



Career and Technical Student Organization Guidance

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 draft state plan for meeting 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 H of the Iowa state plan for Perkins V outlines the requirements for secondary recipients with the strategy to enhance program quality.

Perkins V in Iowa

Each secondary CTE program must provide leadership training opportunities by establishing and maintaining all appropriate CTE student leadership organizations as listed herein, or such other leadership organization as may be approved by the Iowa Department of Education in special circumstances.

A CTSO is an integral element of CTE programs and all students shall be provided an opportunity to participate in leadership development activities. CTSOs help students develop leadership, goal-setting, problem-solving, decision-making and communication skills through active participation in CTSO related events. CTE programs must align their CTSO chapter with the service area and follow the state and national guidance of the CTSO. Each secondary CTE program should provide leadership training opportunities by establishing and maintaining all appropriate CTE student leadership organizations or other leadership organizations as approved by the Iowa Department of Education in special circumstances.

- Business Professionals of America (BPA)
- DECA
- Future Business Leaders of America - Phi Beta Lambda (FBLA-PBL)
- National FFA Organization (FFA)
- Family, Career and Community Leaders of America (FCCLA)
- HOSA - Future Health Professionals
- SkillsUSA
- Technology Student Association (TSA)

All programs will be required to offer a recognized CTSO by the start of the academic year 2024-25.

Alternative CTSOs

Alternative CTSO options will be considered under special circumstances. A local waiver must be completed and the program must receive approval from the service area Education Program Consultant, CTSO State Advisor and CTE Bureau Chief at the Iowa Department of Education. Programs in these areas would offer a local CTSO as defined below.

If a local CTSO is established and maintained, but is not state and nationally affiliated, it must have (and keep on file copies for the most recent year):

1. A constitution and/or set of bylaws, including how membership in the CTSO is determined. In order to be a viable CTSO, the organization must be available to ALL students participating in the program area
2. A list of the current local membership
3. A list of current elected officers
4. Agendas & minutes of business meetings held by the organization for the current and prior year. At a minimum, the CTSO will meet at least two times per term
5. Documentation that the CTSO is intracurricular. Evidence should include examples of how the CTSO activities and program of work are integrated into the daily curricular plan, i.e. class syllabus
6. Documentation of a program of work: Programs are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be a narrative describing the local chapter's involvement in their selected areas and may vary with the type of CTSO

CTSO Alignment

Agricultural, Food, and Natural Resources	
Agricultural, Food, and Natural Resources	FFA
Applied Science, Technology, Engineering, and Manufacturing	
Architecture and Construction	SkillsUSA
Manufacturing	SkillsUSA or FFA
Science, Technology, Engineering, and Mathematics	SkillsUSA or TSA
Transportation, Distribution, and Logistics	SkillsUSA
Business, Finance, Marketing, and Management	
Business, Management, and Administration	BPA or DECA or FBLA-PBL
Finance	BPA or DECA or FBLA-PBL
Marketing	BPA or DECA or FBLA-PBL
Information Solutions	
Arts, Audio/Video Technology, and Communication	BPA or FBLA-PBL or TSA
Information Technology	BPA or FBLA-PBL or TSA
Health Science	
Health Science	HOSA-Future Health Professionals
Human Services	
Education and Training	FCCLA
Human Services	FCCLA
Hospitality and Tourism	FCCLA
Government and Public Administration	FBLA-PBL
Law, Public Safety, Corrections, and Security	SkillsUSA

Common Questions

Program/Chapter Related Questions

Are schools required to have a different CTSO for each program of study or service area?

CTSOs are aligned to the service area as shown in the alignment chart. Some CTSOs are aligned in multiple service areas and allow for one CTSO to be shared across two service areas.

What if an educator is endorsed and teaches in two different service areas?

Dual endorsed educators should align to the CTSO where they spend the majority of their instructional time.

Should a district 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. A CTE educator 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 educator or hold a CTE endorsement.

If a program is primarily taught at the community college, does a district need to have the CTSO at the high school?

A CTSO is an integral part of the instructional program and should be offered where the instruction takes place. The Department of Education encourages the post-secondary institution to offer a student organization.

If a district has more than one high school, can one high school operate the CTSO?

A CTSO is an integral part of the instructional program and should be offered where the instruction takes place. CTSO activities are embedded in classroom assignments and projects making it difficult to operate one chapter for multiple high schools.

How does a district or high school know where to start when creating a CTSO?

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

Perkins Funding Questions

What Perkins funds can be used for a CTSO?

Perkins funds can be used for several allowable expenses, including transportation to the CTSO state and national leadership conference. 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 Perkins V. For a full list of expenses, review the allowable and unallowable Perkins expense section.

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. Perkins funds are available for transportation costs to the state and national leadership conference. Additional fundraising, financial assistance and scholarships may be provided by the CTSO.

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.

Allowable Perkins Expenses

Educator Related:

- Conference registration and lodging (professional development participation required at conference)
- Conference transportation (out-of-state conferences only - airfare), ground transportation (rideshare, taxi, shuttle) parking at conference events, baggage, meals
- Advisor extra duty pay/stipend (does not include separate/extra contract day pay)
- CTSO professional development training and conferences

Chapter Related:

- National uniforms - ownership must be maintained by the program/chapters
- Institutional membership dues - 100% program affiliation
- Instructional materials/supplies for CTSOs (No consumables - see below)

Student Related:

- Transportation (airfare, rideshare, taxi shuttle), parking at conference events, baggage at the CTSO state leadership conference and national leadership conference only. (school arranged/coordinated transportation cost)

Unallowable Perkins Expenses

- Social activities/assemblage
- Refreshments/meals
- Consumables
- Recognition gifts or awards
- Scholarships or donations
- Individual membership dues (student or advisor dues)
- Student conference registration costs
- Student conference hotel costs
- Items retained by student or advisor
- Student travel costs - meals, entertainment, conference activity fees, parking fees at theme parks