



FY 18 State Membership Final Guidance

On Today's Webinar



- Overview of final policy and guidance
 - Brief Q&A
- Walk through the process to submit state members
 - Brief Q&A
- Timeline/Next Steps

Since Our Outreach Call



- Conducted outreach with more than 45 State Directors
- Feedback informed final policy, guidance and resources
- Policy change reviewed by attorney for compliance
- Policy unanimously approved by Advance CTE Board of Directors on February 16

Final Structure

“Beginning Fiscal Year 2018 (July 1, 2017), each state membership will cover up to five individuals, including and selected by the State CTE Director.”

- State Director is the only required member
- Only State Director may add or change individuals
- All memberships are valid from July 1 to June 30
- No impact on state dues
- May add more than five for cost of relevant membership type
 - All state memberships must be paid for by agency that employers State Director

Role of the State Director



- This does not change who/how State Director is identified
- State Director retains the vote on behalf of the state for all Advance CTE membership votes
- This does not change the governance of Advance CTE or who can serve on the Board
- Participation in expanded state membership is voluntary

Who Is Eligible?

- Any state member must qualify as an Advance CTE Associate, State or Associate, Non-state member
- Associate, State member (\$75): Employees who work in state government such as state agencies, governor's office, higher education systems, etc.; must live in a state with an active Advance CTE membership.
- Associate, Non-state member (\$100): An individual who is directly employed by the educational delivery system but is not a state employee, including local administrators, teachers, and faculty; must live in a state with an active Advance CTE membership.

Who Is Not Eligible?



- Advance CTE organizational members:

- Representatives of any organization, including non-profit and for-profit organizations, national or state associations, consulting firms, other businesses and corporations.
- Non-members who work for entities that meet the **“organizational member” criteria (including** such as state chambers of commerce, business organizations, etc.)
- Vendors
- Contractors or consultants even if they are employed by a state agency

Exceptions



- State ACTE Executive Directors
- State CTSO Advisors
- Individuals who may not be employed by a state but are appointed or elected to a governing body that has authority or influence over CTE; and
- Executive Directors of **the state's CTE** administrator organization

Can A Person Become Ineligible?

- Individuals may become ineligible if they leave their positions
- Responsibility of State Director to notify Advance CTE of change



Questions?

Please type questions into the chat box

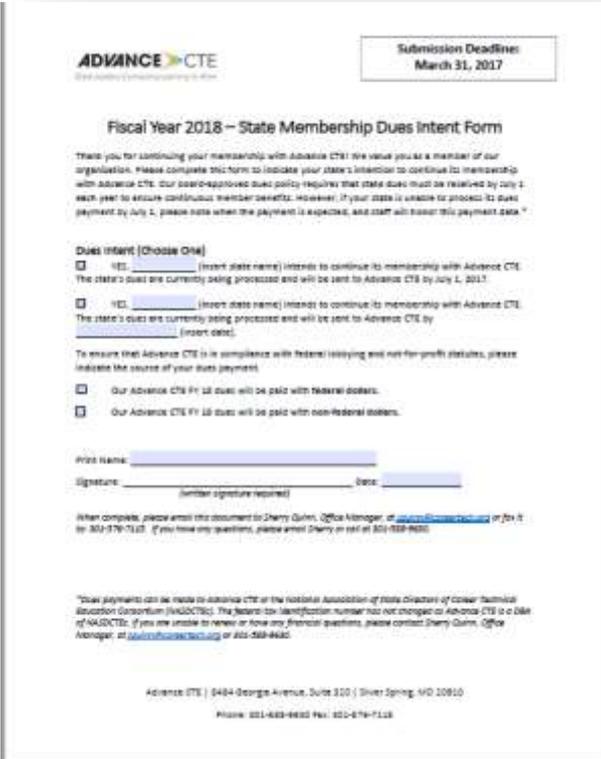
Submitting Your State Members



- Two-step process
 - Annual Dues Intent Form
 - **“State Membership” form at careertech.org**
- High-level Timeline:
 - 2/28 – Receive Dues Intent Form, FAQ and resources from Advance CTE
 - 3/1-3/31 – Complete and submit Dues Intent Form and **online “State Membership” form**
 - No later than 5/15 – Advance CTE sends state dues invoices to State Directors

Dues Intent Form

- Indicate:
 - When dues will be received
 - To be paid with federal or non-federal funding
- Written signature required
- Email or fax back to Advance CTE
- Deadline to submit: March 31



ADVANCE CTE
State Leaders Connecting Learning to Work

Submission Deadline:
March 31, 2017

Fiscal Year 2018 – State Membership Dues Intent Form

Thank you for continuing your membership with Advance CTE! We value you as a member of our organization. Please complete this form to indicate your state's intention to continue its membership with Advance CTE. Our board-approved dues policy requires that state dues must be received by July 1 each year to ensure continuous member benefits. However, if your state is unable to process its dues payment by July 1, please note when the payment is expected, and start with "tossing payment date."

Dues Intent (Choose One)

YES: _____ (insert state name) intends to continue its membership with Advance CTE. The state's dues are currently being processed and will be sent to Advance CTE by July 1, 2017.

YES: _____ (insert state name) intends to continue its membership with Advance CTE. The state's dues are currently being processed and will be sent to Advance CTE by _____ (insert date).

To ensure that Advance CTE is in compliance with federal lobbying and not-for-profit statutes, please indicate the source of your dues payment.

Our Advance CTE FY 18 dues will be paid with federal dollars.

Our Advance CTE FY 18 dues will be paid with non-federal dollars.

Print Name: _____
Signature: _____ Date: _____
(written signature required)

When complete, please email this document to Sherry Quinn, Office Manager at sherry@advancecte.org or fax it to: 801-579-7123. If you have any questions, please email Sherry or call at 801-579-9633.

*Dues payments can be made to Advance CTE or the National Association of State Directors of Career Technical Education Consortium (NASDCTEC). The National Identification Number has not changed to Advance CTE or NASDCTEC. If you are unable to verify or have any financial questions, please contact Sherry Quinn, Office Manager at sherry@advancecte.org or 801-588-8642.

Advance CTE | 8484 George Avenue, Suite 310 | Silver Spring, MD 20910
Phone: 801-683-9633 Fax: 801-676-7123

State Membership Portal

- One-stop shop for state membership resources and forms: careertech.org/state-membership

The screenshot displays the top navigation bar of the Advance CTE website. The 'Logout' button is circled in red. Below the navigation bar is the logo for 'ADVANCE CTE' with the tagline 'State Leaders Connecting Learning to Work'. A dark navigation bar contains several menu items: 'Who We Are', 'Career Technical Education', 'CTE in Your State', 'Policy & Legislation', 'CTE: Learning that Works for America', 'Resource Center', 'News & Events', and 'Members'. The 'Members' dropdown menu is circled in red. Below the navigation bar is a large banner for the '2017 Advance CTE Spring Meeting' held from May 2-4, 2017, in Washington, D.C. The banner features a background of tulips and the text 'Join CTE Leaders in Washington, D.C.'. To the right of the banner is a 'FROM THE BLOG' section with three article teasers: 'Looking Towards the Next 100 Years of CTE', 'As Dust Settles from Presidential Transition, A Path for Perkins Emerg', and 'State Research Shows Positive Outcomes for CTE Students'. A 'Read More' link is located below the teasers.

Online State Membership Form

- Submit your state members using this form
- You must be logged in to access this form
- Only State Directors can see and access this form
- Deadline to submit: March 31
- Will receive confirmation email

The screenshot displays the 'ADVANCE CTE' website interface. At the top, the logo reads 'ADVANCE CTE' with the tagline 'State Leaders Connecting Learning to Work'. A navigation menu includes links for 'Who We Are', 'Career Technical Education', 'CTE in Your State', 'Policy & Legislation', 'CTE Learning that Works for America', 'Resource Center', 'News & Events', and 'Members'. The main content area is titled 'State Members' and features a toolbar with 'View', 'Edit', 'Workflow', 'Results', 'Track', 'Go/CRM', and 'Download' options. Below this, there are two form sections. The first section, labeled 'State Director', contains fields for 'First Name' (with 'Andres' entered), 'Last Name' (with 'Zimmerman' entered), and 'Email' (with 'azimmerman@connecticut.gov' entered). A 'State' dropdown menu is set to 'False-State'. The second section, labeled 'Member #4', contains fields for 'First Name', 'Last Name', 'Email', 'Employer', and 'Job Title'. At the bottom, there is a 'Would you like to add more members?' dropdown menu set to 'No' and a 'Next Page >' button.

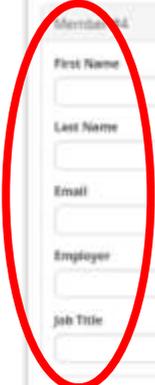
You must be logged in



If logged in, your name and state will appear here



Enter your state members' information (four members listed here)



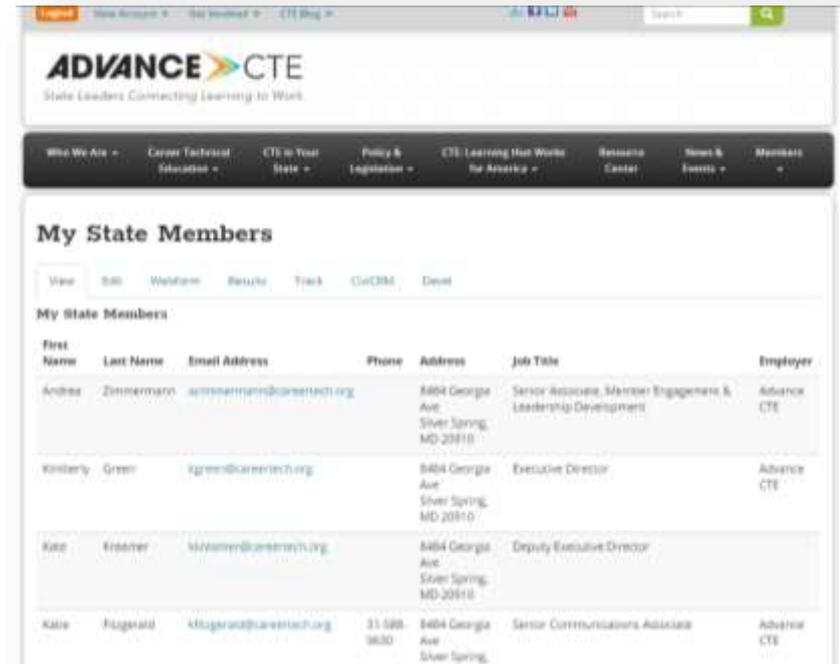
More than four members?
Click yes.
Done? Click Next Page



The screenshot shows the ADIANCE CTE website interface. At the top, there is a navigation bar with 'Logout' circled in red. Below it is the 'State Members' section. The user profile information is partially filled: 'First Name' is 'Andria', 'Last Name' is '...', 'Email' is '...', and 'State' is 'Fake State'. Below this is a list of state members with fields for 'First Name', 'Last Name', 'Email', 'Employer', and 'Job Title'. At the bottom, there is a question 'Would you like to add more members?' with a 'Yes' radio button circled in red, and a 'Next Page' button also circled in red.

State Member Dashboard

- Only State Directors can see and access this dashboard
- Link found on State Membership page
- Shows all active state members
- After July 1, State Directors may initiate add/change requests through this dashboard



The screenshot shows the ADVANCE CTE website interface. The header includes the logo and navigation menu. The main content area is titled "My State Members" and contains a table with the following data:

First Name	Last Name	Email Address	Phone	Address	Job Title	Employer
Andrea	Zimmermann	azimmermann@careertech.org		8484 George Ave Silver Spring, MD 20910	Senior Associate, Member Engagement & Leadership Development	Advance CTE
Kimberly	Green	kgreen@careertech.org		8484 George Ave Silver Spring, MD 20910	Executive Director	Advance CTE
Kate	Kremer	kkremer@careertech.org		8484 George Ave Silver Spring, MD 20910	Deputy Executive Director	
Kate	Rogers	KRogers@careertech.org	31-588-3630	8484 George Ave Silver Spring	Senior Communications Associate	Advance CTE



Questions?

Please type questions into the chat box

Timeline and Next Steps



- **Timeline**

- 2/28 – Receive Dues Intent Form, FAQ and resources from Advance CTE
 - Resources: List of eligible current Advance CTE members in **your state and an updated “About Us” one-pager**
- 3/1-3/31 – Complete and submit Dues Intent Form and **online “State Membership” form**
- No later than 5/15 – Advance CTE sends state dues invoices to State Directors
- 7/1 – All state members receive an email from Advance CTE about how to maximize their membership

Thank You!

- For state membership questions, contact Andrea Zimmermann, azimmermann@careertech.org or 301-588-9630
- For invoicing questions, contact Sherry Quinn, squinn@careertech.org or 301-588-9630