



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

March 27, 2018

(X) Action Required
Due date: May 7, 2017
(X) Informational

BULLETIN NO. 018-18 LEARNING AND TEACHING

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Career and Technical Education Directors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Career and Technical Education (CTE) Administrative Training Program

CONTACT: Rebecca Wallace, CTE Executive Director
360-725-6245, rebecca.wallace@k12.wa.us

PURPOSE/BACKGROUND

The Administrative Training Program is a project involving the Office of Superintendent of Public Instruction (OSPI), Washington Association of Career and Technical Administrators (WACTA), Central Washington University (CWU) and local school districts. OSPI utilizes an independent contractor to coordinate meetings, facilities, mailings, and other job-related tasks.

PROGRAM DETAILS

Applications for the 2018–19 CTE Administrative Training Program are now being accepted. Persons who have strong potential to become a CTE director or a skill center director, or currently serve as one and who meet the criteria on the enclosed application will be given priority in selection.

Each participant will develop at least one major career and technical education related project, which will be useful to their employing district and career and technical education in general.

The training program can be a 12–20 credit program offered through CWU. The participant or their district must pay for the credits if enrolling in the program for credits. The participant or their district has the option to pay CWU for university graduate credit, approximately \$60 dollars per credit. Clock hours offered by OSPI are also available to the participants.

DISTRICT OBLIGATIONS

Participants will only be accepted with approval by, and commitment from their employing district. The intent of the program is to support and strengthen career and technical education services in the applicant's local school district.

The participant's district pays the OSPI Contractor (to be determined) \$750 dollars for services provided. The participant must become a member of WACTA at personal or district expense. The participant's district will pay travel expenses and all other related/required expenses of the participant while enrolled in the training program.

The participant's district will provide approximately 12–15 days of release time for the participant to attend training sessions and participate in required project activities. Participants are expected to attend an orientation session, which will begin addressing seminar issues and program criteria. Most seminars begin on Fridays at 2 p.m. and continue all day Saturday.

OSPI provides project direction and will conduct a minimum of six seminars, in addition to an orientation seminar in conjunction with the summer Washington Association for Career and Technical Education (WA-CTE) conference, and two sessions in conjunction with the fall and spring WACTA conferences.

SUBMISSION REQUIREMENTS AND TIMELINE

If your district plans to have someone participate in the training program, the complete application packet is due by May 7. Handwritten or incomplete application packets will not be considered. No more than one application per district may be submitted. Approximately 25 applicants may be selected for the program.

Applications may be submitted by email or physical mail. To submit via email, scan all pages of the completed application and the corresponding attachments into one PDF and attach to an email addressed to Kim Hoss at kim.hoss@k12.wa.us. Email applications must be submitted on or before May 7.

Mailed submissions must be postmarked on or before May 7. Completed applications and corresponding attachments should be sent to Kim Hoss at P.O. Box 47200, Olympia, WA 98504-7200, or hand-delivered to 600 Washington Street S.E., Olympia, WA 98504.

Applications will be screened by May 25. Notifications of acceptance or denial will be mailed on May 29.

BULLETIN NO. 018-18 LT

Page 3

March 27, 2018

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Rebecca Wallace, CTE Executive Director, at 360-725-6245 or email rebecca.wallace@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's website at
<http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx>.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Kathe Taylor, Ph.D.
Assistant Superintendent
Learning and Teaching

Rebecca Wallace
Executive Director
Career and Technical Education

CR:rw

Attachment: Career and Technical Education (CTE) Administrative Training Program
Application

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.