

# Jump Start Policy and Program Implementation Resources Tour Guide

This document offers CTE leaders with a guided tour of where they can find key resources that should guide their program development and implementation efforts.

*This tour guide will be a dynamic document, frequently updated as policies change, resources evolve and the community of CTE leaders develops new and better implementation processes.*

So you should check the date at the bottom of the page to make sure you're reading a recent version of this resource . . . and if you're not certain, go back to the [www.lacteleaders.com](http://www.lacteleaders.com) website to check out the latest-and-greatest version.

*Let's go!*

## Most Valuable Jump Start Resources

- 1) High School Student Planning Guidebook
- 2) Graduation pathways descriptions
- 3) Jump Start Graduation Pathways Master Spreadsheet
- 4) CDF documents suite
- 5) Industry credential fact sheets
- 6) NCCER certification requirements
- 7) Implementation resources: Virtual Workplace Experiences and Micro-Enterprise Credentials
- 8) Internship implementation resources
- 9) New generation career readiness courses
- 10) Students with disabilities resources
- 11) Library and BESE Bulletins links
- 12) Perkins resources
- 13) Jump Start Post-Secondary Opportunities

## 1) High School Student Planning Guidebook

Although this might not be the first instinct of even experienced CTE leaders, the first document any current, new or aspiring CTE leader should review is the *Louisiana High School Student Planning Guidebook*: <https://www.louisianabelieves.com/courses/graduation-requirements>

There are two reasons why this should be the first document you consult:

- 1) Comprehensive perspective on policies relating to high school programs and students – the High School Planning Guide is a “one stop shop” in terms of relevant policies and practice, chock full of links to helpful resources (see the Table of Contents to the 2017-2018 Guide here);
- 2) Updated dynamically – the High School Planning Guide is updated annually, more frequently if there are major policy changes. If you use the most-updated version of the High School Planning Guide, you're assured of operating according to current policy.

Sections of the High School Planning Guide that are of particular interest to CTE leaders are:

- 1) New Jump Start Opportunities (page 12); and
- 2) Appendix II: Resources Available on the All Things Jump Start Website (page 25). *More on this below.*

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### 2) Graduation Pathways Descriptions

CTE leaders should be familiar with the information in every Jump Start graduation pathway. This resource describes the seven sections in every Jump Start pathway:

<https://www.louisianabelieves.com/docs/default-source/jumpstart/updated-graduation-pathways.pdf?sfvrsn=8>

All graduation pathways are then available for download “behind” the Graduations Pathway ball on the *All Things Jump Start* website.

*The most important information in each pathway is Section 5 – Culminating Credentials.* CTE leaders should also become familiar with the table that shows the required modules students must complete to receive a Skilled Trades “Helper” Regional Credential: <https://www.louisianabelieves.com/docs/default-source/js-graduation-pathways/construction-crafts-helper-module-completion-tables.pdf>

For all other pathway-related purposes, CTE leaders should use the next resource.

### 3) Jump Start Graduation Pathways Master Spreadsheet

When you hit the button to download the Jump Start Graduation Pathways Master Spreadsheet (“behind” the Graduation Pathways ball on the *All Things Jump Start* main page), you’ll receive a giant Excel spreadsheet that shows the following information about every course in the Louisiana high school catalog:

- The course code
- The number of Carnegie credits
- If the course qualifies for the 6% CTE adder
- If the course is a CDF-qualifying course
- If the course is a Universal Course
- If the course is a Career Readiness Course
- If the course qualifies as a WBL course
- *Every pathway the course appears in*

***You should use this Master Spreadsheet because it is the most-frequently-updated resource related to Jump Start graduation pathways.*** A downloaded pathway may contain outdated information. *If there’s a discrepancy between a downloaded Jump Start graduation pathway and the Master Spreadsheet, the Master Spreadsheet is right.*

This is a big spreadsheet and sometimes it will slow down your computer. You’ll want to learn how to work with a split screen, so you can keep the column headers in view while reviewing different courses. Power users will also learn how to Hide and Unhide columns to make viewing easier. (It *always* pays to know how to use Excel.)

### 4) CDF Documents Suite

The first document you should consult is the Funding Guidance Sheet: <https://www.louisianabelieves.com/docs/default-source/jumpstart/jump-start-funding-guidance-sheet.pdf?sfvrsn=9> This document describes different dedicated CTE funding sources each district / charter school can receive.

While historically Perkins funds have been the primary way districts and schools have funded CTE programs, the new Career Development Funds (CDF) are now the largest (and fastest growing) source of CTE funding . . . and one that districts and schools control. *The more students you enroll in CDF-qualifying courses, the more CDF funds you'll receive.*

The list of CDF-Qualifying Courses is now a downloadable Excel spreadsheet that is easier to work with than the old pdf document. We've hidden this resource a bit – choose the Policy and Program Implementation ball: <https://www.louisianabelieves.com/courses/all-things-jumpstart/policy-and-program-implementation> The list of CDF-qualifying courses is halfway down the list of documents under Jump Start Funding Resources.

***CDF funds must be used to increase student access to high-value IBCs in high-demand industry sectors.*** This document provides updated guidance on the permissible uses of CDF funds: <https://www.louisianabelieves.com/docs/default-source/jumpstart/guidelines-for-use-of-cdf-allocation.pdf?sfvrsn=13>

Unlike Perkins funds, CDF funds require a minimum of paperwork. Download the CDF End-of-Year Report – it's at the top of the list of Jump Start Funding Resources indicated above.

### 5) Industry Credential Fact Sheets

Effective CTE leaders (at both the district and school level) focus on a handful of IBCs they intend to offer their students, and then learn all the details about that IBC.

Everything about each IBC is available from the Industry Credential Fact Sheets: <https://www.louisianabelieves.com/resources/library/jump-start-fact-sheets>

*If your district / school offers an IBC, you should have the most-updated Industry Credential Fact Sheet available at a moment's notice.* From these fact sheets you should commit to memory:

- a) the requirements of the IBC (for both students and teachers);
- b) the policies associated with student testing / certification;
- c) the costs of the IBC (the combined curricular, testing and certificate costs); and
- d) the key Help contacts at both the certifying agency and the LDOE.

### 6) NCCER Certification Requirements

Skilled Trades IBCs are perhaps the most-proven pathway to high-wage, high-demand careers in Louisiana CTE. Every CTE leader should understand the mission-critical steps necessary to maintain NCCER certification.

This link is to a document summarizing NCCER Certification Requirements: <https://www.louisianabelieves.com/docs/default-source/jumpstart/lde-nccer-guidelines-and-policies-document.pdf?sfvrsn=4>

A “NCCER Tips” document will be available on the [www.lacteleaders.com](http://www.lacteleaders.com) website under In-Person Training Resources.

### 7) Implementation Resources: Virtual Workplace Experiences and Micro-Enterprise Credentials

Both the Virtual Workplace Experience (VWE) resources and the Micro-Enterprise Credentials resources have their own “ball” on *All Things Jump Start* website – VWE on the upper right, Micro-Enterprise Credential on the lower left. <https://www.louisianabelieves.com/courses/all-things-jump-start>

The VWE II course is a CDF-qualifying course that provides students the opportunity to engage with workplace mentors in every one of Louisiana’s high-demand, high-wage industry sectors, while helping students master critical communications, teamwork and workplace soft skills.

The Micro-Enterprise Credentials are small business / entrepreneurship IBCs that help students learn fundamental workplace skills and business concepts (“the language of business”) while offering students a bridge to technical college small business and entrepreneurship studies. *The Micro-Enterprise Credential is designed to be an ultra-low cost IBC that all students can earn.*

Both VWE and Micro-Enterprise Credential resources are typically updated annually.

### 8) Internship Implementation Resources

Workplace internships implementation resources are also available on the *All Things Jump Start* website, “behind” their own ball (second from right on the top). Schools should use these resources to make sure their internships qualify for both academic credit and CTE / CDF funding.

Unfortunately, these resources are all for a paper-based system – so 1970s!

That’s why Louisiana has invested New Skills for Youth grant funds into a pilot test of the Big Picture Learning ImBlaze system – a cellphone-based system that helps student find and engage in workplace internships while automating all administrative paperwork.

Results of the first ImBlaze pilot will be published during the 2018-2019 school year.



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### 9) New Generation Career Readiness Courses

*Louisiana is phasing Journey to Careers out by the 2019-2020 school year.*

In its place, the *All Things Jump Start* website will offer several alternatives for Career Readiness courses, all developed by Louisiana educators:

- 1) currently the Capital Region Jump Start team (led by Mary Wilson Arrasmith) has developed a suite of resources that high schools can use for their career readiness courses;
- 2) new instructional resources from the career readiness course developed by the America Achieves Fellows initiative will be implemented in pilot districts / schools during the 2018-2019 school year. For more information contact [JumpStart@la.gov](mailto:JumpStart@la.gov); and
- 3) YouthForce Nola has leverage national best practices to develop soft skills development resources that we hope to make available statewide in the months ahead.

CTE leaders should determine which Career Readiness resources they're going to use, and start planning for teacher training.

### 10) Students with Disabilities Resources

The *All Things Jump Start* website has another ball that offers resources to help students with disabilities attain a Jump Start diploma. The first resource CTE leaders should review is this one: <https://www.louisianabelieves.com/docs/default-source/jumpstart/jump-start-students-with-disabilities-implementation-guidance.pdf?sfvrsn=4>

The Louisiana Council for Economic Education (LCEE) has recruited Nepris virtual mentors who are ready to work with students with different disabilities.

LCEE is also about to launch a library of *5 Minute Videos*, created by Louisiana educators that offer opportunities for students with disabilities to engage with workplace mentors, learn key workplace skills, and receive encouragement on how to prepare for workplace success.

These resources can be found on the [www.lcee.org](http://www.lcee.org) website, or by contacting Laura Smith, LCEE's CEO ([laura@lcee.org](mailto:laura@lcee.org)).

### 11) Library and BESE Bulletin Links

Some people like to read the original play in Greek . . . I prefer to wait for the movie to come out.

Similarly, some people prefer to read original documents – including BESE bulletins – rather than rely on summaries from the Jump Start Leadership Team. For people so inclined:

- the full [www.LouisianaBelieves.com](http://www.LouisianaBelieves.com) website has a Library link that provides access to a complete palette of resources, touching every aspect of Louisiana K-12 education: <https://www.louisianabelieves.com/resources/library/browse-by-category>
- there is a separate *All Things Jump Start* library link that provides access to information on Financial Aid / FAFSA, SCA / Course Choice, College Awareness and AP resources: <https://www.louisianabelieves.com/resources/library/courses>
- BESE Bulletins can be found using this link: <http://bese.louisiana.gov/documents-resources/policies-bulletins> Importantly, different aspects of an issue may be addressed in different BESE bulletins in ways that may not be completely intuitive.

Therefore, if you have questions about a bulletin – either what you’re reading, or what you heard via rumor about what might be required or prohibited – the best approach is to contact [JumpStart@la.gov](mailto:JumpStart@la.gov) to get the proper guidance.

### 12) Perkins Resources

In a perfect world, Perkins would be a block grant that dispenses with the avalanche of required paperwork, allowing CTE educators to focus on developing opportunities for students rather than submitting paperwork to check administrative boxes.

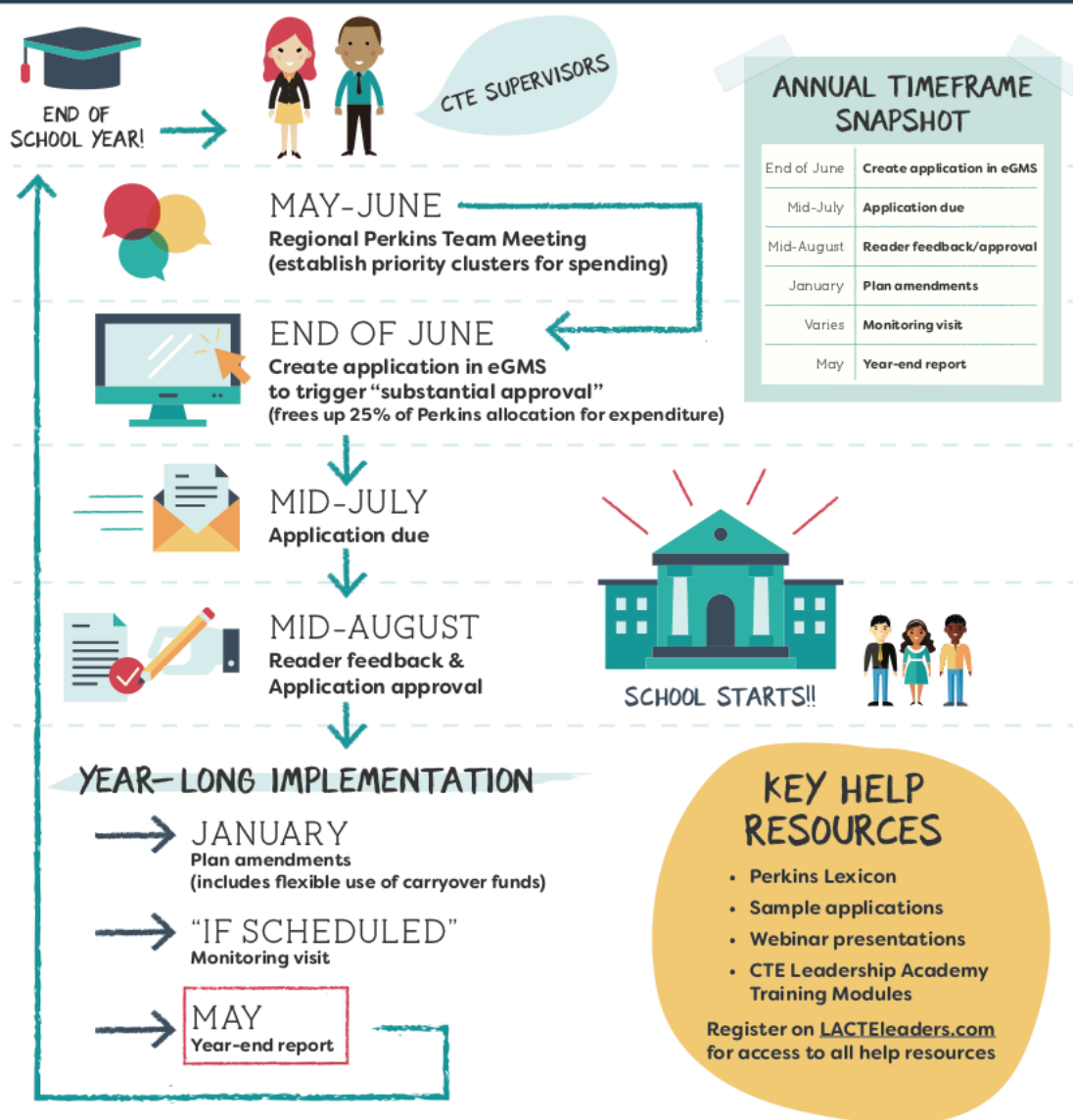
One can dream . . .

While we wait for this perfect world to visit us here on Earth, there are lots of Perkins training and support available for this.

Louisiana is unlike most states in that the LCTCS system (and not the LDOE) leads the state Perkins program. Therefore, Perkins training opportunities for CTE leaders are typically coordinated by the LCTCS. These training sessions are typically about Perkins compliance and policy, less about strategic ways the districts and schools of different sizes can best utilize Perkins funding to maximize student opportunities.

The LDOE Grants Management team has successfully automated many of the requirements for Perkins plans / submissions. The CTE Leadership Academy is also working to create a variety of Help resources, including the infographic on the next page. *Stay tuned for developments on further ways LCTCS and LDOE will try to streamline Perkins processes . . .*

## CTE LEADERSHIP ACADEMY PERKINS PLANNING & COMPLIANCE



### UNIVERSE OF CTE FUNDING







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### 13) Jump Start Post-Secondary Opportunities

Finally, Louisiana is a leader nationally in helping students complete their Free Application for Federal Student Aid (FAFSA), the gateway for maximizing every student's post-secondary training and education.

Most Louisiana high school graduates are eligible for some form of merit- or need-based financial aid. Students can apply for state and federal financial aid by submitting their FAFSA. Any aid students receive can be used at two-year community colleges and technical training programs as well as four-year universities. The FAFSA is used to determine the amount of money a family is expected to contribute to the price of attending a postsecondary institution, and the results of the FAFSA are used in determining student grants, work study, and educational loan amounts.

CTE leaders and school counselors can use this link to access the FAFSA Financial Aid one-pager: [https://www.louisianabelieves.com/docs/default-source/key-initiatives/louisianas-key-initiatives\\_financial-aid-support.pdf?sfvrsn=5](https://www.louisianabelieves.com/docs/default-source/key-initiatives/louisianas-key-initiatives_financial-aid-support.pdf?sfvrsn=5)

Another source of funding to help students maximize their post-secondary education and training is TOPS Tech Funding. TOPS (Taylor Opportunity Program for Students) is a program of state scholarships for Louisiana residents who attend: a) Louisiana public colleges and universities; b) Louisiana Community and Technical College System (LCTCS) campuses; and/or c) Louisiana-approved proprietary and cosmetology schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities

Use this link for more information about TOPS Tech: [http://www.osfa.la.gov/tops\\_tech.html](http://www.osfa.la.gov/tops_tech.html)