

APPLICATION PROFESSIONAL-TECHNICAL SCHOOL _____ School Year

Professional-Technical School Name:		
Prof./Tech. School Principal/Administrator: (print or type) _____		
Signature: _____		Date: _____
School Address:		
Phone:	Fax:	E-Mail:

School District/Consortium:		
Superintendent/Administrator: _____		
(Name Typed or Printed)		
_____		_____
(Signature)		(Date)
Address:		
Phone:	Fax:	E-Mail:

Note: In order for a school to qualify for funding as a Professional-Technical School, it must make application to the Division of Professional-Technical Education on or before the first Friday in July for the following fiscal year. All school programs must have a professional-technical component and meet the criteria outlined in the application. Each program will be approved by the State Division of Professional-Technical Education on an individual program basis.

SDPTE ONLY	
Date Received _____	Reviewed By _____
Date Approved _____	Signature _____

IDAHO PROFESSIONAL-TECHNICAL SCHOOL APPLICATION

PROFESSIONAL TECHNICAL SCHOOLS IN IDAHO

Idaho Professional-Technical Schools (PTS) were established at the secondary level in the 1998-99 school year. As defined by the legislature and the State Board of Education, a professional technical school is an organized school that is separately located and administered that offers high-end, state-of-the-art programs and services for high school students. The approval criteria beginning on page three (3) of this application defines the general criteria and the professional-technical component criteria that contribute to the establishment of these high-end, state-of-the-art programs. These programs and services are directly related to the preparation of high school students for employment in current or emerging occupations that require other than a baccalaureate or advanced degree. Each new PTS must be identified by a name that is different from that of a regular secondary school, and it must demonstrate that it meets the criteria for approval that are outlined in this application.

LEGISLATIVE INTENT

The Idaho Legislature has taken a clear stand on the need for secondary schools to provide curriculum and experiences that closely align themselves to the skills that are needed by program graduates to enter and advance in their careers. Professional-Technical Skills Centers have been established to accomplish this end. These schools are intended to serve students of all ability levels, including the gifted and talented. Courses are aligned with postsecondary education and have a field experience component. Equipment is more attuned to current industry standards, and students from more than one high school access the centers. These centers always exceed the costs associated with a “regular” high school and this factor has discouraged their widespread utilization. Idaho is no exception. This funding provides a modest increase in per student funding over the regular secondary school units. It is the intent of the legislature in providing this increase to help cover the additional skill center costs that are associated with lower teacher-pupil ratios, transportation, equipment and supervision of field experiences.

FUNDING

Initial approval of funding to develop a new professional technical school is contingent upon approval of this application. Thereafter, professional-technical school officials shall submit an annual application and accountability data for continued funding. The Idaho State Division of Professional-Technical Education reserves the right to modify this application and approval process as necessary.

The added cost funds will be distributed based on the number of support units generated by the professional-technical school. The funds will be distributed on the same schedule as the regular added cost funding that is provided for current vocational programs. Funds must be used for the professional-technical school, but will otherwise be at the discretion of the district. If the number of units exceeds the available funding, the per unit reimbursement will be reduced proportionately. Payments will be estimated and paid in two installments with 70% of the total estimated funding allocation distributed by November 15th. Based on actual support units, the balance shall be distributed each year by July 15th.

The amount of funding requested for FY _____ will be based on the amount that is requested and tentatively approved for funding through this application process. Professional-technical school added cost units are calculated as an additional .33 secondary units based on full-time equivalent average daily attendance at an approved professional-technical school. Use the following table to determine the estimated secondary support units. *Note: To calculate the estimated support units, divide the total estimated ADA for the professional-technical school by the support unit divisor of 18.5.*

Professional-Technical Programs	Estimated Student Headcount	Estimated ADA *	Support Unit Divisor	Estimated Support Units
			18.5	

(Note: Add rows for additional professional-technical programs as necessary)

- *In most instances the estimated ADA will be based on 1/2 day attendance or less. Convert partial day attendance to a full-day to determine ADA.*

APPROVAL CRITERIA

- A. General Criteria** - All professional-technical schools must meet four (4) out of the five(5) general criteria below. Criteria three (3), four (4) and five (5) requires a brief description (one paragraph) on how they will be met. This may be done by providing a list of tasks or actions that will be carried out to meet the criteria.

Please Note: Legislative intent language passed with the FY2000 Appropriation Bill reads as follows: A cooperative service agency operating a professional-technical school meeting requirements (1), (2) and (3) of Section 33-1002G, Idaho Code, would also be deemed as meeting requirements (4) and (5) of that section.

- (1) **The school serves students from two (2) or more high school attendance zones with a minimum of fifteen percent (15%) of the total student body residing in attendance zones apart from the attendance zone of the majority of students.**

Please list the school district(s), high school attendance zones and corresponding percentage of students to be served by the professional-technical school.

School District	High School Attendance Zone	Percentage of Students

(Note: Add rows for additional school districts as necessary)

Will Meet _____ Will Not Meet _____

- (2) **The school offers a majority of its class offerings (programs) as dual credit opportunities in conjunction with an accredited postsecondary institution. Please use the table on page 6 to list dual credit opportunities.**

Will Meet _____ Will Not Meet _____

- (3) **All professional-technical school programs include at least one (1) supervised field experience. Note: Field experience is a work-based method of learning to perform occupational tasks involving a work site.**

Will Meet _____ Will Not Meet _____

- (4) **The professional-technical school is identified as a legal, distinct and separate school administered and funded separately from other secondary schools that qualify for funding as regular secondary support units.**

Will Meet _____ Will Not Meet _____

- (5) (a) **The professional-technical school is located at a separate site from regular high school facilities.**

Will Meet _____ Will Not Meet _____

OR

- (b) **The professional-technical school exists as a cooperative service agency (CSA) in lieu of a separate facility.** If so, then please describe: (1) how the programs will be offered and (2) where they will be located. *Note: A set of cooperative service agency vocational-technical education programs meeting four of the five criteria outlined above and by the State Board for Professional-Technical Education would meet the requirement of a separate site. Hardship exemptions from the separate site requirement may be granted by the State Board of Education. CSAs must meet the 15% attendance requirement on a program-by-program basis.*

Will Meet _____ Will Not Meet _____

B. Professional-Technical Component Criteria

An approved professional-technical school has a professional-technical component as defined by criteria one (1) through eleven (11) below. Please provide a brief description (one paragraph) on how each of the following criteria will be met. This may be done by providing a list of tasks or actions that will be carried out to meet the criteria.

- (1) **Each program of a professional-technical school is based on industry standards that are measurable using a competency-based evaluation system; i.e., NATEF/ASE, C+, MOUS, Auto YES, AWS, CEMA, NCCER, CDA, etc.**
- (2) **Each program of a professional-technical school demonstrates its responsiveness to students and to labor market needs.**
- (3) **Each program of a professional-technical school contains a sequence of instruction that follows a set of industry competencies.**
- (4) **Each program of a professional-technical school reinforces basic and advanced academic skills.** Please provide a sample listing of courses that contain instructional objectives pertaining to math, English, and science subjects. Describe how the subject matter is integrated in the classroom.
- (5) **Each program of a professional-technical school has at least one dual credit technical course and/or is approved as a Tech Prep program.** Please provide a list of programs for which Tech Prep programs have been approved, and/or provide evidence that specific secondary technical courses have been approved for dual credit with a postsecondary course in a related technical program. *Note: This criteria of the*

*professional-technical component is intended to “raise the bar” from that of criteria number two (2) under the **General Criteria** on page three (3).*

Program(s)	State Approved Tech Prep?		Approved Dual Credit?		Secondary: Tech. Course Receiving Dual Credit	Corresponding Postsecondary Program/Course	Cooperating Postsecondary Institution
	YES	NO	YES	NO			
Example: Automotive Tech.	X			X		Automotive Mechanic/Tech.	Boise State University
Example: Health Professions		X	X		HO 0535 Orient. To Health Care...	NURP 101Prof. Concepts	College of Southern Idaho

- (6) **A professional-technical school promotes access and equity for all students and instructors.**
- (7) **Each program of a professional-technical school uses active input from an appropriately qualified industry advisory technical committee.** *Please provide a list of advisory technical committee members and their occupations.*
- (8) **A professional-technical school insures that all programs implement instructional delivery methods that use current teaching and industry technologies.**
- (9) **Each professional-technical school employs instructors who hold professional-technical certification to teach the occupation and who also hold a related industry-based credential or equivalent.**
- (10) **Each program of a professional-technical school promotes the development of leadership, interpersonal and other cross-functional workplace skills through professional-technical student organizations or other appropriate means.**
- (11) **Each program of a professional-technical school ensures that the instructional setting is appropriate and effective regarding such elements as student-teacher ratios, number of lab and on-site work stations, field education affiliation agreements, etc.**