



# 2018 Kansas CTE Scholar Submission Form\*

**Submit this form with attachments by MARCH 1st**

Submit to:

KS CTE Scholar

Attn: Juanita Anderson

Scan and email as one file (each student separate to: [janderson@ksde.org](mailto:janderson@ksde.org) or

Mail: Suite 653, 900 SW Jackson, Topeka, KS 66612

(\*Refer to the KS CTE Scholar Overview Sheet for further submission details.)

Candidate Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Pathway most aligned with CTE experience: \_\_\_\_\_

School Name: \_\_\_\_\_

District Number and Consortium (if applies): \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Application Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

**NOTE:** Please ensure your local newspaper receives KSDE new releases, as that is the mode of notice distribution once scholars are identified. If they are not on the media list, contact Ann Marie Bush at [abush@ksde.org](mailto:abush@ksde.org).

**DIRECTIONS:** Complete all seven criterion sections by validating results (through checking yes), filling in requested data fields, and attaching required documentation where indicated. **Submit this form with the documentation by the deadline.**

## Criteria 1: Senior Level Status

Graduating senior of an accredited high school.

- Yes, candidate is at senior status

## Criteria 2: CTE Credits and Technical Skill Attainment (This section has two requirements)

1) Candidate has earned (or upon successful completion of CTE courses this semester) will have earned at least 3.0 CTE credits (minimum of 2 of 3 must be above intro level).

- The number of CTE credits earned to date, including number of CTE credits projected to be earned by the end of the spring semester are: \_\_\_\_\_

NOTE:

If currently enrolled in CTE courses (to meet the 3.0 credit minimum), **verify passing status of currently enrolled CTE courses at time of form submission** with teacher verification by completing the following: (NOTE: Scholar status will not be awarded until all courses have been passed and minimum GPA is documented. Refer to the 2018 CTE Scholar Overview.)

Course #1 KCCMS#: \_\_\_\_\_ Title: \_\_\_\_\_

- Yes, student is passing the course listed above.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course #2 KCCMS#: \_\_\_\_\_ Title \_\_\_\_\_

- Yes, student is passing the course listed above.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AND**

2) Candidate skill attainment is verified: (By selecting an option from below, it is saying the attainment has been verified locally unless mentioned otherwise.) **(A minimum of one of the four must be completed):**

The candidate has:

- Achieved a passing score on a third-party, end-of-Pathway (EOP) assessment (from approved K-PAC list)  
EOP assessment title: \_\_\_\_\_ **OR**
- B) Earned an industry-recognized certification (IRC) (from approved K-PAC list) IRC earned: \_\_\_\_\_ **OR**
- C) Earned an *exemplary* award and/or medal at a Kansas State or National CTSO Competition (verified by KSDE)  
Award Level: (Pick minimum of one) \_\_\_ Kansas \_\_\_ National  
CTSO and Award: \_\_\_\_\_ **OR**
- D) Completed an application level course with minimum 85% grade **WITH** industry validation.  
Application level course:  
KCCMS Code: \_\_\_\_\_ Title: \_\_\_\_\_  
Application Course Percentage Achievement: \_\_\_\_ % **WITH**  
Industry validation (Attach letter or other documentation of skill achievement)

**Criteria 3: CTE Course GPA**

The candidate is required to have a CTE GPA of 3.5 or above in a minimum of 2.0 credits of CTE courses (above introductory level). This is not a comprehensive GPA, only CTE courses. (NOTE: CTE courses are identified by KCCMS codes found on approved pathway design sheets.)

- Yes, candidate has a CTE GPA of: \_\_\_\_\_

**Criteria 4: Leadership**

Leadership demonstrates career readiness. A letter documenting the candidate’s leadership abilities as demonstrated while providing leadership in civic engagement activities is required. This can be through various leadership roles in your

community (such as 4-H or church groups), business (such as on-the-job work assignments or nonprofit work) and school organizations (such as CTSO local, district, state or national positions). This letter is linked with criteria 5 (see below).

Please address letter to the Kansas State Department of Education. Submit to document leadership skill development and civic engagement.

- Yes, a letter documenting the leadership skills demonstrated by the candidate is attached.

### Criteria 5: Civic Engagement

Demonstrating concern and care for the local community demonstrates career ready, employability and success skills. This work can be through volunteering, service learning or community projects. It can be individually organized or part of a school or community group, but the candidate must have been the leader of the work to fit this criteria. The engagement will need to be documented, and it must total at least 25 hours.

This can be accumulative over several high school years and can be more than one event, location or agency/organization, however if more than one event or with more than one agency, all are needing documentation. .

- Yes, I have a minimum of 25 hours. (List total number of hours if more than 25: \_\_\_\_\_ hrs)
- Yes, documentation of all hours is attached.

### Criteria 6: Professional Learning Experiences (PLE) (This section has two requirements)

Professional Learning Experiences (PLEs) are those which are applying skills in a work environment. This can include on-the-job work, internships (paid or volunteer), clinicals, student-lead in-school businesses and/or supervised agricultural experiences.

- 1) A minimum of 80 hours of experience reflecting the candidate's career interest is required.
    - Yes, I have a minimum of 80 hours prior to submission and it is documented.
- AND**
- 2) An outline of the candidate's work should include a 175 word (or less) paragraph discussing how employability skills were developed and used during those experiences. The outline is limited to one page and the employability skills paragraph is limited to 175 words. Title this outline "My Professional Learning Experiences Outline" with your name written beneath it. This will be submitted to KSDE.
    - Yes, I have attached an outline of my work (no longer than one page in length) with the correct title, including a paragraph about the skills learned limited to 175 words or less.

### Criteria 7: Career Vision Summary Statement

Compose a summary of your personal career vision and future plan to achieve your selected career. Include how your CTE experiences have helped you develop your plans OR helped you learn about your future direction. Specifically address lessons learned if your future career pathway is not aligned with your selected high school CTE coursework.

Title this summary "My Career Vision" with your name written beneath it. This will be submitted to KSDE. Limit to 175 words or less. Title and name do not count in word count.

- Yes, I have attached my career vision summary statement, titled correctly, and it has no more than 175 words.