



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: May 13, 2021

TO: Career Education Planning District (CEPD) Administrators and Approved Local Directors of Career and Technical Education

FROM: Brian L. Pyles, Ph.D., Director
Office of Career and Technical Education

SUBJECT: 61a(2) Application for Full-Time Career and Technical Education Administrator Reimbursement

Applications are being accepted for the 61a(2) Application for Career Education Planning District (CEPD) Administrators and Local Directors of Career and Technical Education (CTE) Administrator Reimbursement. Select each of the following links to download the Word forms.

- [61a\(2\) Application for Full-Time Career and Technical Education Administrator CTE-4003](#)
- [CEPD Administrator Work Plan with Corresponding Assurances of Compliance](#)
- [CEPD Administrator Work Plan Rubric](#)
- [Local Director of CTE Work Plan with Corresponding Assurances of Compliance](#)
- [Local Director of CTE Work Plan Rubric](#)
- [Section 1 of the CTE Administrator Manual](#)
- [School Administrator Certificates](#)

These forms must be completed electronically, signed, and submitted according to the directions below. The Work Plan tables will automatically expand as information is entered. **Administrators with an approved 2020-2021 Work Plan may elect to extend the Work Plan by completing page 1 and page 4.**

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When preparing the administrator Work Plan, the applicant will want to refer to and reference each criteria point as specified in the attached Section 1, Career and Technical Education Administrators Roles and Qualifications. A rubric/checklist has been provided as a guide to the Work Plan.

1) School District - Local Director of CTE:

Submit the completed application, corresponding Work Plan, signed assurances, and any required qualifying credentials if not previously approved by the OCTE to the **CEPD Administrator by June 1, 2021**. Retain a copy.

2) CEPD Administrator:

Submit the CEPD and Local application(s), corresponding Work Plan (s), signed assurances, and any required qualifying credentials if not previously approved by the OCTE to **LeAnn Reyes via email at ReyesL1@michigan.gov by June 15, 2021**. Retain a copy.

Please Note: New requirements were established for Administrator certification effective September 1, 2018. Please see attached document for specific information. Please note that an administrator certificate is necessary for all new applicants.

New (or first time funded) Administrators are also required to submit their qualifying credentials.

Qualifying credentials must include all of the following:

1. Copy of all college transcripts – *Please redact social security number.* (student copy acceptable)
2. Current resume or vitae, and
3. Copy of notarized teacher and administrator certification credentials

Please refer to [Section 1 - Career and Technical Education Administrators Roles and Qualifications](#) for more information.

NOTE: Applications for NEW hires ONLY will be accepted by the OCTE until October 1, 2021 using the same submission process as listed above.

The Michigan Perkins V state plan for career and technical education supports [Michigan's Top 10 Strategic Education Plan](#) to:

- Expand secondary learning opportunities for all students
- Provide adequate and equitable school funding

The Department is required to develop this process under the authority conferred on the superintendent of public instruction by Section 61a of 1979 PA 94, MCL 388.1661a and Executive Reorganization Order No. 2007-1, MCL 388.998.

Please direct questions to Ms. Candace Vinson, Education Consultant at vinsonc@michigan.gov.

Attachments:

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cc: MDE - OCTE Staff