CARL PERKINS
CAREER AND TECHNICAL EDUCATION (CTE)
Professional Development Funding Request (CTEPD)

July 1, 2023 – June 30, 2024 (FY24)

At Salt Lake Community College (SLCC) students are our highest priority and we are committed to providing them quality educational experiences. Our mission, values and goals are designed to ensure that this commitment is met. SLCC receives funding through the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). One of the elements that can be funded under the law is CTE professional development. The funding is used to support Career and Technical Education (CTE) faculty or staff as they add or update certifications, maintain industry credentials needed to remain current for today's work force, or participate in training for their programs to remain relevant with industry needs. The specific goals of **Carl Perkins CTE Professional Development funding are to:**

- Provide a means to support CTE faculty or staff in earning professional certifications
- Allow innovative CTE faculty or staff the opportunity to stay current in their areas of expertise
- Create opportunities for CTE programs to be innovative in their curriculum development
- Benefit students and the community's workforce by helping SLCC CTE faculty or staff fulfill their commitment to provide excellent educational opportunities

Eligible Applicants:

The CTEPD program is open to all SLCC faculty and staff teaching/working in Career and Technical Education courses and/or programs (both credit and noncredit). Adjunct CTE faculty and/or part-time CTE staff may apply after teaching/working at least two semesters at SLCC and with support of their department. If you have any questions if a program or course is Perkins eligible, please email carlperkins@slcc.edu.

Submission Procedures:

CTEPD proposals must include the following:

1. Cover letter with required signatures. There are two (2) locations for signatures/initials.
2. Itemized budgets. Please include copies of all quotes (airline, hotel, registration, etc.). ***Your application will not be reviewed without copies of these documents***.
3. Proposal Details:
   a. Description of activity: Provide a detailed description of the professional development activity, including a timeline for completion and intended outcomes. Please provide details regarding courses and exams to be taken,

including the vendor (where applicable) and location. For internships, please provide site information including the company contact person and other contact information such as telephone, email, address, etc.

b. Personal, Program and College Benefit: Describe how the proposed professional development activity will benefit you, your course/program and the college. If this activity will impact specific course(s), please list those.

c. Impact on student learning: Provide a detailed plan for implementing expected outcomes into your curriculum, course(s) or program(s) to enhance student success.

d. Assessment: Provide a detailed plan for how you will assess your personal professional growth.

Due Dates:
- First Friday in June
- First Friday in September
- First Friday in December
- First Friday in March

Late submissions will not be reviewed until the next review date.

Please be advised that once funds are expended, we will no longer accept applications/requests for the current fiscal year.

Submit completed grant proposals (or for questions) to:

CarlPerkins@slcc.edu

Categories of Supported Projects**

Applicants for a CTE Faculty Development/Certification Grant should tailor their proposals to fit into one of the four (4) categories:

1. **Certification Review and/or Certification Exam:** CTE programs may require faculty to maintain industry certifications. Applicants may request funding to cover the cost of preparation course registration fees and certification exam fees. In addition, applicants may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.

2. **Internship with Industry, Businesses or Governmental Agencies:** CTE faculty or staff may wish to update their skills, enhance their curriculum and/or advance partnerships and relationships with business, industry or the community by participating in an internship of either 40 or 80 hours in length. Applicants are responsible for arranging their internship site. Applicants may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.

3. **Specialized Short Courses:** CTE faculty may stay current and are encouraged to take the lead in keeping SLCC CTE programs on the cutting edge. Participation in short courses of 1-5 days will help faculty to articulate and identify the skills, resources, and outcomes needed to refine their curriculum or develop new courses or programs. Applicants may request funding to cover registration fees, supplies and/or reference books. In addition, applicants may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.

4. **Train the Trainer Opportunities:** CTE faculty may develop and update their pedagogical skills through participation in workshops/trainings in which they are introduce to new materials/methods and practice their teaching skills. Applicants may request funding to cover participation fees (if applicable). CTE faculty may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.

**Note: Submittal of the Perkins Grant Proposal does not guarantee funding. All areas of the Request for Proposal (RFP) Submittal Procedures must be addressed. The Perkins Grant will not automatically fund travel to full-time CTE faculty.

Projects NOT Supported:

The CTEPD program does not support the following:

- Projects that can or should be funded by Departments or Divisions, including capital equipment purchases and routine responsibilities of faculty or staff
- Applicants who received support from the grant in the past, but who did not fulfill program requirements
- Projects that include tuition for semester or term-length courses
- Individual membership fees for organizations
- Professional Development that crosses fiscal years
- Wages for part-time staff/faculty during travel times. This is the responsibility of the department.
- Professional development that was paid for out of state funds in the previous fiscal year.

Evaluation Criteria:

All proposals will be judged on a competitive basis and through an objective evaluation process. Grants will be awarded based upon the merits of the proposal; classification of the applicant or the areas of the college represented by the applicants will not affect award decisions.

Approved Requests:

Once the committee has approved the request(s), the CTE Office will work with the Business Office to have travel numbers created. You **MUST** use the travel numbers provided. If the department chooses to create a travel number for the employee, then it will be interpreted that the department is responsible for the costs tied to the travel number. Once travel has been

completed, the applicant needs to complete the required travel settlement documentation within 10 days of return or June 15, whichever is first. If you are waiting on receipts or other documents to complete your travel, please contact the CTE office. For those traveling between June 15 and June 30, the CTE Office with work individually with you.

Summer travel – no travel numbers will be generated until the new fiscal year (July 1). The CTE office is aware that there may be increased costs for individuals travelling immediately after the new fiscal year. You must wait for the CTE office to provide you with your travel number and the index prior to any expenses. Failure to do so will be interpreted that the department is responsible for the costs associated with the travel.

The applicant and their 2nd level signatory (associate dean/director) must initial that they are aware that no expenditures may be made prior to the CTE office generating the travel number.

Applicant initials   AD/Director Initials

Information Dissemination:

Beginning FY19, any Faculty Development that has been awarded Carl Perkins funding, must complete a Perkins Post-PD Report. This report can be found at http://www.slcc.edu/cte/index.aspx. This report must be submitted to the CTE Office at carlperkins@slcc.edu within 30 days of your completed training, or by June 30, whichever is first. Failure to complete this may result in denial of future funding opportunities.

The CTEPD Selection Committee will evaluate proposals and recommend those that warrant funding.

CTE Professional Development
Cover Page
All Proposals

Name of Applicant: _____

Project
Title/Conference:_____

Link to Conference (if applicable):_____

Project Location: _____

Project Dates: _____

Department/Division: _____

Department/Division Associate Dean: _____

Campus Telephone/Extension: _____

Email Address: _____

Have you attended this conference in the previous fiscal year?_____

If so, how was the conference funded (department/grant, etc.): _____

Please note, supplanting guidelines prohibit Perkins funds from being used the year after department funds were used. Individual must have a 'reset' year between state/institutional funds usage and federal Perkins funding eligibility. If you have questions, please email carlperkins@slcc.edu.

Check One:

      Full-time Faculty/Staff   Adjunct Faculty/PT Staff

Project Category (check one):

Certification Review and/or Certification Exam

Internship with Industry (40 hour)

Internship with Industry (80 hour)

Specialized Short Course

Train-the Trainer

_____   _____
(Signature of Applicant)   (Date)

_____   _____
(Signature of Associate Dean/Director)   (Date)

_____   _____
(Signature of Dean/AVP)   (Date)

CTE Faculty Development/Certification Grant Proposal
Budget Form

Name:

Proposed Budget: All travel must be compliance with the [College Travel and Reimbursement Policy](). You **MUST** provide a flight quote from CTM/Concur, a quote for the conference, and a quote for the hotel expenses. Your application will be returned without it. If you need assistance, please email carlperkins@slcc.edu for support in obtaining quotes.

DESCRIPTION	AMOUNT REQUESTED
Registration fee (specify category: Certification Review, Specialized Short Courses, Train-the-Trainer)***	
Certification Exam Fee***	
Materials Fee***	
Substitute Instructor Coverage (Please provide explanation)	
Airfare (please use the [CTM portal](), or contact carlperkins@slcc.edu for assistance with quote)	
Mileage (provide explanation)	
Lodging (specify number of nights)***	
Meal per diem (specify number of days)	
Car rental with cost of insurance (provide explanation on next page and provide proof of current SLCC Driver Safety Training Certification)***	
Other (Specify Below)***	
Total of Funds Requested	

******Please provide supporting documentation***, *failure to do so may result in denial of request*

Car Rental Explanation: A rental vehicle may only be used for business purposes only. Please provide the business purpose of the rental vehicle requested.

Description of activity: Provide a detailed description of the professional development activity, including a timeline for completion and intended outcomes. Please provide details regarding courses and exams to be taken, including the vendor (where applicable) and location. For internships, please provide site information including the company contact person and other contact information such as telephone, email, address, etc.

Program and College Benefit: Describe how the proposed professional development activity will benefit your program and the college. If this activity will impact specific course(s) please list those.

Impact on student learning: Provide a detailed plan for implementing expected outcomes into your curriculum, course(s) or program(s) to enhance student success.

Assessment: Provide a detailed plan for how you will assess your personal professional growth.

Examples:
1. *I am attending a conference on widget making and will earn industry required continuing education credit to continue to teach widget making. This information will be included in my e-portfolio.*
2. *By completing this training, it will allow me to earn an industry certification in widget making.*
3. *I plan to add widget making as a part of the learning outcomes in my courses.*
4. *I am a staff member that needs to have a strong understanding of widget making and how this aligns with concurrent enrollment/admissions. This information will be used to help train secondary faculty/staff on widget concurrent enrollment.*

Other: Please use this space to provide any additional clarification that you feel is needed.