# **ADVANCE CTE EXCELLENCE IN ACTION AWARD**

**PROGRAM SUMMARY**

Advance CTE is pleased to announce a call for applications for the fifth annual Excellence in Action awards, through which we recognize and honor superior Career Technical Education (CTE) programs of study from across the nation.   
  
**CRITERIA FOR JUDGING**

Selected programs will exemplify excellence in:

* Implementing Career Cluster®-based [programs of study](https://careertech.org/programs-study);
* Maintaining effective employer and business partnerships;
* Demonstrating alignment to rigorous and relevant college- and career-ready expectations;
* Demonstrating a clear progression of knowledge and skills and student transitions across secondary and postsecondary systems;
* Integrating successful career guidance and advisement;
* Integrating high-quality work-based learning experiences;
* Highlighting alignment to workforce and employer needs in the community; and
* Providing concrete data on the program of study’s impact on student achievement and success at both the secondary and postsecondary levels.

**ELIGIBILITY**

* This award is open to any secondary or postsecondary schools or colleges in the United States. Your school or institution may submit one application per [Career Cluster](http://careertech.org/career-clusters);
* The program of study must have at least one full graduating class;
* Your program must be eligible to receive funding from the Carl D. Perkins Career and Technical Education Act;
* Applications that do not include data to demonstrate positive impact on student achievement will not be eligible for consideration.
* If your program has received in an award in the past, you may not apply for that same Career Cluster. However, your school or institution may apply in a different Career Cluster.

**AWARD SUBMISSION REQUIREMENTS**

Complete applications will contain the following:

* A completed application including supplemental materials by the application deadline of **November 15, 2017 at 5 p.m. ET.**
* At least one letter of support from an employer or business partner supporting the program of study; and
* At least one additional letter of support from a partner (education, community or business) of your choosing.
* *Optional:* Supplemental materials including photos, videos, news articles, etc., are welcome but not required.

The application must be submitted using [this form](https://careertech.org/2018-excellence-action-application). The application must be submitted in a Microsoft Word format. Supplemental materials, including the letters of recommendation, must be combined and submitted as **one** PDF document.

*Please note:*

* Submissions should **not** include any personally identifiable student.
* The application does not have a page limit, however, many questions do have a word limit. Please do not submit responses that go beyond this limit. Also, submissions that do not contain all the required materials (a completed application, two letters of support and supplemental materials in the correct formats) will not be advanced for consideration.

**WINNERS WILL RECEIVE**

* A banner to hang in their school or institution;
* A digital banner to use in email and print materials as they so choose; and
* Travel and one hotel room for one night in Washington, DC for a representative to be recognized at an awards ceremony to be held the week of April 4-6, 2018.

**WINNERS WILL ALSO BE FEATURED IN**

* A national press release, which will be distributed to national media.
* A winner-specific press release to distribute to local media;
* A standalone one-pager;
* A standalone blog on the [Learning that Works blog](http://blog.careertech.org/);
* Representation on the Advance CTE [website](http://www.careertech.org).
* Many past winners have been featured in national conferences, in briefs and reports, on webinars and in the media.

**HOW TO APPLY**

* Fill out the following application.
* Once you have finished, complete [this form](https://careertech.org/2018-excellence-action-application) and upload the following:
* Your full application saved as a Word document (.docx)
* All of your supplemental documents or evidence consolidated as one PDF document.

# **BACKGROUND INFORMATION**

1. Program of study name:
2. Point of Contact  
    Name: Scott Steinruck and Peyton Chichester

Email Address: [Rudolph\_Steinruck@ccpsnet.net](mailto:Rudolph_Steinruck@ccpsnet.net) and [Peyton\_Chichester@ccpsnet.net](mailto:Peyton_Chichester@ccpsnet.net)

Phone Number: 804-768-6160  
Address: 10101 Courthouse Rd, Chesterfield, VA 23832

1. Applicant’s School/College: Chesterfield Career and Technical Center
2. State: Virginia
3. Type of institution (click the box to check)

Area technical center

Career academy

Comprehensive high school

Community college

Technical college

Other (please specify)

|  |
| --- |
|  |

1. Career Cluster in which your program of study should be considered (Follow this link for a further explanation of each Career Cluster [careertech.org/career-clusters](http://careertech.org/career-clusters)) **(Select only ONE):**

Agriculture, Food & Natural Resources Career Cluster

Architecture & Construction Career Cluster

Arts, A/V Technology & Communications Career Cluster

Business Management & Administration Career Cluster

Education & Training Career Cluster

Finance Career Cluster

Government & Public Administration Career Cluster

Health Sciences Career Cluster

Hospitality & Tourism Career Cluster

Human Services Career Cluster

Information Technology Career Cluster

Law, Public Safety, Corrections & Security Career Cluster

Manufacturing Career Cluster

Marketing Career Cluster

Science, Technology, Engineering & Mathematics Career Cluster

Transportation, Distribution & Logistics Career Cluster

1. In three sentences or less, describe your program of study, including the secondary and postsecondary components and how long the program of study has been in place.

The Cisco Networking Academy program at the Chesterfield Career & Technical Center prepares students for success in college and careers. Students acquire real world skills, experience, and industry certifications in hardware, software, networking, and security technologies. The program consists of a 1 year program (CST+) and a 2 year program (A+/Cisco) has been the cornerstone of the IT department at the Chesterfield Career and Technical Center for 18 years.

1. Please check the geographical and demographic setting for your program of study and describe the geographic and economic conditions of the region served by the school.

Urban

Suburban

Rural

Other   
  
  
**STUDENT POPULATION & DATA**

Please describe your program of study’s demographic and outcome data for the most recent academic year(s). It is our strong preference to have data from both secondary and postsecondary levels. If this is not available, please provide an explanation as to why the data from the other learner level is not available. Applications that do not include data to support positive impact on student achievement will not be eligible for consideration. (100 word limit)  
  
Postsecondary data is not available as we are a public high school.

**NOTE**: Please specify if and when you are using a percentage with a different denominator (e.g., seniors) than the one listed.

**When completing the data section, please only use percentages and include data that is from your program of study, not the entire school/institution. Additionally, only include data where students are eligible to participate (e.g., only seniors in high school will be eligible for the section asking for percent of seniors who graduated high school, so only seniors should be included in that data; if your work-based learning only occurs within a specific grade level, only include them in your data for that category.)**

|  |  |  |  |
| --- | --- | --- | --- |
| SCHOOL YEAR | 2014-15 | 2015-16 | 2016-17 |
| **SECONDARY-LEVEL DATA** | | | |
| **Total number of students served by your program of study** | 75 | 74 | 74 |
| % male students | 93% | 89% | 92% |
| % female students | 7% | 11% | 8% |
| % minority students | N/A | 42% | 43% |
| % low-income students | N/A | N/A | N/A |
| % students with disabilities | N/A% | 4% | 9% |
| % English language learners | N/A | N/A | 1% |
| Other relevant *demographic* data |  |  |  |
| % of students who earned postsecondary credit (dual enrollment, AP, etc.) | % | % | % |
| % of students who earned an industry-recognized credential | 98% | 98% | 98% |
| % of students who participated in work-based learning | 0% | 0% | 0% |
| % of seniors who graduated high school (who were eligible/seniors) | 100% | 100% | 100% |
| % of graduates who enrolled in postsecondary education (who were eligible/seniors) | 95%% | 95% | 95% |
| % of graduates who entered the workplace and/or military (who were eligible/seniors) | 1% | 1% | 0% |
| **POSTSECONDARY-LEVEL DATA** | | | |
| **Total number of students served by your program of study** |  |  |  |
| % male students | % | % | % |
| % female students | % | % | % |
| % minority students | % | % | % |
| % low-income students | % | % | % |
| % students with disabilities | % | % | % |
| % English language learners | % | % | % |
| Other relevant *demographic* data |  |  |  |
| % of students who completed postsecondary/earned a degree or certificate (who were eligible) | % | % | % |
| % of students who earned an industry-recognized credential (who were eligible) | % | % | % |
| % of graduates who entered the workplace and/or military (who were eligible) | % | % | % |
| % of graduates who transitioned to further postsecondary education (who were eligible) |  |  |  |

1. Provide links to the source of the above data. If the links are not publicly accessible, please explain the source of the data.

Data is provided from in county Student Information System and from students declaring their intent through completer surveys.

1. How does your school or institution ensure equitable access and outcomes for students with diverse backgrounds? (150 word limit)

Students apply for their preferred program during their sophomore year. The application process does not collect identification of gender, ethnicity, disability or economic status. Approximately 14% annually of the students accepted to the Chesterfield Career and Technical Center @Courthouse have an identified disability. These disabilities span the range from learning disabilities to physical disabilities. Once accepted, staff comply with policy to implement each student’s Individual Education Plan. For students with economic challenges, parents have the opportunity to apply for fee reduction and/or waiver of program costs.

1. If applicable, what strategies or technologies do you use to close access gaps? (e.g. integrated digital learning, virtual work based learning.)

We meet the needs of students through pull out, remediation and adjusted assignments. In addition, as every student has a chromebook, students that experience lengthy absences due to disabilities or unexpected illness have the opportunity to access coursework online.

We also have access to online reader programs, specifically text to voice, to help students with reading comprehension.

1. What activities does your school or institution do to recruit elementary, middle, high school students and/or adult learners into the program of study? Please provide examples. (150 word limit)  
     
   1. Counselors conduct assemblies for all 10th graders to describe the programs offered at the Tech Center. Following those presentations, students have the opportunity to take a field trip to the campus to visit programs they are interested in. Following that, an open house is conducted to provide parents and other community members an opportunity to visit the campus.

2. The Tech Center participates in a regional middle school career fair that brings in all 8th graders to learn about a variety of careers and the opportunities available at the Tech Center.

3. As part of College and Career Month, the Tech Center conducts a Career Expo where we showcase all programs. Elementary, Middle and High students are invited to this expo.

4. We conduct an annual Gaming Tournament that is open to all high school students. Some of our future students attend this event and become excited about the program.

5. We participate in the International Cyber Patriot competition. We involve students from all county high schools. We encourage participants to apply to the Tech Center when they are in the 10th or 11th grade.

1. Is your program of study associated with a Career Technical Student Organization (CTSO)? If so, which one(s) and in what way(s)? (Check the [approved list](http://www.ctsos.org/ctsos/) of CTSOs) (50 word limit)

We have students active in FBLA. The students participate every year at the local, district, state and national levels. Our students compete for leadership positions in these organizations.

We also have an active National Technical Honor Society Chapter in which students also participate.

1. Describe how career guidance/advisement is integrated into your program of study to support students’ completion of the program of study and entry into additional education/training and/or a successful career. Where applicable, describe the tools (individual career and academic plans, career exploration websites, etc.) that are provided to learners and how they are used. (200 word limit)

We have business partners and alumni meet regularly with our students about professional opportunities and expectations. Students complete career projects including interviewing IT professionals and job shadowing. Students also complete a project where they research IT programs and degrees offered at various colleges.

Payscale.com. Bureau of Labor and Statistics (BLS) and CareerOneStop.org are just a few of the resources used by the instructors to guide students through career exploration.

All students prepare for and take various industry certification exams throughout their program of study. These include: IC3, MTA, CompTIA A+, CCENT, and CCNA.

# **COLLEGE- AND CAREER-READY STANDARDS/EXPECTATIONS**

1. Please describe how your program of study was developed and how it ensures students are academically and technically prepared for postsecondary education and careers. Please also address the following:
   1. How were employers involved in the development and/or maintenance of your program of study?
   2. How does this program of study meet the economic needs of your community?
   3. How does this program prepare students for postsecondary education? (if applicable)
   4. How were both secondary and postsecondary educators involved in the development and/or maintenance of the program of study? (500 word limit)
2. We have a very active advisory board that includes 42 business partners representing 19 companies. These partners serve as guest speakers, project judges, setting up career trips, provide job shadow opportunities and internships. They also serve as career mentors for the students.
3. The IT career pathway continues to show a growing demand in all areas, especially in the area of security.
4. This is a Dual Enrollment program providing students with the opportunity to earn college credit while still in high school. Students are provide with skills required for success in college, including presentation, work group/teaming, and IT literacy skills.
5. Our program of study follows the competencies specified by the Virginia Board of Education. This process involves soliciting input from all levels of academia. Also, we have representatives from local colleges on our advisory board.

1. Which technical, academic and/or employability skill standards does your program of study incorporate at the secondary and/or postsecondary level and how? (Please list the standards you use and be specific regarding how your program uses industry, national, state and/or locally-developed standards) (250 word limit)

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| --- | --- |
| **Standard Types** | **Please list the standards your program of study uses and how it uses them below:** |
| Academic Standards | Writing, math (hex, binary, subnetting IP addresses), Science |
| Career Cluster or Technical Standards | All as specified by the VA competencies including the following Career Clusters: Computer Systems Technology I & II (2017) 8622 & 8623, Computer Networking Hardware Operations I (2017) 8542, Computer Networking Hardware Operations II (2017) 8543, Computer Networking Hardware Operations III (2017)  8544, Computer Networking Hardware Operations IV (2017) 8545 |
| Employability Standards | Workplace Readiness Skills |
| Other |  |

# **SEQUENCE OF COURSES & CREDIT TRANSFER**

1. Please fill out the chart below, and describe your program of study’s course sequence by grade level, including the relevant or required academic and technical courses, as well as other required activities.   
     
   Make sure to highlight the course sequence that bridges secondary and postsecondary education, and explain how your program of study ensures students gain the broader Career Cluster-level knowledge/skills and, over time, gain the more specific occupation-level knowledge/skills as they progress through the program of study. You can also include graphics or [plans of study](http://careertech.org/sites/default/files/PlanStudy-CareerCluster-AG_0.pdf) of the course sequence in lieu of filling out the chart below.

NOTE: Our school receives students from the 10 comprehensive high schools in the county. The students follow a prescribed course of study through 9th and 10th grade that includes English, math (typically Algebra 2 and geometry), world history, and science (Earth Science and Biology), PE and an elective. Electives include CTE offerings as well as foreign language and the arts.

Once students enroll at the Tech Center, they remained enrolled in their comprehensive high school. They will take their core classes at their comprehensive high school and are enrolled for three CTE credits at the Tech Center.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grade/Year | English/Language Arts | Math | Science | Social Studies/ Sciences | Other Required Courses/Other Electives/Learner Activities | CTE Courses and/or Degree Major Courses |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |

1. How do you ensure that CTE instruction and coursework is integrated with core academics?

Our students are concurrently enrolled in their comprehensive high school where they take their core academics. Our courses require application of content knowledge acquired through the students’ comprehensive high school program, especially in math and science. In addition, professional expectation apply as students are immersed in the industry. They wear professional dress uniforms and they practice real world applications of all career skills.

1. List the opportunities for students to earn articulate and/or transcript dual enrollment credit across K-12 and postsecondary, such as AP/IB, dual and concurrent enrollment, capstone experiences and/or transcripted credit articulation agreements. (250 word limit)

All students have the opportunity to earn dual enrollment credit through John Tyler Community College. Approximately 75% of our students take advantage of this opportunity annually.

All of our capstone project that incorporates their technology and workplace skills into a group work project that is evaluated by industry professions. This includes a presentation to a board of industry professionals. This project requires the development of a business model.

1. Please provide information on **at least three partnerships** with *education institutions and groups* your program of study has, and describe how these partnerships have been built, maintained and sustained over time. Use this space to specifically address the secondary and postsecondary partners that contribute to and maintain this program of study.

|  |  |  |
| --- | --- | --- |
| **Education Partnership Name** | **What role does this partner have in directly supporting your program of study?** | **How many years has this partnership been active, and how was this partnership developed?** |
| JTCC – John Tyler Community College | They provide the dual enrollment college credits for the students | 14 years. The instructor serves on the Advisory Board for the college. |
| Cisco Networking Academy | Cisco provides the online curriculum for students and training for instructors | 18 years. The instructors are Cisco Certified Academy Instructors and were trained by Cisco. |
| VA STAR | They provide equipment and funding for computer refurbishment and training program. | 4 years. The instructor serves as the VA STAR Coordinator for the county. |
| Tech4Troops | Students are able to volunteer with the organization and learn valuable skills while helping veterans in the community. | 1 year. The instructor is a veteran and works with the Executive Director of the organization. |
| Pearson VUE | They provide the venue for our students to be able to get industry certified | 14 years. The instructor is a certified Pearson VUE Test Center Administrator |

# **ALIGNMENT WITH INDUSTRY AND BUSINESS NEEDS**

1. Please describe how your program of study is aligned with the needs of the workforce and industry in your community. Make sure to include information on how the program of study helps meet workforce demand identified by business and industry. If applicable, what labor market data does your program of study use to align to workforce needs? (250 word limit)

The curriculum for both programs was developed by industry professionals and is updated regularly to stay current with changes in the industry. The advisory board (which consists of industry professionals, instructors, and students) meets regularly to discuss business needs and what the program can do to address those needs. Students complete job shadows and internships with local businesses and organizations to learn current technologies and expectations in the workplace.

1. Are ALL students in the program of study required to participate in a work-based learning opportunity? YES or NO.

NO

1. Please describe the work-based learning opportunities available to students who participate in this program of study. (250 word limit)

All students are required to complete job shadow and volunteer experiences in the IT field. Select students also participate in the Virginia Technology Intern Program, where they get to be placed with a local business/organization to complete a summer internship working in the IT field. Students also work together to complete real world projects utilizing their IT skills.

1. Please list the industry-recognized credentials/certifications/licenses offered/required. If your program of study does not include industry-based credentials/certifications, please explain why. (200 word limit)

|  |  |
| --- | --- |
| **Offered** | **Required** |
| IC3 – Internet Computing Core Certification |  |
| MTA – Microsoft Technology Associate |  |
| CompTIA A+ IT Technician |  |
| CCENT – Cisco Certified Entry-level Networking Technician |  |
| CCNA – Cisco Certified Networking Technician |  |

1. Please describe how you ensure the instructors teaching this program of study keep up-to-date on advancements in the workplace, such as participating in externships and/or requirements to have current industry credentials. (100 word limit)

Instructors are required to recertify regularly in order to maintain their credentials. Instructors also participate in industry training.

1. Please provide information on **at least three** *business, industry and/or labor* partnerships your program of study has, and describe how these partnerships have been built, maintained and sustained over time.

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| --- | --- | --- |
| **Business/Industry Name** | **What role does this partner have in directly supporting your program of study?** | **How many years has this partnership been active, and how was this partnership developed?** |
| RVA Tech | Richmond Technology Council - Provides a network of professionals to assist with projects, guest speakers, career trips, and internships. | 12 years. The instructor serves on the Board and works with many of the members. |
| (ISC)2 | IT Professional Organization - Provides opportunities for networking, training, and scholarships. Students can also become members and participate in meetings and events. | 2 years. The instructors are members. |
| VTIP | Virginia Technology Internship Program – Coordinates summer IT internship program for students. | 12 years. The instructor served on the first steering committee to develop this program. |
| CompTIA | Computing Technology Industry Association – Oversees industry certifications and offers students discounts on exam vouchers | 18 years. The instructor is a SME (Subject Matter Expert), is a certified E2C (Education to Careers) Instructor |
|  |  |  |

1. Please feel free to use the space below to share any other information or evidence of success of your program of study and the students who participate. (Optional)

Students are graduating the program with valuable industry certifications and obtaining high salary jobs with Fortune 500 companies. 100 percent of students of our recent graduates are employed and/or going to college.

1. If applicable, please provide more detail on any partnerships your program of study has that have not been mentioned already. This includes community groups, non-profits, volunteer organizations, etc. Describe how these partnerships have been built, maintained and sustained over time. (Optional)

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| --- | --- | --- |
| **Additional Partnerships** | **What role does this partner have in directly supporting your program of study?** | **How many years has this partnership been active, and how was this partnership developed?** |
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|  |  |  |
|  |  |  |

# **SUBMIT YOUR APPLICATION**

**SUBMIT YOUR APPLICATION**

* Fill out this application.
* Once you have finished, complete [this form](https://careertech.org/2018-excellence-action-application) and upload the following:
* Your full application saved as a Word document (.docx)
* All of your supplemental documents or evidence consolidated as one PDF document.

**THANK YOU!**

Thank you for completing this application! The selection committee will convene in December 2017 to review the applications and make final decisions. You will know the status of your application by January 25, 2018. The programs of study will be evaluated based on their effective leveraging of partnerships, alignment to rigorous and relevant college- and career-ready expectations, clear progression of knowledge and skills across secondary and postsecondary systems, integration of successful career guidance/advisement, and key indicators of student success.

Don’t forget to use the Excellence in Action award submission checklist to make sure you’ve completed your application in its entirety.

We look forward to learning more about your program!

For questions, concerns please contact [awards@careertech.org](mailto:awards@careertech.org).