



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 CAREER AND TECHNICAL EDUCATION
 Old Capitol Building
 PO BOX 47200
 Olympia, WA 98504-7200
 (360) 725-6245 TTY (360) 664-3631

**CAREER AND TECHNICAL EDUCATION (CTE)
 ADMINISTRATIVE TRAINING PROGRAM APPLICATION**

Late, handwritten and/or incomplete application packets will not be considered (see last page for requirements).

Applicant's Name		Email	Telephone Number (personal)
Home Address		City/State/Zip	
Present Position (Title)			
School Employed	School District	Telephone Number (work)	
School Address		City/State/Zip	
Mentor's Name	Mentor's Email	Mentor's Telephone Number	

- 1) Are you currently serving as a CTE Director, or have you been assigned that role for next school year? Yes No
- 2) Have you been teaching for at least three years? Yes No
- 3) List the educational certifications you currently hold.

- 4) Why do you want to participate in the CTE Administrative Training program? (0-5 points)

5) What is the purpose and value of CTE? (0-5 points)

6) What are your personal career goals? (0-5 points)

7) What experience, training or professional involvement have you had that prepares you to lead CTE in your district? (0-5 points)

8) Explain your experience in building community/business partnerships. (0-5 points)

9) What is the greatest need regarding CTE in your district and what can you do to effect change? (0-5 points)

10) What do you feel is the most critical issue facing Career and Technical Education today and how might the CTE community respond to it? Include any data and/or citations that support your position. (0-10 points)

Our school district is committed to support the training program applicant from our district. Identify funding source for the items below (district, applicant, etc.):

- (1) registration fee of \$750
- (2) associated travel and all other related/required expenses
- (3) 12–15 days of release time

In addition, the school district and applicant agree to the following:

- o Participants are required to have a mentor for the duration of the training program. Mentors must be currently employed as a CTE Director in Washington State, who either holds a current CTE Director certificate or has successfully completed the OSPI Career and Technical Education Administrative Internship.
- o If an applicant is accepted into the CTE Administrative Training Program and subsequently leaves employment with the school district listed on this application, they forfeit participation in the program. However, if the applicant leaves his/her current position to accept a CTE leadership role in another school district, continued program participation will be contingent on the new school district’s support and interest.

All of the following four (4) signatures are **REQUIRED**. If one person is serving in more than one of the positions below, that person must sign all categories that apply.

SUPERINTENDENT (OR DESIGNEE)			
<u>Printed Name</u>	<u>Signature</u>	<u>Title</u>	<u>Date</u>
CAREER AND TECHNICAL EDUCATION DIRECTOR/ADMINISTRATOR			
<u>Printed Name</u>	<u>Signature</u>	<u>Title</u>	<u>Date</u>
APPLICANT’S SUPERVISOR			
<u>Printed Name</u>	<u>Signature</u>	<u>Title</u>	<u>Date</u>
APPLICANT			
<u>Printed Name</u>	<u>Signature</u>	<u>Title</u>	<u>Date</u>

Submission Requirements

- Late, handwritten and/or incomplete application packets will not be considered.
- In addition to this form, the application packet must also include:
 - 1) A letter of application
 - 2) A résumé, and
 - 3) Two letters of recommendation.
 - One from the current Career and Technical Education Director/Administrator (or if the applicant is the Director/Administrator, then their supervisor)
 - The other from the Superintendent or another District Administrator

Please attach these materials to this application form.

- Application packet may be submitted in one of two ways:
 - Postmarked on or before May 7, 2018 to address below:
Kim Hoss
Career and Technical Education
Office of Superintendent of Public Instruction
Old Capitol Building
P.O. BOX 47200
Olympia WA 98504-7200
 - Emailed on or before May 7, 2018 to kim.hoss@k12.wa.us. Application packet must be attached as **one** combined PDF file.