



## Career and Technical Education Leadership Academy PROGRAM POLICIES AND STANDARDS AGREEMENT

The Texas Education Agency sponsors the Career and Technical Education (CTE) Leadership Academy each year to help school administrators gain essential knowledge needed to oversee career and technical education programs at the campus and district level.

The CTE Leadership Academy is conducted in three phases. Participants must be committed to participating in all three phases:

**Phase I:** Fall symposium to be held October 16-18, 2017 in Austin, Texas.

**Phase II:** Action-learning project where participant addresses an important CTE challenge or opportunity facing his or her campus or district during the current school year.

**Phase III:** Summer symposium to be held two days the week of June 11-15, 2018 in Austin, Texas. Exact dates are to be determined.

### Required Prerequisite

To ensure that CTE Leadership Academy participants have a fundamental knowledge of basic CTE terminology and concepts, all participants are expected to complete *CTE 101: Career and Technical Education in Texas* prior to attending Phase I. *CTE 101* is an online professional development course found in TEA's Texas Gateway at the following URL:

<https://www.texasgateway.org/course/cte-101-career-and-technical-education-texas>

Accepted applicants also have the option to attend a face-to-face *CTE 101: Career and Technical Education in Texas* workshop that will be held 8:00 AM to 11:30 PM immediately prior to the opening session of the Phase I Fall Symposium.

### Phase I: Fall Symposium

The fall symposium provides participants an opportunity to learn about career and technical education rules, laws, and policies as they are implemented in Texas public schools. The symposium is an excellent opportunity for participants to engage with TEA directors and staff as well as other CTE professionals. During Phase I, participants are expected to actively participate in all sessions.

### Phase II: Independent Learning Activities

Action Learning Project: During winter and spring, Academy participants are **required** to develop and implement a project plan to address an important CTE-focused challenge or opportunity. Academy facilitators encourage each participant to select a project that he or she already needs to complete by the end of the school year. Participants who have applied to the Academy as a campus/district

team are encouraged to develop a team goal and project plan that addresses a key challenge or opportunity facing the campus or district as a whole.

TCEC Winter Conference: Participants will have the opportunity to attend an **optional** gathering of current and former CTE Leadership Academy participants immediately following the TCEC Winter Conference, January 31, 2018, in Galveston, Texas. The gathering is an opportunity to dialog with TEA CTE staff and other CTE administrators. TCEC is organized by the Career & Technical Association of Texas (CTAT), the professional association for CTE administrators and counselors. For more information about the conference visit: <http://tcecwinter.com/>

### **Phase III: Summer Symposium**

The summer symposium provides participants an opportunity to learn about promising practices in CTE, share lessons learned with other Academy participants, and receive updates from TEA staff. All participants are **required** to make a brief (5 minutes or less) oral report on the outcome of their CTE Leadership Academy project. The Texas Education Agency will recognize individuals and districts with exemplary projects and presentations during the summer symposium.

### **Certificates of Completion**

Participants who successfully complete all three phases of the Academy will be awarded a certificate of completion and up to 45 continuing professional education credits (CPE).

### **Application and Selection Process**

To be considered for acceptance to the CTE Leadership Academy, an applicant must:

1. Be currently employed by a Texas public school or charter school,
2. Be currently responsible for CTE administration as part of his or her regular duties,
3. Have submitted a completed application via the online application form. A link to the application form can be found at the following URL:  
<http://cte.tamucc.edu/cte-leadership-academy/la-apply/>
4. Have returned a signed copy of this "CTE Leadership Academy Program Policies and Standards Agreement" via upload to the application, e-mail, fax, or mail.

Email: [CTE@tamucc.edu](mailto:CTE@tamucc.edu)

Fax: 361.825.2384

Mail: Texas A&M University-Corpus Christi  
CTE Professional Development Programs  
6300 Ocean Drive, Unit 5854  
Corpus Christi, TX 78412-5854

Participants will be selected based on the quality of their applications as well as geographic diversity, district need and support, and expected benefit the applicant's participation will have on his or her district's students, teachers, and other stakeholders.

It is the policy of the Texas Education Agency and Texas A&M University-Corpus Christi not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational and vocational programs, services, activities, or employment as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

### Fees and Expenses

Accepted participants are required to pay a \$250 participant fee to offset costs that are not covered by TEA funds. Applicants will be invoiced upon acceptance. Payment will be due within 30 days.

Accepted participants will receive at no cost:

- 2 nights lodging at the Phase I Fall Symposium hotel
- 1 night lodging at the Phase III Summer Symposium hotel
- Working lunches during the Fall and Summer Symposiums

Participants are responsible for their own transportation and any meals not included as part of the program agenda.

### Cancellations and Refunds

**Cancellations:** Applications can be withdrawn or cancelled without penalty if the request to withdraw or cancel is made in writing no later than September 25, 2017. Cancellation notices must be emailed to cte@tamucc.edu.

**Substitutions:** The CTE Leadership Academy is a nine-month professional development program. Participation is by application only. No substitutions can be made.

**No Shows:** Accepted applicants who confirm their participation but fail to attend the Phase I Fall Symposium will be invoiced for the full \$250 participation fee. Only a limited number of applicants can be selected to participate in the CTE Leadership Academy each year. Accepted applicants who confirm their participation but fail to show are preventing another applicant from participating.

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Your signature below means that you have read carefully and understand completely the CTE Leadership Academy policies and standards. Your signature acknowledges your agreement to the standards stated herein.

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Applicant's Name (PRINTED)

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Applicant's Supervisor's Name (PRINTED)

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Applicant's Title (PRINTED)

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Applicant's Supervisor's Title (PRINTED)

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Applicant's Signature

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Applicant's Supervisor's Signature

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