

College & Career Readiness Bureau

Request for Applications

***Career & Technical Education Program
Professional Learning & Related Materials***

**RfA Released March 3, 2022
Final Date to Submit RfA: April 8, 2022, by 5p.m.**

This is a Request for Application (RfA) and does not constitute an award. This RfA is designed to fund secondary and postsecondary professional learning (PL) in Career and Technical Education (CTE) and up to \$10,000 in equipment and supplies related to the associated CTE program(s). Funding is provided through The Strengthening Career and Technical Education for the Twenty-First Century Act, Section 112 (c).

Application checklist (submitted via excel and email):

- ___ Cover Page with current points of contact
- ___ Narrative addressing how the professional learning and related materials support the regional vision for CTE and support the local size, scope, and quality of programs of study and career pathways aligned with state-identified high-skill and living-wage occupations and industries.
- ___ Signed Assurances
- ___ Budget and Descriptions
- ___ Equipment over \$5,000 (if applicable)
- ___ **Complete application emailed to CTE Director at Eric.Gomez@state.nm.us.**

Application deadline is 5:00 p.m., Friday, April 8, 2022

**Kurt Steinhaus, Ed.D.
Secretary of Education**

Issued by: Elaine Perea, PhD
College & Career Readiness Bureau Director

STATEMENT OF PURPOSE

The New Mexico Public Education Department (PED) is committed to ensuring professional learning that supports the implementation of high-quality Career and Technical Education (CTE) programs. This Request for Applications (RfA) is a competitive grant for professional learning and related materials (equipment and supplies) that support the size, scope, and quality of programs of study and career pathways aligned with state- identified high-skill, living-wage occupations and industries (Perkins §112 (c)(2)(B)).

New Mexico Definitions		
Living Wage	High Skill	In Demand
<p>New Mexico defines living wage careers for CTE programs of study as careers leading to a wage that can sustain a family. The federal guideline for reduced-price lunch is 185% of the federal poverty guideline, and New Mexico defines a family as a household of three or more. Therefore, for a career to qualify as living wage, the <u>median salary</u> for that career, in New Mexico, must meet or exceed 185% of the federal poverty guideline for a family of three. For 2020-21 wages as defined by this standard are \$38,443 annually. For reference, the 2020 mean salary in NM was \$49,650.00.</p>	<p>High skill careers are found in occupations requiring completion of an apprenticeship, an industry-recognized certificate or credential, or a postsecondary certificate or degree.</p>	<p>Careers are considered in demand when demand for particular careers exceeds supply. State, regional or local labor market data must document the demand. When demand exceeds projected employment supply, the program of study must lead to a living wage or high skill career. Such a program might also adequately prepare learners for the in-demand career, but the living-wage or high-skill career, not the in-demand career, must be the target career for the program.</p>

ELIGIBLE APPLICANTS

This RfA is open to local education agencies (LEAs) and institutions of higher education (IHEs).

LEAs: Public school districts (including district chartered high schools), state chartered high schools, and Regional Education Cooperatives that demonstrate a commitment to providing students the opportunity to participate in career technical education are eligible.

IHEs: Accredited NM postsecondary institutions with at least one Associate degree program in a CTE field.

APPLICATION OVERVIEW

Eligible educational entities will complete the application for this competitive grant and email it to CCRB CTE Director at eric.gomez@state.nm.us.

The application should include the following:

1. Contact Information
2. Narrative
3. Professional Learning Selection
4. Budget for expenditures related to the selected professional development
5. Budget for supply and equipment expenditures related to the field
6. Assurances
7. Form for Equipment over \$5,000 (if applicable)

This program is intended to support professional learning and to provide an allowance to improve the associated CTE program. Program funding to support equipment and supply acquisitions is available for a combined total of \$10,000 per program when CTE educators attend selected professional learning opportunities.

For any specific topical area, one or more educators may attend the professional learning. Each topical area is limited to a combined total of \$10,000 for the related CTE program funding.

A maximum of three programs per eligible entity may be supported with supplies and equipment; however, more than three professional learning attendees may be supported (in other words, the maximum supplies & equipment award is \$30,000 regardless of how many teachers attend training).

ALLOWABLE EXPENDITURES

PL Registration/Purchased Services: A menu of professional learning options is provided in the appendix, with the cost of registration per person included for each. Additionally, a PL Budget Estimate Calculator is available in excel, to estimate registration (purchased services) expenses for multiple individuals.

Purchased services include expenditures for services rendered by a company, person, or other educational agency or institution that are not available within the capabilities of the participating agency. Individuals performing contractual services are eligible to receive per diem at prevailing LEA rates. Any equipment rented for use during the term of the contract is considered a contractual service.

Professional learning registration fees are included in this item.

PL Teacher Stipends/Salaries & Benefits: Salaries and benefits are allowable for staff members attending professional development. The total time requirement of the professional learning should be estimated and compensated. Salaries may not be paid on any contract in excess of that which has been paid to the person in performance of their regular responsibilities and/or a salary commensurate with that received by a person for similar responsibilities. Include name, job title, total salary and percentage of time devoted to the project activity.

Equipment & Supplies: An award of up to \$10,000 in equipment and/or supply assets is allowable for professional learning participants to support the size, scope, and quality of programs of study and career pathways aligned with state-identified high-skill, living-wage occupations and industries. A maximum of three programs may be supported with supplies and equipment.

Equipment: Equipment purchases over \$5,000 require a [prior approval form](#). Equipment is defined as an article of tangible property having a useful life of more than one year and a unit cost of \$5,000.00 or more. All equipment assets should be itemized including the type of equipment and the expected use to accomplish the objectives of the project. Equipment cost may include postage and/or transportation fees but may not include any handling fees or surcharges made by the grantee. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials. The form for prior approval is included in the application and must be submitted prior to encumbering funds.

Supplies and Materials: Refers to a consumable item of which the individual item cost is less than \$5,000.00. Includes software except as stated above.

Indirect Cost: Not to exceed 5% of the allocation (including administrative cost with other indirect costs); indirect costs must be included in the application in order to be reimbursed.

CRITERIA FOR CTE PROGRAM SIZE, SCOPE, AND QUALITY

Size	Scope	Quality
<p>Evaluate each program of study from a regional labor market perspective. A key consideration is an analysis of the number of recent high school and postsecondary program of study concentrators, to determine if the regional program is too large for the expected job opportunities in the state.</p> <p>To determine if a secondary program is of sufficient size, it must include at least two aligned courses within an approved program of study sequence. Evaluation of adequate size also depends on the amount of physical equipment available, the amount of monetary award, the number of staff involved, and the average number of students served each year.</p>	<p>Programs of study shall demonstrate sufficient scope to allow students to earn a minimum of two credits in a sequential program of study. Local school boards review and approve curriculum that meet local, state and industry standards.</p> <p>Articulation agreements are in place with alignment of curriculum that provides a seamless transition from high school to postsecondary CTE programs.</p> <p>Pursuant to 22-13-1.1 NMSA 1978, all secondary students (9-12) will have a Next Step Plan in place that lists postsecondary and career interests.</p>	<p>Providing professional learning for teachers to prepare or enhance their certification CTE with emphasis on techniques for improving students' reading and mathematics skills:</p> <p>The percentage of CTE concentrators who completed and who reported placement in postsecondary education, advanced training, employment, and/or the military in the second quarter following the program year in which they left secondary education shall be at 75 % or higher.</p> <ul style="list-style-type: none"> • Research-based best practices (i.e., Project Lead The Way, Advanced Careers, CASE Curriculum) will be utilized to implement ongoing high school reform. • Licensing and credentialing of teachers according to the provisions of the New Mexico Accountability Workbook will define "highly qualified" professionals. • Program will prepare students to earn industry-related credentials (company certificates, industry/trade certificates/credentials, state regulations, licenses or certificates) upon completion of the program of study requirements.

APPLICATION DIRECTIONS

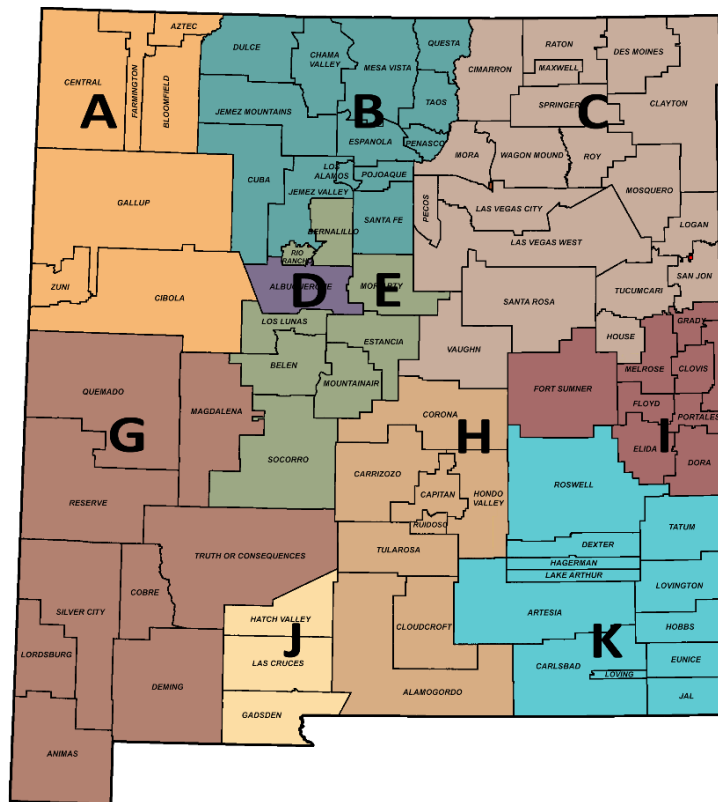
Please discuss training options with CTE instructors before completing an application. Many instructors make summer plans and may not be available on a particular date. It is important to confirm availability before receiving an award, as these federal funds revert if not expended by September 30, 2022.

Complete one application form for each program request. One LEA may request support for not more than three programs.

The blank form is located in Appendix C and must be submitted via email to Eric.Gomez@state.nm.us by 5:00p.m. on April 8, 2022.

Print the Assurances Document and have it executed. Include Assurances with your email.

PRIORITY SECTORS BY REGION



CTE Region	Priorities
A	Healthcare Information Technology Manufacturing
B	Healthcare Skilled Trades STEM/IT-Computer Science
C	Agriculture, Food & Natural Resources Skilled Construction Trades
D	Healthcare Skilled Trades Stem/IT-Computer Science Education Hospitality/Tourism
E	Health Science IT/STEM Manufacturing Skilled Trades
G	Healthcare Skilled Trades (includes mining) Education
H	Healthcare Skilled Construction Trades
I	Agriculture Manufacturing Technology
J	Agriculture Professional Scientific & Technical Skilled Trades Education
K	Healthcare Skilled Trades

CCRB Coaches by Region

<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/staff/>

Mission: Equity, Excellence and Relevance

The New Mexico Public Education Department partners with educators, communities, and families to ensure that ALL students are healthy, secure in their identity, and holistically prepared for college, career, and life.

Vision: Rooted in our Strengths

Students in New Mexico are engaged in a culturally and linguistically responsive educational system that meets the social, emotional, and academic needs of ALL students.

APPENDIX A

PROFESSIONAL LEARNING OPPORTUNITIES
(PLUS!!! Get up to \$10,000 for Supplies and Equipment)

Provider	Title	Dates	Cost per person	Course description	# of dates
CSTA	High School Com Sci Principles Comp. Fabrication Cyberliteracy Bridge to the Future Quantum Computing	June 6-10 June 13-17	\$1,200	Organized by Computer Science Alliance and delivered by a variety of experienced facilitators, spend your workshop with other educators and CS professionals to learn more about CS and a range of fantastic opportunities to integrate CS into any and all content areas and grade levels OR to offer CS courses, clubs, and after school. Summer Computer Science Registration	
CSA	Integrating CS into Middle School	June 6-10	\$750	Organized by Computer Science Alliance, this session is especially for middle school. Summer Computer Science Registration	
CSA	CS Discoveries (Middle School)	June 13-17	\$550	Organized by Computer Science Alliance, this session is especially for middle school. Summer Computer Science Registration	
NC3	Lincoln Electric	July 18-22 Kenosha, WI	\$1,095	The NC3/Lincoln Electric Program is divided between two levels of membership with offering different levels of certifications including LEEPStart (Introductory Level Certifications) and LEEPS (Intro and advanced certifications). Each program has varying requirements for membership and equipment needs. However, this training for the NC3/Lincoln Electric Four Process will cover both intro and advanced certifications allowing the instructors to be certified in both levels. Then depending on the school's participation level interest, they can certify their students in only the intro level or both the intro and advanced. Lincoln Electric National Coalition of Certification Centers	5

Provider	Title	Dates	Cost per person	Course description	# of dates
OSHA	Occupational Safety and Health Standards for the Construction Industry (510)	June 21-24 Albuquerque, NM	\$595	<p>This course covers the OSHA standards for the construction industry found in the Code of Federal Regulations (CFR) 1926 along with other relevant policies, procedures, and safety and health principles for construction. Special emphasis is placed on those areas that are the most hazardous and most frequently cited by OSHA. This is the prerequisite for the train the trainer course.</p> <p>Division for Enterprise Development (uta.edu)</p>	4
OSHA	Trainer Course in Occupational Safety and Health Standards for the Construction Industry (500)	July 12-15 Albuquerque, NM	\$695	<p>OSHA 510 is the prerequisite. This trainer course is designed for personnel interested in teaching the OSHA 10- or 30-Hour Construction Outreach classes and issue OSHA Outreach Cards to participants after verifying course completion. Special emphasis is placed on required topics in the OSHA Outreach Program. Various adult instructional approaches and the effective use of visual aids and handouts will also be covered. Course participants will work in groups or independently to practice their presentation of selected topics.</p> <p>Division for Enterprise Development (uta.edu)</p>	4
OSHA	Trainer Course in OSHA Standards for General Industry (501)	July 19-22 Online	\$695	<p>This trainer course is designed for personnel interested in teaching the OSHA 10- or 30-Hour General Industry Outreach courses. Special emphasis is placed on required topics in the OSHA Outreach Program. Various instructional approaches and the effective use of visual aids and handouts will also be covered. Course participants will work in groups or independently to practice their presentation of selected topics. (Participants are encouraged to bring a laptop to work on presentation materials.) Written and performance examinations are given during the course. Successful completion of the course and the final examinations allow the participant to be recognized as an OSHA Authorized Outreach Trainer for General Industry.</p> <p>Division for Enterprise Development (uta.edu)</p>	4

Provider	Title	Dates	Cost per person	Course description	# of dates
PLTW	Energy and the Environment	June 20-22 June 27-29 July 11-13 July 18-20 July 25-27 Online	\$750	Energy and the Environment Students are challenged to think big and toward the future as they explore sustainable solutions to our energy needs and investigate the impact of energy on our lives and the world. They design and model alternative energy sources and evaluate options for reducing energy consumption. Core Training PLTW	3
PLTW	Computer Science Principles	June 6-14 June 20-July 1 July 11-22 Online	\$2,400	Using Python® as a primary tool and incorporating multiple platforms and languages for computation, this course aims to develop computational thinking, generate excitement about career paths that utilize computing, and introduce professional tools that foster creativity and collaboration. PLTW is recognized by the College Board as an endorsed provider of curriculum and professional development for AP® Computer Science Principles (AP CSP). This endorsement affirms that all components of PLTW CSP's offerings are aligned to the AP Curriculum Framework standards and the AP CSP assessment. Core Training PLTW	10
PLTW	Medical Detectives	June 6-10 June 13-17 June 20-24 June 27-July 1 July 11-15 July 18-22 Online	\$1,200	Students play the role of real-life medical detectives as they analyze genetic testing results to diagnose disease and study DNA evidence found at a "crime scene." They solve medical mysteries through hands-on projects and labs, investigate how to measure and interpret vital signs, and learn how the systems of the human body work together to maintain health. Core Training PLTW	5

Provider	Title	Dates	Cost per person	Course description	# of dates
PLTW	Automation & Robotics	June 6-10 June 13-17 June 20-24 June 27- July 1 July 11-15 July 18-22 July 25-29 Online	\$1,200	Automation and Robotics Students trace the history, development, and influence of automation and robotics as they learn about mechanical systems, energy transfer, machine automation, and computer control systems. Students use the VEX Robotics® platform to design, build, and program real-world objects such as traffic lights, toll booths, and robotic arms. Core Training PLTW.	5

APPENDIX B

PROFESSIONAL CONFERENCES

Includes Travel Costs (but no supplies or equipment)

Provider	Title	Dates	Cost per person	Course description	# of dates
ACEN	Nursing Education Accreditation Conference	July 13-15 Atlanta, GA	TBD, appx \$600	Peers within Nursing Education will discuss how nurse educators can reinvigorate, revitalize, and reignite their profession to strengthen our communities through inclusion, equality, and mental health support. The conference tracks will address teaching and learning methods, curricula, resources, outcomes, and technology for governing organizations, nursing programs, classrooms, hospitals, clinical experiences, and preceptor experiences. ACEN Nursing Education Accreditation Conference – acenursing.org	3
ASE	Automotive Service Excellence Instructor Training Conference	July 12-15 Frisco, TX	\$550 for ASE accredited programs \$650 for non-accredited programs	The 8th Annual ASE Instructor Training provides over 20 hours of technical update training, plus the ability to connect with industry peers, and much more ASE Education Foundation	4
AICPA	Accounting Program for Building the Profession	July 20-22 Houston, TX	No registration fee	By signing up for this free training on higher-order accounting curriculum, high school teachers will learn how to bring students more advanced, engaging accounting content and inspire the next generation of CPAs. Educators who complete the three-day AICPA Accounting Program for Building the Profession (APBP) training will receive: <ul style="list-style-type: none"> • Lesson plans and assignments • Pre-written exams with answer keys • A textbook and PowerPoint presentations • Refresher videos and webcasts • Continuous support from APBP trainers Register for Training	3

Provider	Title	Dates	Cost per person	Course description	# of dates
CSTA	Computer Science Teachers Association	July 14-17 Chicago, IL	\$450 for CSTA Members \$600 for non CSTA Members	<p>Computer science teachers are often the only CS specialist in the building, or maybe even in the district. There is a whole community of computer science educators out there! Connect with them at the CSTA 2022 Annual Conference set for July 14-17, 2022, in Chicago!</p> <p style="text-align: center;">CSTA 2022 Annual Conference</p>	4
Ed Rising	Shaping The Future Educators Rising National Conference	June 24-27 Washington, DC	\$399 for Ed Rising members \$449 for non-Ed Rising members	<p>Each year, Educators Rising hosts a national conference to convene our network of rising educators and teacher leaders. It's a unique opportunity for students and their teacher leaders to:</p> <ul style="list-style-type: none"> • Connect and learn from each other through more than 40 breakout sessions • Network with other members from across the country • Compete for national titles in competitive events designed to allow students to develop and showcase their teaching skills; and • Be inspired by keynote presentations from national education leaders. <p style="text-align: center;">Conference Info Educators Rising</p>	4
SREB	Southern Regional Education Board Making School Work	July 19-22 Grapevine, TX	\$475	<p>Join us in Grapevine, Texas, July 19-22, 2022, for an unforgettable professional development event and share your strategies, struggles and successes during four days of learning, collaborating, and networking. Educators can participate in hundreds of sessions on topics like addressing the effects of poverty and trauma and ensuring equitable access to quality instruction, wherever teaching and learning takes place. Take home actionable strategies to advance your K-12 school improvement efforts and raise student achievement.</p> <p style="text-align: center;">Conference - Southern Regional Education Board (sreb.org)</p>	4

APPENDIX C

APPLICATION

CAREER AND TECHNICAL EDUCATION
Application For CTE Professional Learning
& Related Materials
Complete one form for each CTE PROGRAM
(max 3 per LEA)

Contact Information:

Local Education Agency Name	
CTE Program of Study	
Contact Person Name	
Contact Phone Number	
Contact Email	

Training Narrative:

Please explain the reasoning for your selection, who will attend, why it is important, and how students will benefit. Please note that you must confirm instructor availability BEFORE submitting your application.

Supplies and Equipment Narrative:

If you are requesting funding for supplies and/or equipment, please explain your planned purchases and how students will benefit. Note that itemization should be done in the table below.

Selected Professional Learning Opportunity

Training Name	
Attendee Names	
Total Number of Attendees	
Registration per person	
Total Registration	
Travel Costs per person	
SUBTOTAL purchased services budget	
Salary & Benefits per person	
SUBTOTAL Salary & Benefits	
Equipment (please itemize)	
Supplies (please itemize)	
SUBTOTAL FOR PL PROGRAM	

Selected Conference Opportunity

Training Name	
Attendee Names	
Total Number of Attendees	
Registration per person	
Total Registration	
Travel Costs per person	
SUBTOTAL purchased services budget	
Salary & Benefits per person	
SUBTOTAL Salary & Benefits	
SUBTOTAL FOR CONFERENCE	

Professional Learning TOTAL - ONE PROGRAM	
Conference TOTAL – ONE PROGRAM	
TOTAL FOR ONE PROGRAM	