

Guidance for Use of Perkins Funds

- **Teacher/Advisor Professional Development Expenses at State and National CTSO meetings**
- **Using Perkins Funds for Student Competitions**

Issue #1: Perkins funds for professional development (CTSO)

The following are criteria for the use of Carl D. Perkins Career and Technical Education Act funds for teachers/advisors to attend CTSO national and state meetings and conferences:

Use of Perkins funds for participation at CTSO state meetings or conferences is limited. CTSO state meetings and conferences must provide professional development for the teacher/advisor that is the same nature and duration required by the rigorous definition for professional development found in the Perkins IV law if Perkins funds are used for teacher/advisor expenses. Most state CTSO meetings and conferences are ineligible for Perkins funds based on these requirements.

Participation at national CTSO conferences must include certain elements to be eligible for Perkins IV funds:

- 1) Not less than 50% of the time spent during the CTSO teacher's/advisor's normal work day will be used for professional development for the CTSO teacher/advisor.
 - a. Professional Development under Perkins IV is defined as high quality, sustained, intensive, and focused on instruction.
 - b. Professional Development may include: work sessions, presentations, meetings, classes, and networking experiences related to teaching and learning.
 - c. Professional development acquired at national conferences will be used in the CTSO teacher's/advisor's CTE program and shared with peers locally, regionally and statewide, as appropriate.
- 2) The primary purpose for the teacher's/advisor's attendance at the national conference is professional development and not the chaperoning of student participants.
 - a. The recommended ratio of adult chaperones to students attending the national conference is 1:10, not counting the teacher/advisor in order to allow the teacher/advisor enough time to participate in professional development opportunities.
 - b. Expenses for chaperones may not be paid out of Perkins funds, but are a district responsibility
- 3) Paying for attendance at national conferences with Perkins funds may be a supplanting issue in some districts, and therefore not allowed.
 - a. If districts normally allow teachers and/or advisors to attend national conferences and meetings with general fund money, CTSO teachers/advisors should be eligible for such funds.

- b. Payment of conference fees should be in accordance with school policies and procedures.
- 4) Perkins eligible expenses for teachers/advisors attending national conferences include:
 - a. Registration
 - b. Meals that are not included in the conference costs
 - c. Lodging
 - d. Travel
- 5) Expenses ineligible for Perkins funds include:
 - a. Social events
 - b. Student expenses
 - c. Chaperone expenses

Issue #2: Student Competitions as technical skill assessments:

The following are criteria for the use of student competitions as POS eligible technical skill assessment:

The use of student competitions for technical skill assessment is allowable when the competition meets certain criteria:

- 1) Competitions must be pre-approved by Oregon Department of Education as a technical skill assessment and meet all criteria outlined at this link:
<http://www.ode.state.or.us/teachlearn/pte/approvingtechnicalskillassessmentpart2.pdf>
- 2) Competitions must be:
 - a. Accessible to all students in the program who are eligible to be assessed independent of CTSO membership
 - b. Integral to the CTE program career area
 - c. Cost effective methods of assessment that do not create unfair financial burdens or inequities for student participants
- 3) Guidance for transportation to technical skill assessment sites, whether competition held by the CTSO or by a sponsoring organization, will be the same:
 - a. No transportation costs to an assessment site for students will be permitted
 - b. Only direct costs for assessment administration is eligible for Perkins funds (i.e. costs for materials or expert evaluators)
 - c. Costs will adhere to federal supplanting laws
 - d. School policy and procedures will be followed for allowable costs.