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# *Office of Career and Technical Preparation*

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The Office of Career and Technical Preparation (OCTP) in the Michigan Department of Career Development has responsibility for the major career education initiatives that affect learners K-12 and beyond. OCTP is comprised of the three units:

## ***Career Planning and Education Unit***

This unit is primarily responsible for state-level approval, administration, and evaluation of secondary-level career and technical education programs within the six Career Pathways. Staff are involved in curriculum development activities and provide professional development for teachers and administrators on career preparation and career development. The unit also administers student leadership development activities in conjunction with six nationwide career and technical student organizations. Staff also work with the Career and Technical Education (CTE) teacher-training institutions to assure that teacher-training programs include quality indicators related to state program standards and benchmarks and, where appropriate, program standards.

## ***Grant Planning and Program Improvement Unit***

This unit is responsible for administering federal and state programs and coordinating data collection activities for Career Preparation, Carl D. Perkins, State School Aid Added Cost, Tech Prep, and CTE Administrator Reimbursement. Education research staff oversee the continual development of the statewide Career-Technical Education Information System (CTEIS) to facilitate data collection, verification, and extensive performance evaluation to continuously improve program quality and student achievement. This unit coordinates the development and implementation of Regional Improvement Plans for those school districts that fall short of state-level student achievement standards.

## ***Education and Employer Partnership Unit***

The unit provides outreach to stakeholders and customers and coordinates partnership activities, partnering with CTE Program Advisory Committees, Education Advisory Groups, the Construction Roundtable, the Automotive Youth Education System, and many other organizations. The unit also coordinates preservice and inservice education activities for administrators, teachers, and counselors. Staff also provide assistance for the development of Tech Prep Partnerships, corrections education courses, and summer institutes for technology for gifted and talented students. The unit works jointly with CTE administrators and the Michigan Department of Education to assure that teachers of CTE programs at the secondary level have the appropriate work experiences and educational background to meet the teacher certification requirements for the program area to be taught.