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To: CTE senior students and parent/guardian

From: Mr. Garcia, CTE AP and Ms. Ramdeo, CTE Coordinator

CC: Ms. Burg, principal; Ms. Salas-Ocampo, AP PPS; Guidance Counselors, twelve grade CTE teachers

Date: 29 April 2020

Re: **CTE Endorsed Diploma**

The declaration of state of emergency, moving to remote learning and its effect on all aspects of the school system has brought many changes to our normal functions. Due to all these changes, students and parents/guardians may be confused or have misinformation regarding Career and Technical Education (CTE) diploma endorsement.

Typically, a graduating senior may attain CTE diploma endorsement by meeting all four (4) of these criteria:

1. Passing all courses in the CTE program sequence, including Career and Financial Management (CFM);
2. Completing 54 hours of approved and documented work based learning (WBL);
3. Passing the written and performance portions of the CTE program's industry assessment(s); and
4. Completing an exit portfolio (typically done as part of CFM or portfolio course).

Due to the limitations of remote learning and existing rules set by the New York State Department of Education (NYSED) the following criteria and rationale will be used to determine CTE diploma endorsements:

1. **Passing all courses in the CTE program sequence, including Career and Financial Management (CFM).**
This term is critical and students are expected to follow all remote learning instructions, complete projects and make up any work missed due to any COVID-19 related issues including illness/death in the immediate family, access to technology and/or access to Wi-Fi. Students must contact their CTE teacher if any issues arise that will prevent them from completing the work for the CTE course. **This criterion will be the main determining factor for CTE endorsement for the 2020 graduating class;**
2. **Completing 54 hours of approved and documented work based learning (WBL).**
First and foremost, WBL does not mean an internship. An internship is one of the many types of WBL activities in the CTE programs. There are many WBL activities that are part of a CTE program already. These include Career Day presenters, other types of presentations by industry professionals, trips to industry sites, visiting museums, job-shadowing, visiting community centers to provide services, etc. All students actively involved and who have passed CTE courses in the past have hours accumulated already. **Since many students complete the 54 hours in the last term during senior year and we are not able to provide such opportunities through remote learning, whatever hours a student is missing are being waived as per NYSED;**
3. **Passing the written and performance portions of the CTE program's industry assessment(s).**
Most seniors in CTE programs have already taken and passed the industry assessments in previous years and this is fantastic. Some students might have not achieved the industry standard score to receive a

passing grade. At Queens Tech we normally provide opportunities during the last term of the senior year to make up these assessments based on a student meeting all other criteria for endorsement. **Since some students will not get the opportunity to take or retake the industry assessments this term this criterion will be waived as per NYSED; and**

4. **Completing an exit portfolio (typically done as part of CFM or senior portfolio course).**

Students have either met this criterion by passing CFM in the fall or are in the process of completing an exit portfolio (in some cases specific assignments). Students are expected to pass this course and ensure all required work is completed. **Meeting this criterion is directly tied to passing CFM and/or portfolio course.**

As can be seen in the amended criteria for CTE diploma endorsement, passing the CTE program's course sequence (which includes the remote learning courses) is critical and the main determining factor for acquiring a CTE endorsed diploma. Seniors should not jeopardize three-and-a-half years worth of hard work and dedication for a few weeks at home doing other things.

The topic of CTE certification needs further clarification. Some students and parents/guardians are confusing the term CTE certification with CTE endorsement. CTE certification refers to the industry exams and CTE endorsement refers to completion of all requirements for a CTE diploma. This year, students will not have access to taking CTE certifications due to the limitations of remote learning, but will have access to acquiring a CTE diploma endorsement if they meet the amended criteria above. While we are waiving CTE certifications for CTE endorsement, the industry still requires it and will not waive it due to the pandemic. Students who took and passed industry exams this year and have not received their certificate will be allowed to pick it up in the fall. Lastly, since we understand that CTE certifications are an integral part of entering the workforce in many of our CTE programs, we are working on a plan to provide this year's graduates access to taking the certifications they missed, free of charge, in the next school year. CTE certifications are costly and difficult to acquire on your own so we encourage anybody needing a certification to take advantage of this opportunity if and when it is offered. We will provide guidance regarding this as soon as information becomes available.