



INDIANA COMMISSION *for* HIGHER EDUCATION

CTE Newsletter February 2024

This update is provided by the Career and Technical Education team at the Indiana Commission for Higher Education. We welcome your support in encouraging anyone who would benefit from the information to join our listserv. Individuals can [sign up here](#). Questions can be shared with CTE@che.IN.gov.

CTE Month

A Note from State Director Anthony Harl: Happy National CTE Month! I've loved seeing the many ways that schools, career centers, and others have found to celebrate CTE throughout the state this month. February always provides a chance to recognize our successes within CTE and raise awareness of the opportunities CTE provides Hoosier students.

Our team enjoyed the annual tradition of engaging with Career and Technical Student Organization leaders during CTE Day at the Statehouse earlier this month. The student representatives did an excellent job showcasing the positive impact of CTE to legislators, state leaders, and other stakeholders. Check out the Commission's press release celebrating CTE Month [here](#) and a resolution from the Indiana House of Representatives [here](#).

CTE Awards for Excellence Nominations

The CTE team annually spotlights excellence in both secondary and postsecondary Career and Technical Education through the Awards for Excellence (AFE). The 2024 ceremony will be held on May 6 at The Wellington Fishers Banquet & Conference Center. More details will be provided in the coming months.

Nominations are being accepted in four categories for both secondary and postsecondary, including students, programs of study, partnerships, and career advising. The Commission's CTE team invites each postsecondary institution (each individual campus/branch can apply), high school, and career center to submit one nomination per category. Additional information and each category's nomination form are included in the links below or on the CTE website:

- [Secondary Nomination Information](#)
- [Postsecondary Nomination Information](#)

Individuals are encouraged to share the nomination information with school faculty and staff at the secondary and postsecondary levels who may have nominations to submit. **The deadline for nominations is Monday, March 4, 2024.**



Instructor Assignment Codes

The CTE Assignment Codes document has been updated for the 2024-2025 school year and can be [accessed here](#). A future release of an updated NLPS Review Document will reflect the changes shown in the assignment codes document.

Changes to assignment codes for the 2024-2025 school year have been highlighted in orange in the document and affect the following courses:

- 5394 Preparing for College and Careers
- 4540 Personal Financial Responsibility
- 7250 Semiconductor and EV Battery Manufacturing Capstone
- 7137 Principles of Pharmacy Tech
- 7276 Fundamentals of Human Services
- 7278 Community Health Worker
- 7098 Semiconductor Fabrication Capstone
- 7372 Principles of Aviation Maintenance
- 7374 Aviation Maintenance Fundamentals
- 7376 Advanced Aviation Maintenance
- 7378 Aviation Maintenance Capstone

Embedded WBL Experiences – NLPS Capstone Courses

The CTE team continues to prioritize providing information on incorporating Work-Based Learning (WBL) experiences into CTE programming. The [January Newsletter](#) provided basic guidance on the common courses used for standalone WBL experiences: Cooperative Education (6162), Career Exploration Internship (0530), and Work-Based Learning Capstone (5974) and shared the CTE definition of Work-Based Learning.

This month we have focused on some of the most common questions around embedded WBL experiences in the context of NLPS Capstone Courses. Much of this information has been previously shared, but Capstones continue to be a common question topic as more schools and career centers begin offering these courses.

Question: How many credits can a student be enrolled in within a NLPS Capstone?

- NLPS Capstone courses may be offered for two (2), four (4), or six (6) total credits over the course of the year, and ideally include an embedded Work-Based Learning experience.
 - NLPS Capstone courses may contain up to four (4) credits worth of content/classroom instruction or they may contain up to four (4) credits worth of WBL-based instruction. **However, the course MUST contain at least two (2) credits worth of classroom instruction.**
- Capstone Examples:
 - Example of 2 credits/year: A student is focused on completing 2 credits of classroom content and is not participating in a WBL experience that would meet the CTE definition of WBL ([DOE Level 2 or above](#)). The student experience would be similar to a Concentrator course in this example, the content is simply more advanced.



- Examples of 4 credits/year: A student is completing 2 credits of classroom content and adds 2 credits of WBL or extended lab time. Alternatively, a student may complete 4 credits of content.
- Example of 6 credits/year: A student is completing 4 credits of classroom content and 2 credits of WBL or extended lab time.

Question: How do I know whether to use a NLPS Capstone Course or WBL Capstone (5974) when a student is taking part in WBL?

- **If a student is utilizing a NLPS Capstone Course, they must be enrolled in at least two (2) credits of classroom instruction.** The student ideally adds WBL as outlined in the four (4) credits per year example above, but a minimum of two (2) credits of classroom instruction must be taking place.
- WBL Capstone (5974) is a standalone experience where a student is only participating in a Work-Based Learning experience and not participating in any related classroom instruction. **In instances where a student is only doing WBL, 5974 (or another WBL course code) should be utilized.**

Question: Can a student be enrolled in a Capstone course while co-enrolled in a Concentrator course?

- As long as a student does not exceed six (6) credits in a single pathway for a given year, a student may be enrolled in a Concentrator A and/or B course and in a Capstone course at the same time (provided any prerequisites have been met).

Question: Can a Capstone course count toward a student's C Average for Concentrator Status?

- Yes, this question is answered in full on [Page 3 here](#).

Career Scholarship Account Program

Indiana launched the Career Scholarship Account (CSA) program last school year as part of HEA 1002-2023. The CSA program provides \$5,000 annually for tenth- through twelfth-grade students enrolled in eligible Work-Based Learning programs.

[Provider applications](#) for the 2024-2025 school year are now open, and information can be [found here](#). Entities eligible to apply as a CSA provider include employers, intermediaries, labor organizations, and schools. The student application will open later this spring. Questions can be shared with CSA@che.in.gov.



Office of Work-Based Learning and Apprenticeships – Certified Pre-Apprenticeships

The Commission’s CTE team works closely with the [Indiana Office of Work-Based Learning and Apprenticeships](#). OWBLA primarily focuses on opportunities for adults, but also collaborates with the CTE team on items pertaining to secondary students. The following note is information from OWBLA regarding opportunities for students to engage in Certified Pre-Apprenticeship programs.

From the Office of Work-Based Learning and Apprenticeships: Indiana is a national leader in administering Registered Apprenticeship programs. These programs provide occupational training that combines paid, on-the-job experience with related technical instruction to lead participants into a fulfilling, long-term career. One way for students to learn about and prepare for these career opportunities is through Certified Pre-Apprenticeship programs.

Pre-Apprenticeship programs and Modern Youth Apprenticeships are both Level 3 experiences in the [Department of Education’s Work-Based Learning levels](#). OWBLA certifies Pre-Apprenticeship programs in Indiana and can connect Certified Pre-Apprenticeship programs with funding opportunities.

Pre-apprenticeship programs are designed to prepare students for successful entry into Registered Apprenticeship Programs (RAP) and typically span a student’s junior and senior years. Pre-Apprenticeship programs may or may not include wages or a stipend but must articulate into a partnered RAP.

If your school/CTE district is interested in learning more about creating Pre-Apprenticeship programs, how to certify your existing Pre-Apprenticeship program, or potential funding for programs, please contact us at WBL@dwd.IN.gov.

