTE Program of Study Application 2018***](https://www.oregon.gov/ode/learning-options/CTE/resources/Documents/pos_guide2018), for more details.)

Please address these questions through your comments in **Element 2 Comment Box** below (or attach documentation in an appropriately identified file/folder)**:**

* Address any unchecked box above
* Briefly describe the level of alignment and/or articulation that exists for this POS (you may also identify non-Perkins eligible alignments that exist with private schools, universities, etc.)
* Briefly describe the alignment and/or articulation activities that have occurred, and who participated from HS and CC levels

**Element 2 Comment Box:** Click here to enter information ...

**Element 3: Accountability & Evaluation**

*Accountability and Evaluation are core elements for Perkins eligibility—they provide data illustrating the value of CTE to students’ future plans*

In this POS design:

A. Performance will be measured against the Perkins-required performance measures as described in [Perkins IV Measurement Definitions](http://www.ode.state.or.us/teachlearn/pte/perkinsivmeasurementdefinitionsonly.pdf) identified in Oregon’s State Plan (re: Data Collection)

B. Business, community and education partners (specifically, an Advisory Committee) participate in CTE Program of Study design and development, including:

Assistance in evaluating program vision, goals and priorities

Validation of industry skill standards for curriculum content and technical skill assessment, where appropriate

Participation in the CTE teacher recruitment, instructor appraisal process, and ongoing faculty professional development

C. Perkins performance data is used for data-driven, CTE program of study design and improvement decisions

D. Students have the opportunity to learn in a contextual career related environment that allows them to:

Monitor their own progress through their demonstration of attaining technical and academic skill standards

Demonstrate their technical and academic proficiency in meaningful ways, e.g., Technical Skill Assessment, etc.

Adapt their program to meet personal goals based on industry requirements and performance outcomes

* **Directions for using the Comment box—**Expandable space is provided for comments. This Box is intended for explanations for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply attach those documents or files (or links to them) to this application in an appropriate Addendum folder. (Consult the [***Guide to Using the Oregon CTE Program of Study Application 2018***](https://www.oregon.gov/ode/learning-options/CTE/resources/Documents/pos_guide2018), for more details.)

Please address these questions through your comments in **Element 3 Comment Box** below (or attach documentation in an appropriately identified file/folder)**:**

* Address any unchecked box above
* Identify the data used in designing this POS, and the effect that the data had on the design
* Identify the members of the Business Advisory Committee
* How will the POS be evaluated, and by whom?
* How will you know if the POS is successful?
* What process will you use to decide any changes that need to occur because of the POS evaluation?
* Required: List the TSA(s) code used for this POS on Page 1 ([ODE approved list](http://www.ode.state.or.us/apps/oss/tests.aspx))

**Element 3 Comment Box:** Click here to enter information ...

**Element 4: Student Support Services**

*Student Support Services include the ways that all students are made aware of the career and education opportunities available in the CTE career Pathway that is the focus of this POS.*

In this POS design:

A. All CTE students will have informational guidance support and advising to assist them in progressing through a CTE program of study in an efficient and seamless manner (e.g. Career Pathway Templates, Education Plan and Profile, POS visual guides, Career Information System, etc.).

B. Each student will be able to:

Identify the career path options he/she can follow to a chosen career;

Receive consistent and informed messages about career and possible financial options for post-secondary education;

Take ownership of their education through maintaining a current education plan;

C. Compliance is evident with Federal regulations, including Title VI- Civil Rights Act of 1964; Title IX – Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, Sex, Religion, National Origin, Age or Disability; Title II of the Americans with Disabilities Acts of 1990; therefore, this POS provides:

Appropriate access for all students, including non-traditional and special populations.

A non-biased and non-discriminating learning environment (with respect to race, color, national origin, gender and disability status).

Program facilities with physical access and instruction that accommodates students with disabilities, including various learning styles (e.g. the use of visual, auditory, tactile, and kinesthetic teaching methods, and other appropriate forms of instruction).

Responsiveness to the needs of students for whom English is a second language.

D. Opportunities for structured student leadership are a program component and integrated into CTE POS instruction. This POS integrates either:

1) One of the [state chartered CTSO’s](http://www.ode.state.or.us/search/page/?id=3505):  DECA,  FBLA,  FCCLA,  FFA,  FNRL,  HOSA, or  SkillsUSA **or**

2) Another local or national organization that meets the criteria listed in the ODE [Student Leadership criteria](http://www.ode.state.or.us/teachlearn/pte/criteriaformaintainingstudentleadershipcharterwctelogofebruary2013.doc) document.

* The locally developed student organization or experience provides leadership development opportunities that meet the following expectations (see details in linked document above):

Context related instruction, career development , and practical assessment

Community-based learning experiences

Organizational management and administrative experiences

* **Directions for using the Comment box—**Expandable space is provided for comments. This Box is intended for explanations for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply attach those documents or files (or links to them) to this application in an appropriate Addendum folder. (Consult the [***Guide to Using the Oregon CTE Program of Study Application 2018***](https://www.oregon.gov/ode/learning-options/CTE/resources/Documents/pos_guide2018), for more details.)

Please address these questions through your comments in **Element 4 Comment Box** below (or attach documentation in an appropriately identified file/folder)**:**

* Address any unchecked box above
* Briefly describe the POS-specific student support services that HS and CC students will receive in this POS that will support their success in the courses
* How will those student support services help inform and prepare HS and CC students for their next educational and career steps?
* Briefly describe the specific efforts that will be made to recruit all types of students into this POS (both HS and CC levels)
* Briefly describe any student leadership opportunities that will be available for both HS and CC

**Element 4 Comment Box:** Click here to enter information ...

**Element 5: Professional Development**

*Professional Development for POS teachers should be designed on the needs identified by data, and should focus on continuous improvement of student opportunities within this POS.*

The planned professional development for this POS will:

A. Connect to teacher effectiveness evaluations.

B. Help teachers and administrators develop and improve standards-based curriculum and learning experiences that promote the integration of coherent and challenging academic content and industry-based technical standards, including opportunities for the appropriate academic and CTE instructors to jointly develop and implement classroom-based curriculum and instructional strategies.

C. Include professional development that is high quality, sustained, intensive, and focused on instruction designed to increase the academic knowledge and understanding of industry standards

D. Encourage applied learning methodology that contributes to the academic and CTE knowledge of the student

E. Provide research and training opportunities that help teachers develop appropriate and useful assessment tools and strategies.

F. Provide training and guidance geared to help improve instructional delivery methodology that helps improve student performance and skill acquisition, particularly skills needed to work with and improve instruction for special populations.

G. Assist teachers in accessing and utilizing CTE accountability data, student achievement data, and data from assessments

* **Directions for using the Comment box—**Expandable space is provided for comments. This Box is intended for explanations for missing checks above, or notes regarding program strengths worth consideration during POS review. If you already have documents or files that do this more quickly, simply attach those documents or files (or links to them) to this application in an appropriate Addendum folder. (Consult the [***Guide to Using the Oregon CTE Program of Study Application 2018***](https://www.oregon.gov/ode/learning-options/CTE/resources/Documents/pos_guide2018), for more details.)

Please address these questions through your comments in **Element 5 Comment Box** below (or attach documentation in an appropriately identified file/folder)**:**

* Address any unchecked box above
* Briefly describe how PD will be planned and implemented, based on the needs of the POS
* Briefly describe any planned joint PD ventures for HS and CC teachers, as well as regional trainings

**Element 5 Comment Box:** Click here to enter information ...

CTE Teacher: Submit complete electronic application materials to your CTE Regional Coordinator.

Regional Coordinator: Email application and addenda to this mailbox-- [POS.Application@state.or.us](mailto:POS.Application@state.or.us?subject=POS%20Application)), or follow an alternative process described in Step 8 of the ***Submission Process*** on the last page of this application***.*** ***DEADLINE for submission: June 29, 2018***

**Certification of Assurance**

Directions: **After filling in all the appropriate fields in this form**, print out a copy of this Certification of Assurance page and acquire all the appropriate signatures. All signatures must be on one form. Email completed COA with ALL signatures to [**POS.Application@ode.state.or.us**](mailto:POS.Application@ode.state.or.us)**.**

|  |  |
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| **Name of CTE POS** | Enter Title of CTE POS (same as on Page 1) |
| **Name of Secondary School** | Enter Name of Secondary School |
| **Name of Community College** |  |

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| --- | --- | --- |
| **SECONDARY LOCAL SUPPORT and CERTIFICATE OF ASSURANCE** | I have reviewed this program application document for clarity, completeness and adherence to program quality standards, and support its approval. I agree that the CTE program area requirements for secondary CTE programs, including appropriate CTE certification for teachers, the rules and regulations for Public Law 109-270, and the requirements contained in the Oregon State Plan for Career and Technical Education will be complied with in the operation of the CTE programs and services offered by the district or through contract between the district and other agencies, institutions, or individuals. I agree to furnish CTE program data as requested by the Oregon Department of Education. | |
| **Secondary School District Administrator Signature** |  | **Date:** |
| **Administrator’s Name** | Enter Local Administrator’s Name |  |

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| **LOCAL SUPPORT and CERTIFICATE OF ASSURANCE** | The program advisory committee has been involved in the design and development of this program. | |
| **Advisory Committee Signature** |  | **Date:** |
| **Advisory Committee Member’s name** | Enter Advisory Committee Member's Name |  |

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| --- | --- | --- |
| **POST-SECONDARY LOCAL SUPPORT AND CERTIFICATE OF ASSURANCE** | This community college has been involved in the design and development of this CTE program of study and agrees to continue collaboration meeting all 5 Core Elements, especially alignment and articulation and reliable and valid technical skills assessment. |  |
| **Community College Administrator’s Signature** |  | **Date:** |
| **CC Administrator’s Name** | Enter CC Administrator's Name |  |

For Regional Coordinator Use Only

**Recommended Status:**

**RECOMMENDED FOR STATE APPROVAL (Perkins Eligible)**

**DISAPPROVED (and returned for revision)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

**Regional Coordinator Signature**

For ODE Use Only

**Approval Status:**

**FINAL STATE APPROVAL (Perkins Eligible) Expiration Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

**Education Specialist Signature**

The CTE brand logo, brand-positioning, theme, and brand extensions are the property of NASDCTEc.***Submission Process***

**Instructions**

Submit complete electronic copies of the application materials by following this procedure:

1. **Do not send PDF applications. Please send in original Word format.**
2. **Be sure you are using the correct year’s application from** [**ODE’s website**](http://www.ode.state.or.us/search/results/?id=225)**.**
3. **Create a file (main folder) for storing all documents to be submitted**
4. **Title the folder using the name of the secondary school, the name of the Program of Study, and the year of submission, e.g., “OregonTownHSAccounting2018.”**
5. **Create subfolders clearly named for each Element’s Addendum that you are including with the application, e.g., “OregonTownHSAccounting2018Addendum1, “OregonTownHSAccounting2018Element1,”” or “OregonTownHSAccounting20181StandardsContent.”**
6. **If submitting unique documents for individual schools in a Regional Application, create subfolders for each school within the appropriate Element’s Addendum folder, e.g., “OregonTownHSAddendum1.”**
7. **Place the completed POS Application and a scanned copy of the completed Assurance document in the main folder; put any other documents included with the application in their appropriate subfolders. (Please name documents and folders so that they are clearly identified.)**
8. **Each application needs to include a completed Assurance page with all signatures included on one page—please, no duplicate Assurance pages with partial signatures.**

**(For Regional Programs of Study, however, each secondary institution will need to have its own Assurance page; for those Regional applications, please secure Community College signatures first, then photocopy for each secondary partner and acquire secondary signatures; then scan and place all originals in the main POS folder with the application.)**

1. **Please be sure all required documents, links, and examples are in their appropriate folders before performing Step 8.**
2. **Prepare files for submission:**
   1. **Submit each POS application main folder with its subfolders one POS at a time.**
   2. **Use the electronic download process using ODE’s FTP portal. Go to the ODE Secure File Transfer site (**[**ODE FTP Site**](https://district.ode.state.or.us/apps/xfers/)**) and follow the online directions for sending your POS folder to** [POS.Application@state.or.us](mailto:POS.Application@state.or.us?subject=POS%20Application)**. For technical help with this procedure, call Kenzie Mozejko—503-947-5636.**
   3. **Alternatively, you may save folders on a Jump Drive or CD-ROM and send to ODE, in care of: Kenzie Mozejko, Oregon Department of Education, PSB 2nd Floor, 255 Capitol St. NE, Salem, OR 97310.**

CTE Teacher: Submit complete electronic application materials to your CTE Regional Coordinator.

Regional Coordinator: Submit application and addenda using the FTP process described in 10 above, to this mailbox: [POS.Application@state.or.us](mailto:POS.Application@state.or.us?subject=POS%20Application) ). (Alternatively, using Step 10(c) above, a jump drive or CD ROM can be used to send files to ODE.)

***DEADLINE for submission: June 29, 2018  
Early Bird deadline (assures feedback before teachers leave for summer): April 30, 2018***

**(You may delete this page before submitting this application.)**

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