

# Kansas CTE Scholar



*Kansas leads the world in the success of each student.*



## 2019 KANSAS STATE BOARD OF EDUCATION

### MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

### VISION

Kansas leads the world in the success of each student.

### MOTTO

Kansans Can

### SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

### OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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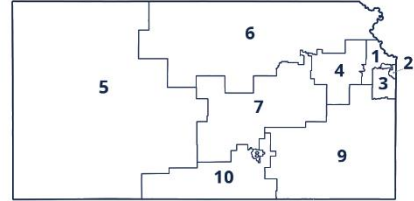


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SEPT. 2019

CTE Scholar

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# Kansas CTE Scholar Overview

The **KANSAS CTE SCHOLAR** initiative is an opportunity to recognize well-rounded outstanding Career and Technical Education (CTE) students finishing their senior year of high school.

## OVERVIEW:

Local school staff will determine whether a student has successfully met the **Kansas CTE Scholar** criteria explained below, and submit the submission form and documentation by MARCH 1. (*See KS CTE Scholar Application for additional information.*)

Senior students who earn Kansas CTE Scholar status will receive a commemorative pin, special certificate and statewide recognition.

There is no maximum number of students who can be recognized by KSDE. The intent of the program is to offer students the incentive to earn recognition for success within CTE programs.

An application form has been created for your use. **All SIX criteria are required to earn the KS CTE Scholar status.**

## CRITERIA

Students should complete the application and submit it to their locally identified person who will then review, verify completion, and forward to KSDE when all benchmarks are met. The six criteria are as follows.

1. **Senior level** status
2. Have earned or presently enrolled in **3.0 or more CTE credits** with documentation of **technical skill attainment**
3. **CTE GPA of 3.5 or better** in CTE coursework
4. **Civic Engagement\_or Outstanding Community Service** with **verification letter**
5. **Work Place Experiences (PLE)**
6. **Career Vision Summary Statement**

Further explanation of criteria can be found below:

**1. Senior Level Status** — The CTE Scholar candidate must be a senior. Work can be, and is expected to have begun prior to their senior year, however recognition is limited to seniors.

**2. CTE Credits** — A student must have completed a minimum of 3.0 CTE credits with at least 2 of the 3 credits above the introduction level. Credits can be across Pathways if career goals aren't aligned within one Pathway. CTE courses are identified by the KCCMS code and are limited to those found on a Pathway design sheet. The Pathway isn't required to be approved for the courses to be included.

**Technical Skill Attainment** — Technical skills must be documented to illustrate attainment. A *minimum of one* of the following must be earned and verified:

- Earn a passing score on a third party, end of Pathway assessment\*; **or**
- Earn an industry-recognized certification\*\*; **or**
- Receive an exemplary CTSO contest medal or placement at the state or national level; **or**
- Complete an application level course with-passing grade of 85% **AND** industry validation

(\* For KPAC list, see [www.ksde.org](http://www.ksde.org) , look for "C" in the subject index for "CTE".

Next, search the right- side menu for

"CTE Table of Contents" and then under "CTE Assessments" for the list.)

**3. CTE Course GPA** — A CTE GPA in CTE courses above the introduction level must be 3.5 or higher to qualify for CTE Scholar recognition. CTE courses are identified by the KCCMS code and are limited to those found on a Pathway design sheet. The Pathway isn't required to be approved for the course to be included, but the competencies must have been taught. A minimum of 2.0 credits must be averaged.

**4. Civic Engagement or Outstanding Community Service WITH VERIFICATION LETTER** — Demonstrating concern for community is an important part of being a well-rounded CTE Scholar. **One option, civic engagement**, refers to a student selecting an issue of concern and providing the leadership for and the sharing of personal skills and knowledge through project-based actions to improve their community, state, nations, and/or the world and themselves along the way. However, *for a project to be civic engagement, the candidate must have been the main leader of the project and work.* Others can be involved, but the candidate must have to have been the leader in all aspects of the project.

**Outstanding Community Service (OCS)** is the **second option**. One might select community service if serving as the lead has not been possible. These experiences are linked with the development of 'career ready skills. A **minimum of 100 hrs.\*\*** of volunteering, service, and/or organizational leadership within an elected position and/or community is required of the CTE Scholar candidate for this option. It can be cumulative over the candidate's high school years. This can be **more than** one event, location or agency/organization. Verification of OCS hours is required by a supervisor or supervisors through a log with signatures or other methods of verification per experience.

**VERIFICATION LETTER** — Leadership and skill development in civic engagement, organizational position or community service (i.e. community, work, and school leadership with impact made, including offices held) is a part of becoming a CTE Scholar. A typed letter of validation is required from a person who can verify the work completed, outcomes achieved, roles the applicant served within the work. The letter must be from a non-relative. Letters written for general scholarships are not accepted. The letter will be submitted to KSDE so should be addressed to KSDE for that reason.

**5. Work Place Experience Employability Skills Essay (PLE)** — Work place experiences are an important part of a CTE experience as they provide technical skill application and require appropriate employability skills in action. These experiences can include school-based experiences, internships, clinicals, supervised agricultural experiences, community based or student-led businesses located on or off the school campus. These are commonly done as part of the application level pathway courses. The experiences should reflect the career interests of the candidate and industry expectations. A minimum of 80 hours of experience is expected prior to submission.

This criterion requires a compiled outline of the experiences and include a short essay with personal reflection about the employability skills gained from the experience. It should be titled “My Work Place Experiences” with the candidate’s name beneath it.

A maximum of one page for the outline and 175 words for the employability skills paragraph exists. This will be submitted to KSDE.

**7. Career Vision Reflection Paragraph** — A short reflection of a candidate’s personal career vision and future plans are required. If a candidate has CTE courses that fall outside one Pathway, explain how their CTE/CTSO experiences helped them reach their career choice and build their career vision. Specifically address lessons learned if their high school CTE experience/pathway is not aligned to their future career. This document should be titled “My Career Vision” with the candidate’s name beneath it. A maximum of 175 words is allowed. This will be submitted to KSDE.

#### **KANSAS CTE SCHOLAR SUBMISSION FORM:**

A submission form is to be completed and submitted to KSDE with indicated documentation prior to midnight on **MARCH 1, 2021**.

The local administrator (or their designee) should complete the verification and ensure the submission of the forms follow the procedure requested, but the actual application and document completion is to be done by the student.

Submission form with documentation is to be emailed or snail mail to Amanda Williams (awilliams@ksde.org) by the deadline.

**SNAIL MAIL Option:** Each application should be sent individually to allow for tracking and expedited processing. A received response will be sent. **E-MAIL Option:** Emailing is preferred. Send all items for an applicant as 1 email which will mean scanning into 1 document. It should be an attachment. (Be sure 2-sided documents are scanned correctly). Missing items could mean forfeit of scholar status. (NOTE: Faxes will not be accepted.) KSDE processing will take place within 30 days of the deadline.

### RECOGNITION\*\*\*:

KSDE recognition will include:

- KS CTE Scholar recipient announcement as part of the April Kansas State Board of Education meeting.
- Commemorative pin (see design below)
- Certificate with student name
- Statewide news release
- KSDE web recognition
- Sample award script will be provided for local use.



Commemorative Pin Design

Locally, additional recognition is encouraged. Examples include:

- Graduation recognition cords
- Pin awarding at a special all-school assembly
- Local newspaper feature
- Local board of education recognition
- Listing of achievement on Scholar's transcript (strongly encouraged)

(\*\*\*NOTE: Postsecondary scholarships and workforce benefits are being explored.)

### Contacts:

*CTE scholar criteria:*

Gayla Randel, Lead Consultant

[grandel@ksde.org](mailto:grandel@ksde.org)

785-296-4912

*Submission questions:*

Amanda Williams, Sr Administrative Assistant

[awilliams@ksde.org](mailto:awilliams@ksde.org)

785-296-0979

# 2021 Kansas CTE Scholar

## Application Form

*Completed by CTE Scholar candidate.*

Deadline for local submission to KSDE with documentation: MARCH 1

Submit by:

Mail: Amanda Williams, KSDE, 900 SW Jackson, Topeka, KS 66612 OR

Email: Amanda Williams (as one attachment document) to [awilliams@ksde.org](mailto:awilliams@ksde.org)

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School Name/District: USD \_\_\_\_ School \_\_\_\_\_

Pathway Alignment (list a minimum of one): \_\_\_\_\_

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

Parent Permission Signature: (If required)

\_\_\_\_\_ Date: \_\_\_\_\_

School Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Application Directions:

All six criteria must be met to be considered a Kansas CTE Scholar candidate. All "yes" boxes should be checked, and all items should be included for the submission to be complete. The gray title boxes offer a summary of what is being asked and documentation required is listed in each criteria section. The only exception is this form which should also accompany the submission. You may hand write this form, then scan the entire package and email as one attachment (which has your name as the file name) OR print to create a packet to send snail mail. See above for addresses. NO faxes will be accepted.

#### **Criteria 1: Senior Level Status**

Graduating senior of an accredited high school.

- Yes, I am presently a senior

#### **Criteria 2: CTE Credits with Technical Attainment (This section has two requirements.)**

(You may have to ask for help from your school counselor or CTE coordinator for this section.)

- Yes, I have 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). Please indicate the total number of CTE credits earned at the end of the present semester: \_\_\_\_\_

AND

- Yes, I can verify my skill attainment.



- By listing the information below, you are confirming attainment has been verified:  
(Pick a minimum of one of the following):
  - Option 1: A passing score on a third-party, End-of-Pathway (EOP) assessment  
EOP assessment title: \_\_\_\_\_  
**OR**
  - Option 2: Earning an industry-recognized certification (IRC) (Must be on the K-PAC list)  
IRC earned: \_\_\_\_\_  
**OR**
  - Option 3: Earning an *exemplary* state medal at a Kansas state *or* national CTSO competition  
(*State Advisor verified*)  
CTSO Award Title: \_\_\_\_\_  
Award Level: (Pick minimum of one) \_\_\_ Kansas \_\_\_ National  
**OR**
  - Option 4: Completed application level course *with* 85% competency achievement **AND** industry verification.  
Course title: \_\_\_\_\_  
Application course passed: \_\_\_Yes \_\_\_ AND percentage achievement: \_\_\_ %  
Industry validation submitted: \_\_\_Yes (attach letter, certificate, or other documentation of skill)

**Criteria 3: CTE Course GPA**

I have a CTE GPA of 3.5 or above in CTE courses (not all courses, just CTE courses), which are above the introductory level (minimum of 2.0 credits of the required 3.0 credits is to be included).

- Yes, my CTE GPA is \_\_\_\_\_  
School official verification signature: \_\_\_\_\_ Title: \_\_\_\_\_

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 your teacher(s) to sign below as verification of your grade:

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

- Yes, student is passing the course listed above.

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

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

- Yes, student is passing the course listed above.

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

## Criteria 4: Civic Engagement or Outstanding Community Service (with Letter)

Demonstrating concern and care for your local community demonstrates employability and success skills. This work can be demonstrated in two ways. Pick one option:

**OPTION 1: Civic Engagement:** This refers to identifying an issue and providing leadership through project-based actions. Civic engagement has a large impact on improving your community, school and/or state. For this option, you will need to be the main leader of the project, solve problems that develop and complete/oversee the work. Others may help, but you are the leader.

**Option 2: Outstanding Community Service:** This second option does not require you are the project leader, but does require your taking part in volunteer community or service work. If this option is selected, a minimum of 100 hours is required and can be documented through a log (see sample form at the bottom of this document) with an adult verification signature.

**PLUS—Include a letter from an adult who has witnessed your work above:**

A letter describing your skills is required and can be addressed in two ways. Ask a person who is able to talk about your demonstrated leadership skills while being civically engaged (for civic engagement) OR a person who you feel can best talk about your community service work to write a letter of verification. **This is not a generic scholarship letter**, but actually addresses your abilities while completing your work. The letter should discuss the projects, your involvement, outcomes and skills observed.

What to submit?

**Option 1: Civic Engagement (Two items required)**

- Yes, I **have completed a project** under my leadership which made a strong impact or improvement to those involved. I **have enclosed a letter** which discusses my leadership by someone who witnessed it.

Project: \_\_\_\_\_ Total hours spent: \_\_\_\_\_

OR

**Option 2: Outstanding Community Service (Three items required)**

- Yes, I **have a minimum** of 100 hours. Total hours spent: \_\_\_\_\_
- Yes, **documentation of my hours** is attached. *(Sample form found at the end of this document or use one developed locally with date, service description, hours worked and adult verification signatures.)* And I **have enclosed a letter** which discusses my abilities by someone who witnessed it at one or more of the service locations.

**Criteria 5: Work Place Experience (commonly called the PLE) This section has two requirements.**

A minimum of 80 hours of experience aligned to your career interest is required. An outline of your work is required. *(A sample form has been provided at the end of this document, but one can be developed locally as well.)* Documentation of this work is required and can be a letter/email/form from your adult mentor/employer and/or a signature on the completed work log.

**PLUS—Write a short essay (175 words or less)**

This short essay is to be related to how your work place experience has helped build your employability skills. (Title and your name is not included in the word count.) Place this at the end of your work experience outline.

Title your work outline “My Work Place Experiences” with your name written beneath it.

- Yes, I have a minimum of 80 hours.
- Yes, I have created an outline of my work that is titled correctly.
- Yes, I have included an essay of 175 words or less, and which discuss my developed employability skills
- Yes, I have documentation of my hours through a letter, form and/or worklog signatures
- Yes, I have submitted the three things needed--work outline, essay and documentation to this application.

**Criteria 6: Career Vision Reflection**

Reflect upon your personal career vision and future plans to achieve your selected career goal. If personal goals are not aligned with the pathway shared, explain what was learned from your CTE/CTSO experiences and the benefits to your future workforce success.

Title this summary “My Career Vision” with your name written beneath it. Limit response to 175 words or less. (Title and your name don’t count in word count.)

- Yes, I have submitted my career vision reflection, titled correctly, and it has no more than 175 words.





For more information, contact:

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Title: Lead Consultant  
Team: Career, Standards and  
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