

SUMMARY OF CHANGES
Arkansas Department of Career Education
Office of Skills Development
Special Policies and Procedures for Technical Centers
April 2018

Revisions include changes to wording for consistency and clarifications, which are not changing policy.

The policy revisions include the global changes listed below:

- All references to **Workforce Training** updated to **Office of Skills Development**
- All references to **ACE** updated to **ARCareerEd**
- **State Board of Career Education (SBCE)** updated to **Career Education Workforce Development Board (CEWDB)**
- All references to **off campus** have been deleted
- All references of **secondary centers** or **centers** updated to **secondary technical centers**

Summary of additional changes:

I. Application/Approval

A. Secondary Technical Center Approval

- #1 Insert Office of Skills Development OSD
Strike for workforce training
Strike – <http://ACE.arkansas.gov> by contacting the Associate Director for Workforce Training, #3 Capitol Mall, Luther S. Hardin Bldg., Little Rock, AR 72201-1083, or by calling (501) 682-1505
Insert – online at <http://arcareered.org>
Insert – Questions may be directed to the Office of Skills Development at (501) 683-1152
- #2 Strike – Priority will be given to areas not currently being served by a center. A center will not be approved within 25 miles of an existing center unless it can be demonstrated that the creation of a new center will not adversely impact adjoining centers
Insert – Priority shall be given to the following:
- a region that is currently not being served by a center
 - program alignment with state and regional economic development strategies and workforce priorities.
- A center will not be approved within 25 miles of an existing center unless it can be demonstrated that the creation of a new center will not adversely impact adjoining centers.
- #3 Strike – may
Insert – must
Insert – al
Strike – , but must have six programs of study in at least five career clusters by the start of the fourth year

- #4 Insert – or satellite
- B. New or Expanded Programs**
- #1 Insert – the secondary technical center shall submit a proposal for new program start-up
 Strike – submit a proposal to the Deputy Director of Career and Technical Education, Department of Career Education, prior to
 Insert – by
 Strike – ,
 Insert – of the
 Strike – the
 Insert – under the
 Insert – Funding/Accountability tab
 Strike – link at Career and Technical Education
- #2 Strike – the Associate Director for Workforce Training
 Insert – OSD and the Deputy Director of Career and Technical Education
- C. Satellite Programs**
- #3 Strike 1-8 (numbering) and replace with b-h
 1. Strike – is to
 Insert – shall
- #5 Strike – ,
 Insert – .
- II. Finance**
- A. Funding**
- #1 Strike – Technical
 Insert – Vocational
- #3 Insert – verified by OSD
- #4 Strike – 6-51-301 to
 Strike – vocational
- B. Supplemental Funds**
- #1 Strike – Secondary Programs
 Insert – Career and Technical Education
- #3 Insert – All revenue shall be disclosed on the revenue page of the annual expenditure report.
- III. Expenditure Reports – Strike Expenditure**
- A. Semester Reports**
- #1 Insert – The Course/Instructor Reporting Form shall be submitted to ARCareerEd OSD each fall and spring. The Course Instructor/Reporting Form is available on the ARCareerEd website.
- #2 Strike – data
 Insert – reports
 Strike – Each center will include enrollment verification from each participating high school.
 Insert – Enrollment will then be verified by OSD using Department of Education eSchool enrollment data. The
 Insert – Report
 Strike – and verification forms are
 Insert – is

B. Yearly Reports

- #1 Strike – An
Insert – The
Capitalize Annual Expenditure Report
Strike – is to
Insert – shall
Insert – The Annual Expenditure Report is available on the ARCareerEd website.

Delete #2

Delete #3

Renumber #4 to #2

Strike – The center sponsored by an institution of higher education or having a Memorandum of Understanding (MOU) with an institution of higher education shall report annually the number of students earning concurrent credit and the number of hours earned.

Insert – The Annual Concurrent Credit and Industry Credentials Report shall be completed and sent to ARCareerEd OSD. The Annual Concurrent Credit and Industry Credentials Report is available on the ARCareerEd website.

- Insert #3 – Each center shall complete and submit to ARCareerEd OSD a proposed budget. The Budget Template is available on the ARCareerEd website.

IV. Operations

A. Secondary Technical Center Responsibility

- #1 Insert – financial
Insert – Expenses associated with the maintenance and operations of a secondary technical center/satellite shall not be paid with vocational center aid funding or training fees. Failure to comply with this policy may result in a reduction of vocational center aid to the secondary technical center.

#2 Insert – in

B. Designation of Secondary Technical Center Director

- #1 Strike – having a minimum of six programs
Insert – , regardless of location,
- #2 Strike – The secondary technical center director shall hold a Secondary Technical Center Director Endorsement (175) or Curriculum Program Administrator (324)
Insert – Secondary technical centers located on the campus of a secondary school must employ directors who hold a secondary technical center director endorsement (175). Secondary technical centers that are not located on the campus of a secondary school may, but need not, employ directors who hold a secondary technical center endorsement
- #3 Strike – The secondary technical center director must have a minimum of 3 years of secondary teaching or administrative experience
Insert – The secondary technical center director should have a minimum of 3 years' experience (in areas including, but not limited to, teaching, supervision, and administration) at the secondary or post-secondary levels. However, subject to the requirements for secondary technical center directors stated elsewhere in these policies and procedures, equivalent experience may be substituted on a case by case basis

C. Secondary Technical Center Council

- #1 Insert – The council shall meet twice annually, and minutes, sign-in sheets, agendas, and any other supporting documentation shall be kept.

D. Instructor Qualifications

- #2 Strike – and
 Insert – ,
 Insert – , and the Arkansas Child Maltreatment Registry
 Insert – These background checks must be completed every five years. Instructors shall submit documentation of these records to their employer.
 Delete #3
 Renumber #4 to #3
 Renumber #5 to #4
- E. Employee Policies**
 Delete numbering
- F. Student Handbook**
 Delete numbering
- G. Class Periods**
 Delete numbering
 Strike – North Central Association (NCA)
 Insert – AdvanceED
 Strike – A minimum of 60 hours time on task (classroom or lab) for each .5 credit issued.
 Strike – will
 Insert – shall
- H. Instruction**
- #1 Strike – Each approved program offered must follow curriculum frameworks and administer student competency tests
 Insert – Programs shall align with curriculum frameworks and meet requirements as established for each program of study
- #2 Insert – shall
 Strike – must have approval and alignment by ACE
 Insert – closely align to ARCareerEd curriculum frameworks
 Strike – Secondary career and technical education course frameworks must be matched to college classes.
 Strike – s
- #2 Strike – council
 Insert – committee
 Insert – The committee shall meet twice annually and minutes, sign-in sheets, agendas, and any other supporting documentation shall be kept.
- I. Transportation**
 Delete numbering
- J. Exceptions**
 Delete numbering

Delete section V. Internship

Renumber I. Definitions to V. Definitions

Full-Time Equivalent (FTE)

Insert – Travel time cannot be included in FTE count to definition for

Strike – **Internship** is designed to assist students in their specific career focus areas and to help them successfully transition from school to career.

Satellite

Strike – An off campus location is the extension of a secondary technical center located inside the boundaries of an existing.

Secondary technical center

Strike – A secondary technical center must be comprised of three specific technical programs to begin operation. It must have at least six programs out of five career clusters in operation by the start of the fourth year.

Insert – **Training fees** are the fees set in accordance with ACA 6-20-2305(2)(A) and shall be calculated from the eligible student FTE count. The secondary technical center shall bill the sending schools for these fees in the fall and spring semesters.

Insert – **Vocational center aid** is calculated and distributed by the Department of Career Education based upon each secondary technical center's eligible student FTE count once the sending schools have been reimbursed from the previous school year's training fees.