

CAREER & TECHNICAL STUDENT ORGANIZATIONS GUIDE FOR POSTSECONDARY ENROLLMENT

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COMMUNITY COLLEGES &
WORKFORCE PREPARATION

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Notice

Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A. This does not apply to administrative rules, declaratory orders or materials required by federal law or courts.

Introduction

The Strengthening Career and Technical Education for the 21st Century Act was signed into law on July 31, 2018. Commonly referred to as Perkins V, the federal law reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006, which provides almost \$1.2 billion in federal support for career and technical education (CTE) programs in all 50 states and U.S. territories. Iowa receives nearly \$12 million annually in federal funds, divided between secondary and postsecondary CTE programs delivered through public school districts and community colleges.

Iowa's approved state plan for meeting the requirements of Perkins V, and the related secondary and postsecondary accountability performance targets, includes a strategy for enhancing program quality through career and technical student organizations (CTSOs). Appendix B of the Iowa state plan for Perkins V outlines the requirements for postsecondary recipients with the strategy to enhance program quality.

Perkins V in Iowa

Career and technical student organizations are an integral element of CTE programs and students shall be provided an opportunity to participate in the associated leadership development activities. These co-curricular organizations help students develop leadership, goal-setting, problem-solving, decision-making and communication skills through active participation in CTSO related events.

Postsecondary CTE programs that award a two-year associate degree are required to provide leadership training opportunities by establishing and maintaining appropriately aligned CTSOs and follow the state and national guidance of the CTSOs for establishing chapters. Iowa recognizes five CTSOs with postsecondary options, including:

- Business Professionals of America (BPA)
- Family, Career and Community Leaders of America (FCCLA)
- Future Business Leaders of America - Phi Beta Lambda (FBLA-PBL)
- HOSA - Future Health Professionals
- SkillsUSA

Postsecondary CTE programs that award a two-year associate degree will be required to offer all appropriate and recognized CTSOs by the start of the academic year 2024-25, with the program's CTSO meeting both the state and national requirements and having the appropriate number of dues paid members by the CTSO's affiliation deadline.

CTSO Alignment

Each program area has a CTSO that is best aligned to serve students enrolled, offering not only competitive events but year-round opportunities and programming that support the growth of the student in their career path. At the postsecondary level, CTSOs are aligned by career cluster.

Alignment by Career Cluster

Agriculture, Food & Natural Resources	No postsecondary CTSO*
Architecture & Construction	SkillsUSA
Arts, A/V Technology & Communications	BPA or FBLA-PBL
Business, Management & Administration	BPA or FBLA-PBL
Education & Training	FCCLA
Finance	BPA or FBLA-PBL
Government & Public Administration	FBLA-PBL or FCCLA
Health Science	HOSA
Hospitality & Tourism	FCCLA or SkillsUSA
Human Services	FCCLA or SkillsUSA
Information Technology	BPA or FBLA-PBL
Law, Public Safety, Corrections & Security	SkillsUSA
Manufacturing	SkillsUSA
Marketing, Sales, & Service	BPA or FBLA-PBL
Science, Technology, Engineering & Mathematics	SkillsUSA
Transportation, Distribution & Logistics	SkillsUSA

Alignment of Career Clusters by CTSO

BPA 5 Career Clusters served	<ul style="list-style-type: none"> Arts, A/V Technology & Communications Business, Management & Administration Finance 	<ul style="list-style-type: none"> Information Technology Marketing, Sales & Service
FBLA-PBL 6 Career Clusters served	<ul style="list-style-type: none"> Arts, A/V Technology & Communications Business, Management & Administration Finance 	<ul style="list-style-type: none"> Government & Public Administration Information Technology Marketing, Sales & Service
FCCLA 4 Career Clusters served	<ul style="list-style-type: none"> Education & Training Government & Public Administration 	<ul style="list-style-type: none"> Hospitality & Tourism Human Services
HOSA 1 Career Cluster served	<ul style="list-style-type: none"> Health Science 	
SkillsUSA 7 Career Clusters served	<ul style="list-style-type: none"> Architecture & Construction Hospitality & Tourism Human Services Law, Public Safety, Corrections & Security 	<ul style="list-style-type: none"> Manufacturing Science, Technology, Engineering & Mathematics Transportation, Distribution & Logistics
PAS*	<ul style="list-style-type: none"> Agriculture, Food & Natural Resources 	

*The National Professional Agricultural Student Organization (PAS) is not a recognized CTSO but is often used by postsecondary institutions as a student organization for AFNR. The Iowa Perkins V State Plan does not require a postsecondary CTSO for AFNR. Perkins dollars may not be expended to support PAS.

Starting a CTSO

The process to start a CTSO will vary by association, with different needs being determined by the state and national association. General guidance is provided below to start a CTSO. This process is designed for the CTE educator(s) who will serve as the advisor(s) of the CTSO, but will require the support of community college administrators.

***Pre-Work** - Determine which CTE educators will serve as the chapter advisor(s).*

1. **Step 1 - Research the approved career and technical student organizations (CTSOs).**
 - a. The Iowa Department of Education supports five CTSOs at the postsecondary level, each aligned to career clusters.
 - b. For more information on each CTSO, visit their websites or contact their executive director or the [Education Program Consultant for CTSOs](#).
 - c. In some cases, only one CTSO aligns to a career cluster, while in others a CTSO may serve multiple programs.
 - d. Most CTSOs have operating requirements such as minimum membership and school-supported advisors.
2. **Step 2 - Determine the CTSO that best fits your local needs.**
 - a. Ensure your CTSO selection is appropriate for your CTE program career cluster(s).
 - b. Each CTSO offers programming, conferences and competitive event opportunities that align differently depending on CTE courses available to your students.
3. **Step 3 - After receiving approval from your administration, complete necessary paperwork to charter a chapter of your chosen CTSO.**
 - a. More information on chartering chapters can be found on respective [CTSO websites](#).
 - b. Your CTSO executive director or a national staff member will reach out to you when your chapter is approved, usually via an automated email.
 - c. Most CTSOs operate a chapter guidance website or interactive forum to answer all advisor questions, for which you will be granted access.
4. **Step 4 - Determine chapter management procedures, including how you will recruit students, collect and manage dues and host meetings.**
 - a. In addition to the chapter operations guidance, each CTSO offers sample materials and information on chapter management.
 - b. Your chapter should form a constitution, bylaws and operating guidelines.
 - c. Communicate with your school administration to determine how funding will be managed in your community college.
5. **Step 5 - Attend CTSO and Department of Education led training sessions on CTSO management.**
 - a. Each CTSO offers training sessions via the state and national associations.
 - b. The Department of Education offered the CTSO Advisor Academy as a year-long onboarding for CTSO advisors universal to all CTSOs.
6. **Step 6 - Officially submit members.**
 - a. Update your online membership roster to include all participating students, knowing you may continue to add members throughout the year.
 - b. Submit a membership dues check to the respective party to complete the membership process.

Allowable Perkins Expenses

Educator Related

- CTSO professional development training and conferences.
 - ◇ Eligible for reimbursement: In-state and out of state, registration, mileage, airfare, hotel, ground transportation (rideshare, taxi, shuttle), parking, baggage and meals.
- Advisor extra duty pay/stipend/off-contract.

Chapter Related

- National uniforms. Ownership must be maintained by the program/chapters.
- Institutional membership dues - 100% program affiliation.
- Instructional materials/supplies for CTSOs: budget code supplies (No consumables) 6XX.

Student Related

- Student competitors only (for students competing at state or national events).
 - ◇ Documentation requirements:
 - » General ledger, invoices and receipts for each individual competing student, by student name.
 - » Competition registration invoice, airfare, baggage, hotel, meal receipts and ground transportation.

Unallowable Perkins Expenses

- | | |
|---|--|
| <ul style="list-style-type: none">● Social activities/assemblage● Refreshments/meals● Consumables● Recognition gifts or awards● Scholarships or donations● Individual membership dues (student or advisor) | <ul style="list-style-type: none">● Non-competitor student conference registration costs● Non-competitor student conference hotel costs● Items retained by student or advisor● Non-competitor student travel costs: meals, entertainment, conference activity fees, parking fees at theme parks |
|---|--|

Common Questions

Program/Chapter-related Questions

Who is required to start a CTSO chapter?

CTSOs are required for secondary and postsecondary CTE programs, with the appropriate CTSO being aligned to the program of study or career cluster. At the postsecondary level, CTSOs are required only for two-year degree granting programs.

What does it mean to start/charter/affiliate a chapter?

To start, charter, or affiliate a chapter refers to an institution completing all required paperwork of the state and national CTSO, entering in a minimum number of members per the CTSO, and paying applicable dues.

How does a community college know where to start when chartering a CTSO?

Professional development workshops and sessions are available to guide new instructors and institutions. Review the contact page (ctso.educateiowa.gov) to find the best contact for the organization you wish to start.

Are community colleges required to have a different CTSO for each career cluster?

CTSOs are aligned by program as shown in the alignment chart. Some CTSOs allow for one CTSO to be shared across two or more career clusters. Not all career clusters have a CTSO at the postsecondary level.

A CTSO is broad, covering multiple paths of study; there is not one CTSO chapter for each path of study or career cluster. For example, all cabinetmaking and construction courses fall under the Architecture & Construction career cluster and all welding courses fall under the Manufacturing career cluster. An institution is only required to have one SkillsUSA chapter to cover all these courses and career clusters, not one SkillsUSA for Architecture & Construction and one for Manufacturing.

What costs are associated with starting and managing a CTSO?

There is no chapter fee associated with starting or maintaining a local chapter. However, CTSOs do have membership dues for students and advisors. For more information on these dues, please visit the Iowa CTSO Dues Chart.

Most CTSOs offer scholarships to help defer the cost of continuing education, as well as scholarships to help with the cost of attending conferences. Additionally, certain CTSO expenses are Perkins eligible.

How is a CTSO organized at the postsecondary level?

Each CTSO has different requirements to start and operate a chapter, including the creation of a constitution, election of officers, and minimum membership and deadlines. For more information about these requirements, please contact the respective CTSO executive director or the Education Program Consultant for CTSOs.

What does it mean to be intra- or co-curricular?

A CTSO is a part of the classroom, with many CTSO activities and programs being able to be used during regular instruction time. Additionally, CTSO activities may occur outside or parallel to the classroom that enrich coursework while providing opportunity for students to apply instruction to real world scenarios.

Should a community college hire one person to run and operate our CTSOs?

CTSOs are an integral part of the instructional program and should be a part of the daily instruction. An aligned CTE instructor should serve as a CTSO advisor to make sure the CTSO is integrated into the classroom. Some CTSOs require the advisor to be a CTE instructor.

Are all instructors required to participate in the CTSO?

CTSOs are integrated into the classroom and all instructors are strongly encouraged to participate in the CTSO and tie opportunities within the CTSO to the classroom. However, there is no requirement for all instructors to participate.

What role does the CTE instructor play in the development and integration of the CTSO?

Instructors play a vital role in supporting the development of the students via the CTSO. While CTSOs are designed to be student-led and advisor-supported, instructors will be asked to promote opportunities, convey information from the state and national offices of the CTSO, and manage funds, membership, and rules in accordance with community college policy. CTSOs are unique in their intra- and co-curricular nature. Programming made available by a CTSO can be integrated into the classroom or run alongside classroom activities to enrich the classroom experience. Instructors are encouraged to support their program by using CTSO resources in the classroom.

If a community college has more than one campus, can one campus operate the CTSO?

A CTSO is an integral part of the instructional program and should be offered where the instruction takes place. At the postsecondary level, a community college may run the CTSO two different ways so long as the opportunity to be involved is still made available to all students regardless of their instruction location.

- By location/campus - Each campus of the community college will run a chapter of the CTSO, affiliating each at the state and national level and managing them separately by location. Each location/campus should have an instructor(s) who manages the CTSO operations.
 - ◇ *Example: Community College Alpha has three campuses and four county service centers. At each campus that offers courses for a two-year, degree-seeking Applied Science, Technology, Engineering, and Manufacturing program, Community College Alpha will start a chapter of SkillsUSA for students enrolled at that campus.*

- OR -

- By community college - The community college as a whole will run one chapter of the CTSO, affiliating at the state and national level. Each campus will advertise and promote CTSO opportunities, with instructors at each campus managing CTSO operations at their location and reporting information back to a main contact for the CTSO at the community college.
 - ◇ *Example: Community College Beta has five campuses. At each campus that offers courses for a two-year, degree-granting Applied Science, Technology, Engineering, and Manufacturing program, Community College Beta will promote SkillsUSA and encourage instructors to be involved. One chapter of SkillsUSA will be started to serve all Community College Beta students.*

My community college already has a student group for students in my program. May our community college use this group as our CTSO?

The Iowa Department of Education recognizes eight CTSOs (six of which have a postsecondary level), all approved at the national level by the National Coordinating Council for CTSOs. No other student organizations meet the CTSO requirements in Perkins V.

How will my community college be verified to have completed this requirement?

Each community college will be tracked via CTSO membership databases to verify they have the appropriately aligned CTSOs and meet the membership requirements.

Student-related Questions

Are students required to participate in and be a member of a CTSO?

Student membership is optional but highly encouraged for leadership development. Some CTSOs offer total program membership, reducing the financial burden on students enrolled in a CTE program.

What conferences are students required to attend?

Conference attendance is not required but strongly encouraged. Attending conferences not only provides educational learning for students, but also professional development for advisors. Each CTSO offers a different set of conferences and participation is highly encouraged.

May students participate if they are taking courses online?

There is no requirement for a student to take courses in person to participate in a CTSO. CTSO activities may still be integrated into online courses and students can engage, both in person and online, in CTSO functions.

Perkins Funding Questions

What Perkins funds can be used for a CTSO?

Perkins funds can be used for CTSO related materials, supplies (non-consumables,) and curriculum. For a full list of Perkins allowable uses, see the Perkins expense section.

Can Perkins funding be used to pay for extra duty pay or advisor stipend for a CTSO advisor?

Extra duty pay or an advisor stipend are allowable expenses under limited circumstances as long as the expenditures do not supplant the district fund. Contact [Chris Dzurick](#) or [Amy Vybiral](#) to ensure stipends are allowable prior to encumbering the expense. For a full list of expenses, review the allowable and unallowable Perkins expense section.

What CTSOs offer an institutional/affiliation membership model? Is this reimbursable under Perkins?

Four CTSOs (FCCLA, FBLA-PBL, SkillsUSA and HOSA) offer an institutional/affiliation membership model that allows a school to pay one flat fee (approval subject to change by Iowa Department of Education). This fee is reimbursable under Perkins in most instances, with restrictions. More information is included in the [CTSO Perkins V Claims Resources](#).

How can a CTSO be affordable for all students, advisors and chaperones?

Each CTSO offers different items to keep costs low and affordable for student members. Additional fundraising, financial assistance and scholarships may be provided by the CTSO.

How do I submit a Perkins claim for a CTSO?

All CTSO invoices must be embedded in the claim summary template and uploaded into Iowa Grants with the claim submission. See [Instructions for Embedding CTSO Invoices](#).



COMMUNITY COLLEGES & WORKFORCE PREPARATION

PROSPERITY THROUGH EDUCATION

The Division of Community Colleges and Workforce Preparation within the Iowa Department of Education administers a variety of diverse programs that enhance Iowa's educational system and help to prepare a skilled and knowledgeable workforce. Divided between two bureaus — the Bureau of Community Colleges and the Bureau of Career and Technical Education — the Division is committed to providing and supporting opportunities for lifelong learning. In addition to working with Iowa's 15 public community colleges on state accreditation, program approval, equity review, and data reporting, guidance is also provided in the areas of career and technical education, workforce training and economic development, adult education and literacy, military education, the state mandated OWI education program, the GAP Tuition and PACE programs, Senior Year Plus and the Statewide Intermediary Network program.