



# **Idaho Professional-Technical Education**

## **Application for New Secondary Program of Study (Form 10 N)**

**Due Date: February 15**

Note: The application may be submitted at any time during the year, however to guarantee funding for the following school year, applications must be submitted by February 15.

### **General Directions:**

Your completed application will include:

1. Cover Sheet
2. Program Narrative
3. Course Outlines
4. Resources
5. Proposed Budget Sheet and Narrative

Other required components to receive secondary funding during the first year of operation:

1. The teacher must be appropriately certified in the PTE program area.
2. The program must use approved course titles.
3. An advisory committee should be in place even if the instructor has not been hired.

### **PROGRAM NARRATIVE**

Respond to each of the items described below. State the heading and number as they are presented. Provide as much information as you feel is adequate.

#### **1. PROGRAM OF STUDY NEED**

- a. Describe community, industry, or other conditions which demonstrate that a program of study is needed.
- b. Include labor market data that shows placement opportunities in high wage, high skill or high demand occupations.
- c. If the occupation is high demand but low wage, speak to the opportunity of career ladders.

#### **2. PROGRAM OF STUDY DESCRIPTION**

- a. Describe the program of study purpose and major program goals.
- b. Outline the program of study course sequence.
- c. Describe work-based learning opportunities, both in and out of the school setting.
- d. Describe how the curriculum will be coordinated with other academic and professional-technical curricula.
- e. Describe how academic skills will be integrated.
- f. Describe the articulated postsecondary program and the articulation agreement..

#### **3. TEACHER FTE**

Explain teacher contact hours, daily schedule, and program length. Calculate the teacher FTE (see last page of packet for instructions in calculating teacher FTE), Budget amount will be based on teacher FTE. Contact your program manager for an estimated amount of funding based on FTE.

4. **ENROLLMENT**

Provide estimated capstone course enrollment for the initial year of operation (if appropriate) \_\_\_\_\_

5. **ADVISORY COMMITTEE (An industry advisory committee is required for program approval)**

Provide a list of industry advisory committee members, industry they represent, their title, or area of responsibility. Use the advisory committee handbook for a complete description of requirements. (Located on the PTE website) The advisory committee should help develop an equipment list and provide necessary input for program operation. **(Do not include the names of the teachers as advisory committee members; administrators may be ex-officio members)** All teachers should attend the advisory committee meetings.

6. **CAREER GUIDANCE and SUPPORT SERVICES**

- a. Describe counseling services that help students to develop Individual Graduation Plans\*.
- b. Describe services available in the district to provide assistance for disadvantaged, ESL and disabled students.

7. **FACILITY**

Describe the facilities for housing the program and plans for building or remodeling. Describe the accessibility of the facilities for disabled students.

8. **STUDENT ORGANIZATION**

- a. Name the professional-technical student organization that will be affiliated with the new program..
- b. Describe the leadership activities planned for this program.
- c. Explain how the student organization will support academic and technical knowledge and skills of the program.

**COURSE OF STUDY OUTLINES**

1. Submit **Course of Study** outlines for each PTE sequenced course in the program of study. Use state approved curriculum guides to develop the course of study outlines. Competency-based curriculum guides are available on the PTE Website or through the program manager.
2. Explain assessment, competency attainment procedure and industry certification (if available).
3. Submit the appropriate Individual Graduation Plan\* for this Program of Study.

**RESOURCES AND EQUIPMENT**

1. Provide a list of textbooks and related instructional materials.
2. Include a list of existing equipment for the program or a Five Year Plan with a list of equipment that will be purchased.

**OPERATIONAL BUDGET**

1. Provide a complete operational budget for the program on the form provided and include a budget narrative.
2. Include the LEA contribution.
3. List start-up costs and one-time equipment costs as separate items.

**TEACHER CERTIFICATION**

1. Provide the teacher's name and certification information prior to the school year.

\* Available on program area pages of the PTE website

REQUEST FOR A NEW SECONDARY PROFESSIONAL-TECHNICAL EDUCATION PROGRAM OF STUDY

School \_\_\_\_\_ District Number \_\_\_\_\_

Program Area \_\_\_\_\_

Program Title \_\_\_\_\_

Date Submitted \_\_\_\_\_

Submitted By \_\_\_\_\_  
(Superintendent's Signature)

Please complete and submit by **February 15**  
Send one copy of this program request to:

Richard Ledington  
Director of Research  
State Division of Professional-Technical Education  
P.O. Box 83720  
Boise, Idaho 83720-0095

STATE OFFICE USE	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments _____
_____ Date _____	_____
Program Manager _____	_____
Proposed FTE _____	_____
Proposed Funding _____	_____
Pgm Code No. _____ CIP _____	Comments _____
Program I.D. No. _____	_____
School No. _____ Region _____	_____

Request for New Secondary Professional-Technical Program

**OPERATIONAL BUDGET**

	TOTAL COST	LEA CONTRIBUTION	BUDGET* REQUEST	BUDGET** APPROVED
1. SALARIES & BENEFITS <i>(Also include temporary help)</i>				
2. TRAVEL <i>(Include lodging, per diem, and registration)</i>				
3. OTHER EXPENSES <i>(Include Professional Development and contract services)</i>				
4. INSTRUCTIONAL MATERIAL AND SUPPLIES				
5. EQUIPMENT <i>(Tangible property having a useful life of more than 2 years and an acquisition cost of \$500 or more per unit)</i>				

**DETAILED BUDGET NARRATIVE MUST BE ATTACHED**

## INSTRUCTIONS FOR CALCULATING INSTRUCTOR FTE

FTE is calculated by dividing the total number of reimbursed classes by the total number of periods in the school year (i.e. 14 if there are 7 periods a day in a two semester school or 15 if there are 5 periods a day in a trimester school). The preparation hour counts as a reimbursed class for that semester only if 50% of the classes taught by the instructor are eligible for reimbursement by the Division. (Please refer to the Professional-Technical Programs Titles, Codes, and Descriptions booklet for approved professional-technical courses.)

Example: If a teacher teaches 2 reimbursed classes the first semester (in a 6 period day) and 3 the second semester the FTE would be calculated as follows:

$$\begin{array}{rll} & 2 & \text{(the teacher is only teaching 33\% reimbursable classes the 1st semester)} \\ + & \underline{4} & \text{(the teacher is teaching 50\% reimbursable classes the second semester and thus gets credit for} \\ & & \text{the 3 periods plus the prep hour)} \\ = & 6 & \text{(total reimbursable periods)} \\ & \underline{12} & \text{(total periods in the school year)} \\ = & .5 & \text{(FTE)} \end{array}$$