

CAREER & TECHNICAL STUDENT ORGANIZATIONS

GUIDE FOR SECONDARY 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 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). Page 89 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.

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.

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

All secondary CTE programs will be required to offer a recognized CTSO 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

Agricultural, Food and Natural Resources		
Agriculture, General	CIP Code 01.0000	FFA
Agricultural Business and Management	CIP Code 01.0101	FFA
Agricultural Mechanization	CIP Code 01.0201	FFA
Applied Horticulture/Horticulture Operations, General	CIP Code 01.0601	FFA
Animal Sciences, General	CIP Code 01.0901	FFA
Plant Sciences, General	CIP Code 01.1101	FFA
Other CIP Codes - As needed	CIP Code 01.xxxx	FFA
Applied Science, Technology, Engineering and Manufacturing		
Autobody/Collision and Repair Technology Technician	CIP Code 47.0603	SkillsUSA
Automobile/Automotive Mechanics Technology/Technician	CIP Code 47.0604	SkillsUSA
Construction Trades General	CIP Code 46.0000	SkillsUSA
Criminal Justice/Police Science	CIP Code 43.0107	SkillsUSA
Diesel Mechanics Technology/Technician	CIP Code 47.0605	SkillsUSA
Drafting/Design Engineering Technologies/Technician	CIP Code 15.1301	SkillsUSA or TSA
Engineering Technologies/Technicians, General	CIP Code 15.0000	SkillsUSA or TSA
Manufacturing Engineering Technology	CIP Code 15.0613	SkillsUSA or FFA
Welding Technology/Welder	CIP Code 48.0508	SkillsUSA or FFA
Business, Finance, Marketing and Management		
Business Administration and Management, General	CIP Code 52.0201	BPA or DECA or FBLA-PBL
Business/Commerce, General	CIP Code 52.0201	BPA or DECA or FBLA-PBL
Marketing/Marketing Management, General	CIP Code 52.1401	BPA or DECA or FBLA-PBL
Information Solutions/Information Technology		
Commercial Photography	CIP Code 50.0406	BPA or FBLA-PBL or TSA
Computer Systems Networking and Telecommunications	CIP Code 11.0901	BPA or FBLA-PBL or TSA
Computer Technology/Computer Systems Technology	CIP Code 15.1202	BPA or FBLA-PBL or TSA
Graphic Communications, General	CIP Code 10.0301	BPA or FBLA-PBL or TSA
Radio and Television Broadcasting Technology/Technician	CIP Code 10.0202	BPA or FBLA-PBL or TSA
Health Science		
Health Services/Allied Health/Health Sciences, General	CIP Code 51.0000	HOSA-Future Health Professionals
Family and Consumer Sciences/Human Services		
Apparel and Textiles, General	CIP Code 19.90100	FCCLA
Cooking and Related Culinary Arts, General	CIP Code 12.0500	FCCLA
Early Childhood Education and Teaching	CIP Code 13.21001	FCCLA
Education, General	CIP Code 13.1010	FCCLA
Family and Community Services	CIP Code 19.7070	FCCLA
Hospitality Administration/Management, General	CIP Code 51.0100	FCCLA

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.

1. **Step 1 - Research the approved career and technical student organizations (CTSOs).**
 - a. The Iowa Department of Education supports eight CTSOs, each aligned to a service area.
 - 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 program service area, 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 service area.
 - b. Each CTSO offers programming, conferences and competitive event opportunities that align differently depending on CTE courses available to your students.
 - c. Your CTSO selection should support and enrich a logical sequence of CTE courses.
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 adviser 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 school.
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.

Common Questions

Program/Chapter-related Questions

Who is required to start a CTSO chapter?

CTSOs are required for secondary CTE programs, with the appropriately aligned CTSO being aligned to the program of study or service area.

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. Please refer to the CTSO Alignment chart of program alignment with CIP codes.

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 with the following conditions being met:

- The CTSO is accessible (and membership permissible) to all students in both service areas.
- The CTSO offers programming, competitive events and intra-curricular elements that provide learning opportunities for all students in both service areas both in and out of the classroom.

If the above conditions cannot be met, independent CTSOs must be established that provide an equitable experience for students in both service areas.

If the above conditions are met at the time of establishment but over time course offerings are modified where the CTSO does not meet the above conditions, independent CTSOs must be established that provide an equitable experience for students in both service areas.

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 regularly. Some CTSOs require the advisor to be a CTE educator or hold a CTE endorsement. A school district should not hire one individual to lead all CTSOs but may hire someone to support CTSO growth and development.

If a program is primarily taught at the community college, does a district need to have the CTSO at the high school? What are the CTSO requirements for concurrent enrollment?

The Iowa Department of Education will release additional information regarding community college and concurrent enrollment requirements in Fall 2021.

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 must 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](#) to find the best contact for the organization you wish to start.

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

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

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

The Iowa Department of Education recognizes eight CTSOs, 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 may our chapter work with middle school students to support their career exploration and leadership development?

Secondary chapters of CTSOs are encouraged to work with middle school programs by hosting leadership and career exploration activities with students, working on a joint community service project, sharing guest speakers or hosting competitive event activities that promote high-quality CTE. Secondary CTSO chapters may also consider chartering appropriate and available middle school CTSOs.

How may a CTSO use student activity funds?

Student activity funds may be used to support ordinary and necessary costs of operating district-sponsored and district-supervised student co-curricular or extracurricular activities (e.g., competition fees, uniforms, travel costs). It is inappropriate to use student activity funds to pay for costs that do not support a public purpose, are curricular in nature or are optional (e.g., uniforms and equipment) costs.

May our school start a CTSO chapter without a CTE educator to lead the program or an approved CTE program for the service area?

CTSOs are intra-curricular and shall be led by a CTE endorsed instructor. Starting a CTSO chapter prior to having a CTE program approved by the Iowa Department of Education, or without a CTE endorsed instructor, may supplant district funds and jeopardize the future use of Perkins funding.

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

- 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

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?

Five CTSOs (SkillsUSA, FFA, TSA, HOSA and FBLA-PBL) 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. See the Department [Student Activity Fund FAQ](#) for additional fiscal requirements related to student fundraising and disbursement.

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.