



# CARL PERKINS

## CAREER AND TECHNICAL EDUCATION (CTE) PROFESSIONAL DEVELOPMENT (PD)/CERTIFICATION GRANTS (CG)

July 1, 2020 – June 30, 2021 (FY21)

At Central Ohio Technical College (COTC) students are our highest priority and we are committed to providing them quality educational experiences. Our mission, values and goals are designed to ensure that this commitment is met. COTC has received a **Carl Perkins Grant** to support Career and Technical Education (CTE) faculty as they add or update certifications, maintain industry credentials needed to remain current for today's work force, or participate in training for their programs to remain on the cutting edge. The specific goals of **Carl Perkins CTE Professional Development/Certification Grants (CTEPD/CG)** program are to:

- Provide a means to support CTE faculty in earning professional certifications
- Allow innovative CTE faculty the opportunity to stay current in their areas of expertise
- Create opportunities for CTE programs to remain cutting edge and be innovative in their curriculum development
- Benefit students and the community's workforce by helping COTC CTE faculty fulfill their commitment to provide excellent up-to-date educational opportunities

### Eligible Applicants:

The CTEPD/CG program is open to all COTC faculty and staff teaching/working in Career and Technical Education courses and/or programs (both credit and noncredit). Adjunct CTE faculty and/or part-time CTE staff may apply after teaching/working at least two semesters at COTC and with support of their department.

### Submission Procedures:

CTEPD/CG proposals must include the following:

1. Cover letter with required signatures
2. Itemized budgets. Please include copies of all quotes (airline, hotel, registration, etc.). Your application will not be reviewed without copies of these documents.
3. Proposal Details:
  - a. Description of activity: Provide a detailed description of the professional development activity, including a timeline for completion and intended outcomes. Please provide details regarding courses and exams to be taken, including the vendor (where applicable) and location. For internships, please provide site information including the company contact person and other contact information such as telephone, email, address, etc.

- b. Personal, Program and College Benefit: Describe how the proposed professional development activity will benefit you, your course/program and the college. If this activity will impact specific course(s) please list those.
- c. Impact on student learning: Provide a detailed plan for implementing expected outcomes into your curriculum, course(s) or program(s) to enhance student success.
- d. Assessment: Provide a detailed plan for how you will assess your personal growth and the impact of your professional development activities on student learning. The assessment may be based on quantitative or qualitative data relevant to the project's proposed impact.
- e. Letter of support or needs assessment: Documentation from job service, department head, or professional organization(s) indicating why participating in the proposed activity is important to the applicant's program.

**Due Dates:**

- First Friday in June
- First Friday in September
- First Friday in December
- First Friday in March

Late submissions will not be reviewed until the next review date.

Please be advised that once funds are expended, we will no longer accept applications/requests for the current fiscal year.

**Submit completed grant proposals (or for questions) to:**

**Walker.1167@mail.cotc.edu**

**Categories of Supported Projects\*\***

Applicants for a CTE Professional Development/Certification Grant should tailor their proposals to fit into one of the four (4) categories:

1. **Certification Review and/or Certification Exam:** CTE programs may require faculty to maintain industry certifications. Applicants may request funding to cover the cost of preparation course registration fees and certification exam fees. In addition, applicants may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.
2. **Internship with Industry, Businesses or Governmental Agencies:** CTE faculty may wish to update their skills, enhance their curriculum and/or advance partnerships and relationships with business, industry or the community by participating in an internship of either 40 or 80 hours in length. Applicants are responsible for arranging their

internship site. Applicants may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.

3. **Specialized Short Courses:** CTE faculty may stay current and are encouraged to take the lead in keeping CTE programs on the cutting edge. Participation in short courses of 1-5 days will help faculty to articulate and identify the skills, resources, and outcomes needed to refine their curriculum or develop new courses or programs. Applicants may request funding to cover registration fees, supplies and/or reference books. In addition, applicants may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.
4. **Train the Trainer Opportunities:** CTE faculty may develop and update their pedagogical skills through participation in workshops/trainings in which they are introduced to new materials/methods and practice their teaching skills. Applicants may request funding to cover participation fees (if applicable). CTE faculty may request funding to defray the cost of substitute instructor coverage. Funding is also available for travel.

**\*\*Note:** Submittal of the Perkins Grant Proposal does not guarantee funding. All areas of the Request for Proposal (RFP) Submittal Procedures must be addressed. The Perkins Grant will not automatically fund travel to full-time CTE faculty.

### **Projects NOT Supported:**

The CTEPD/CG program does not support the following:

- Projects that can or should be funded by departments, including capital equipment purchases and routine responsibilities of faculty or staff
- Projects that do not involve pedagogical innovation or enhance student success
- Applicants who received support from the grant in the past, but who did not fulfill program requirements
- Projects that do not have departmental support or fit with the college, program or department mission, vision, values, and/or goals
- Projects that include tuition for semester or term-length courses
- Individual membership fees for organizations

### **Evaluation Criteria:**

All proposals will be judged on a competitive basis and through an objective evaluation process. Grants will be awarded based upon the merits of the proposal; classification of the applicant or the areas of the college represented by the applicants will not affect award decisions.

Applicant initials

Director Initials

**Information Dissemination:**

***Beginning FY20, any Professional Development that has been awarded Carl Perkins funding, must complete a Perkins Post-PD Report. This report can be found at <https://www.cotc.edu/perkins-v>. This report must be submitted to the Office of the Provost or email to [walker.1167@mail.cotc.edu](mailto:walker.1167@mail.cotc.edu) within 30 days of your completed training, or by June 30, whichever is first. Failure to complete this may result in denial of future funding opportunities.***

The CTEPD/CG Selection Committee will evaluate proposals and recommend those that warrant funding.

## **CTE Faculty Development/Certification Grant Proposal**

**Cover Page  
All Proposals**

Name of Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Dates: \_\_\_\_\_

Department: \_\_\_\_\_

Department/Dean: \_\_\_\_\_

Campus Location & Office Room Number: \_\_\_\_\_

Campus Telephone/Extension: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you attended this conference in the previous year? \_\_\_\_\_

If so, how was the conference funded (department/grant, etc.): \_\_\_\_\_

Check One:

Full-time Faculty/Staff

Adjunct Faculty/PT Staff

Project Category (check one):

Certification Review and/or Certification Exam

Internship with Industry (40 hour)

Internship with Industry (80 hour)

Specialized Short Course

Train-the Trainer

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(Signature of Applicant)

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(Date)

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(Signature of Director)

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(Date)

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(Signature of Dean)

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(Date)

## CTE Professional Development/Certification Grant Proposal Budget Form

Name:

Proposed Budget: All travel must be compliance with the College Travel and Reimbursement Procedures.

Note: Perkins Grant does NOT automatically provide funding for travel for full-time CTE faculty.

DESCRIPTION	AMOUNT REQUESTED
Registration fee (specify category: Certification Review, Specialized Short Courses, Train-the-Trainer)***	
Certification Exam Fee***	
Materials Fee***	
Substitute Instructor Coverage (Please provide explanation)	
Airfare***	
Mileage (provide explanation)	
Lodging (specify number of nights)***	
Meal per diem (specify number of days)	
Car rental with cost of insurance (provide explanation below and provide proof of current driver's license)***	
Other (Specify Below)***	
Total of Funds Requested	

**\*\*\*Please provide supporting documentation, failure to do so may result in denial of request.**

**Description of activity:** Provide a detailed description of the professional development activity, including a timeline for completion and intended outcomes. Please provide details regarding courses and exams to be taken, including the vendor (where applicable) and location. For internships, please provide site information including the company contact person and other contact information such as telephone, email, address, etc.



**Program and College Benefit:** Describe how the proposed professional development activity will benefit your program and the college. If this activity will impact specific course(s) please list those.

**Impact on student learning:** Provide a detailed plan for implementing expected outcomes into your curriculum, course(s) or program(s) to enhance student success.

**Assessment:** Provide a detailed plan for how you will assess your personal growth and the impact of your professional development activities on student learning. The assessment may be based on quantitative or qualitative data relevant to the project's proposed impact.