

Office of Career and Technical Education Website

www.michigan.gov/octe

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Office of Career and Technical Education

Patty Cantú, Director

OCTE oversees high school instructional programs that teach students skills in a specific career cluster. Most programs offer early college credit opportunities to provide a seamless transition to postsecondary education. The mission of the office is to prepare students so they have the necessary academic, technical, and work behavior skills to enter, compete, and advance in education and their careers.

Career Readiness Unit

Joanne Mahony, Supervisor
Email: mahonyj@michigan.gov; (517) 335-0405

The Career Readiness Unit is responsible for providing leadership to the federal Perkins grant, including professional development and technical assistance activities. Staff review, approve, monitor and provide support for Career and Technical Education programs, Early Middle College programs, work-based learning and work permits.

Grants, Assessments, Monitoring, and Evaluation Unit

Jill Kroll, Supervisor
Email: krollj1@michigan.gov; (517) 241-4354

GAME is responsible for collecting and reporting data, data evaluation, research activities, funding formulas, technical skill assessments and monitoring for state and federal grant programs.

Career & Technical Education

Best Practices in Career and Technical Education

Information Relevant to Support CTE Decision Makers

Data and Reports

Green Initiatives

Instructional Programs

Monitoring

Notable Resources

Perkins Federal Programs

State School Aid Section 61.a1 (Added Cost)

CTE Skills Assessments

Statewide Articulation

Youth Employment

Special Populations

These navigations are found on the left side of the Office of Career and Technical Education's home screen. These navigation links take you to a new page within the OCTE website dedicated to information described by the heading.

OCTE Homepage

Current Items

- [61b CTE Early/Middle College Program Legislation](#) 
- [Application for AOA Waiver Pilot Study](#)
- [OCTE Spring Update Handouts](#)
- [Carl D. Perkins Consolidated Annual Report 2013-2014](#) 
- [CTE Professional Development Events Calendar](#) 
- [2014 OCTE Fall Update Presentations and Documents](#)
- [OCTE Staff Directory](#)
- [OCTE Quick Reference](#) 
- [Area Career and Technical Education Programs](#)

OCTE Update

- [2015 OCTE Informational Updates](#)
- [CEPD Newsletters](#)
- [2014 OCTE Informational Updates](#)

CTE FAQ

- [CEPD Lookup](#) 
- [OCTE FAQ](#) 

Data and Reports

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Career and Technical Education Information System

- [Regional Improvement Plan \(RIP\) Workshop Data Presentation](#) 
- [Michigan Core Performance Indicators: Trends by Region](#)
- [Michigan Core Performance Indicators Reports](#)
- [Maps Showing Results by Region](#)
- [CTEIS Security Authorization Form](#) 
- [CTEIS Data Code Manual Link](#)
- [CTEIS Security Authorization Form - PDF](#) 

Enrollment Reports

No articles at this time.

Student Follow Up Survey

- [Follow Up Survey: Employment and College Trends](#)
- [Follow Up Reports](#)
- [Follow Up Study Materials](#)

Dashboards

No articles at this time.

Green Initiatives

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Green Initiatives and CTE

- [Green Initiatives](#)

Michigan defines green jobs as jobs directly involved in generating or supporting a firm's green-related products or services. The state's green economy is defined as being comprised of industries that provide products or services in five areas:

1. Agriculture and natural resource conservation;
2. Clean transportation and fuels;
3. Increased energy efficiency;
4. Pollution prevention or environmental cleanup; and
5. Renewable energy production.

The Office of Career and Technical Education has developed this website to share current resources and partnerships to educate and prepare the future green workforce.

Educational Resources

- [The National Bio-Diesel Board Trade Association](#)
- [The Greening of Registered Apprenticeship](#) 
- [Hunting Green Jobs](#) 
- [Energy Efficiency - 10 Smallest Homes in the World](#)
- [Employment Opportunities in "Green" Jobs Fields](#)
- [Michigan Green Jobs Report](#) 

Career Educational Resources

- [Green Jobs: Building Pathways for a Green Workforce](#)
- [Pink to Green Toolkit: Adding a Gender Lens to Green Jobs Training Programs](#)
- [Great Lakes Energy News July/August 2012](#) 
- [National Science Academy Free PDF Downloads](#)
- [Michigan Green Economy](#) 
- [Research on Future Skill Demands: A Workshop Summary](#)
- [Kent ISD in the NEWS](#)
- [School Retrofits Go Green](#)
- [Building Big](#)
- [WOW GREEN Space Newsletter - October 2010](#)
- [Jobs in Biofuels Industry](#)
- [USDOE - Michigan Weatherization & Intergovernmental Programs](#)
- [Green Dream Jobs](#)
- [MIOSHA and the Green Industry](#) 
- [Green Equity Toolkit](#) 

Green Initiatives FAQ

No articles at this time.

Instructional Programs

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CTE Standards: Career Clusters

- [CTE Content Standards](#)
- [MCCTE Instructional Program Information](#)
- [Michigan 2 + 2 Alignment Plans](#)

Resources

- [Career & Employability Skills](#)
- [Apprenticeship Occupations](#)
- [CTSO Directors](#)
- [Agriscience Curriculum](#)
- [AYES](#)
- [Cisco Networking Academy](#)
- [Work Based Learning Guide \(Managing Your Risk\)](#)
- [Program Advisory Committee Tool Kit](#)

Academics in CTE

- [Infusing Mathematics Into Automotive Technology Instruction](#)

Family and Consumer Science (FCS non-wage earning)

- [Michigan Parenthood Education Course Guide](#)
- [TRAC FCS Program Critical Elements 2008-2013](#)
- [Comparison of Human Development, Parenthood Education, Child Care, and Teacher Cadet Programs](#)
- [Family, Community, and Career Leaders of America \(FCCLA\)](#)
- [Family and Consumer Science Content Standards and Benchmarks Overview](#)
- [Family and Consumer Science Content Standards and Benchmarks \(revision\)](#)
- [FCS State-Approved Courses](#)
- [National Standards for FCS Education that Apply to Michigan State-Approved FCS Programs](#)
- [FCS Program Information](#)
- [FCS Program Policy Changes 9-1-2009](#)

Applications and Guidelines

- [Less-Than-Class-Size Information](#)
- [OCTE Curriculum Consultant Assignments](#)
- [14-15 New CTE Program Planning Process Overview](#)
- [13-14 Worksheet for Annual Vocational Authorization Application](#)
- [14-15 Complete List of CTE Programs](#)
- [14-15 Request Form for Discontinuing State Approval and Reporting of Secondary CTE Programs](#)
- [14-15 Request for Building or Fiscal Agency Transfer Form](#)

Monitoring

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Technical Review Assistance and Compliance (TRAC)

- [FINANCE TRAC Checklist](#)
- [GRANTS TRAC Checklist](#)
- [DATA TRAC Checklist](#)
- [TRAC Training PowerPoint](#)
- [TRAC Five-Year Schedule](#)
- [TRAC Manual](#)
- [2015-16 TRAC Schedule](#)

Civil Rights Compliance Review

- [Civil Rights Compliance Review Coordinator's Manual](#)
- [2014 OCTE Civil Rights Compliance Review Targeting Plan](#)
- [Remedies for Frequent Civil Rights Violations](#)
- [Writing a Civil Rights Compliance Plan](#)
- [Civil Rights Compliance](#)
- [Civil Rights Resources](#)

CIP Self Review

- [CIP Self-Review](#)

Notable Resources

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CTE Administrative Guide

- [Administrative Manual for CTE](#)

OCTE Information

- [Glossary](#)

Other

- [Using the Optional CTE Academic Teacher Coordination TSDL Template](#)
- [TSDL Template and Code Book](#)
- [eLearning Videos for Soft Skills](#)
- [CTE Brochure](#)
- [Measures of Teacher Effectiveness in Teacher Evaluation Systems](#)
- [Summary of Current Teacher Evaluation Policies and Initiatives in Midwest Region States](#)
- [CTE Posters and Brochures](#)
- [OCTE Website Map](#)
- [LearnPort](#)

Perkins Federal Programs

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CTE Perkins 15-16

- [2014-15 Function and Object Code Use](#)
- [2015-16 CPI Activity Lists](#)
- [2014-15 CTE Perkins use of Funds](#)
- [2015-16 MEGS+ Instructions](#)
- [January 22, 2015 Closing the Achievement Gap and Grants Dissemination Workshop Handouts](#)
- [Michigan Community College Network](#)
- [CTE Perkins Regional Improvement Plan Form 2015-2016](#)
- [2015-16 Program of Study Status Page Instructions](#)
- [2015-16 Projected Assessment Costs](#)
- [CTE Perkins Regional Improvement Plan Sample for 2S1 and 5S1](#)
- [Appropriate Use of Federal Funds in Providing Food at Conferences and Meetings](#)
- [2015-16 CTE Perkins Grant Planning Changes and Reminders](#)

Resources

- [Prosperity Region CEPD List](#)
- [Strategies for Improving 1S1 and 1S2](#)
- [Funding Formulas for CTE](#)
- [Research and Resources - Perkins IV](#)
- [2+2+2 Program of Study Template](#)
- [2+2 Program of Study Trimester Template](#)
- [2+2 Program of Study Semester Template](#)
- [CEPD Look Up](#)
- [Components of the Articulation Agreement](#)
- [Articulation Agreement Template](#)
- [Postsecondary Credit Agreements POS Checklist](#)
- [Fiscal Agency Cooperative Agreements](#)
- [Michigan CTE Programs Identified as Non-traditional](#)
- [Gender Equity Program Information](#)
- [Michigan State Plan for CTE 2008-2013](#)

State School Aid Section 61.a1 (Added Cost)

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Funding Guidelines and Information

- [2014-15 Added Cost Reimbursement Rates](#)
- [Career and Technical Education Reimbursed Programs](#)
- [CAREER AND TECHNICAL EDUCATION REIMBURSED PROGRAMS](#)
- [2013-14 State Rank List](#)
- [New Rank List PowerPoint](#)
- [CEPD Administrator and Fiscal Agency Authorized Official Process For Reviewing Career and Technical Education Information System \(CTEIS\) Reports.](#)
- [Added Cost Guide](#)
- [2013-2014 Added Cost Factors](#)
- [State Aid Legislation](#)

CTE Skills Assessments

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Additional Resources

- [CTE Student Procedures and Procedural Steps for Identifying and Collecting Certifications](#) 
- [CTEIS Assessment Analysis Report Instructional Guide](#) 
- [CTEIS Reports to Identify Students to be Assessed](#) 
- [NOCTI Ordering Information for All NOCTI Assessments](#) 
- [Entering Student IDs for Assessments](#) 
- [2013-2015 Projected Assessment Implementation Summary](#) 
- [2014-15 Implemented Assessments](#) 
- [Which Students Must Be Assessed and When?](#) 
- [Career Education Planning District Map \(CEPD\)](#) 
- [OCTE Technical Skills Assessments Technical Assistance Document - Updated February 2015](#) 
- [Technical Assessment Overview](#) 
- [What determines percent correct for CTE assessments?](#)
- [Assessment & Accountability Advisory Group Members](#) 

Assessment Webinar Information

- [Assessment Communique Issue 31 June 2015](#) 
- [Assessment Communique Issue 30 May 2015](#) 
- [Assessment Communique Issue 29 April 2015](#) 
- [Assessment Communique Issue 28 March 2015](#) 
- [Assessment Communique Issue 27 February 2015](#) 
- [Assessment Communique Issue 26 December 2014](#) 
- [Assessment Communique Issue 25 November 2014](#) 
- [Assessment Communique Issue 24 October 2014](#) 

Hospitality

- [Information Coming Soon](#)

Education

- [Contacts for University Requirements on PRE "In Lieu of Scores"](#) 
- [MTTC-Guidelines for Registration of CTE Students](#) 
- [2014-2015 MTTC Test Schedule](#) 
- [MTTC-PRE Alternative Pass Student Form](#) 
- [MTTC-PRE Alternative Pass Procedures for Districts](#) 
- [Education and Training Tip Sheet](#) 
- [Three Ways in Which to Satisfy the Education Assessment Requirement](#) 
- [MTTC-PRE Alternative WorkKeys® Process for Districts to Follow](#) 
- [Pearson Website & Resources](#)

Information Technology

- [Information Coming Soon](#)

Automotive Technician, Collision Repair Technician, Medium/Heavy Truck Technician

- [ASE Assessment Export Instructions](#) 
- [ASE Assessment Administration Webinars](#)
- [ASE-Batch Students](#) 
- [ASE Student Certification FAQ](#) 
- [Maintenance and Light Repair Tip Sheet](#) 
- [Collision Repair Technician Tip Sheet](#) 
- [Medium-Heavy Truck Technician Tip Sheet](#) 
- [Automotive Technician Tip Sheet](#) 
- [ASE Student Certification - Getting Started](#) 
- [Overview for Schools New to the ASE Student Certification Program](#) 

Health Sciences

- [National Health Science Assessment \(NCHSE\) General Information](#) 
- [Study Guides and other Supplemental Materials](#)
- [Health Science Tip Sheet](#) 
- [Precision Exams](#)

Finance

- [Finance Tip Sheet](#) 
- [NOCTI Website & Resources](#)
- [Finance Technical Skills Assessment Q & A](#) 

Business, Management & Administration

- [Business Management and Administration Tip Sheet](#) 
- [NOCTI Website & Resources](#)
- [BMA Technical Skills Assessment Q & A](#) 

Law, Public Safety, Corrections & Security

- [Law and Public Safety Tip Sheet](#) 

Marketing

- [Marketing Tip Sheet](#) 
- [Accelerated Marketing Program of Student/End-of-Program High School Exam](#)

Graphics and Printing Technology and Communications

- [This assessment is not required for 2014-2015.](#)

Radio and TV Broadcasting Technology

- [This assessment is not required for 2014-2015.](#)

State Wide Articulation

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Upcoming Events

- [National Alliance of Concurrent Enrollment Partnerships \(NACEP\) 2014 National Conference Link](#)

Michigan State Wide Articulation Agreements

- [Washtenaw Community College](#)
- [Mid-Michigan Community College](#)
- [Oakland Community College](#)
- [Baker College](#)
- [Central Michigan University](#)
- [Alpena Community College](#)
- [Davenport University](#)
- [Kirtland Community College](#)

Agreement Templates

- [MDE/OCTE Articulation Agreement Template 1-7-2013](#)
- [Concurrent Enrollment Agreement Template 12-19-12](#)

Meetings

- [Statewide Credit Agreement Meeting Notes 10-15-13](#)
- [Contact Information for Statewide Articulation/Credit Agreement Meeting Presenters from 10-15-13](#)
- [Statewide Credit Agreements Meeting Notes 5-31-12](#)
- [Statewide Credit Agreements Meeting Notes 10-3-12](#)
- [Statewide Credit Agreement Writing Subgroup Notes 12-19-12](#)
- [Statewide Articulation Committee Meeting Notes 6-13-13](#)

Presentations

- [Kansas' Connecting Futures Statewide Articulation Agreement Presentation](#)
- [Ohio's Statewide Articulation Agreement Presentation](#)
- [Pennsylvania's SOAR Program of Study Initiative Presentation 10-15-13](#)

Resources

- [Earning College Credit on High School: A synopsis of opportunities](#)
- [Next Steps Work Group on POS Measurement, Accountability and Evaluation Draft Summary Report](#)
- [Portable, Stackable Credentials: A New Education Model for Industry-Specific Career Pathways](#)
- [Michigan Articulation Handbook](#)
- [US Department of Education, Office of Vocational and Adult Education Programs of Study](#)
- [Promoting Rigorous CTE Programs of Study Through Statewide and Multi-State Articulation Agreements](#)
- [SAMPLE Structure for RPOS Delivery and MOU Language](#)
- [Education Commission of the States' Database of Dual Enrollment Policies for all 50 States](#)
- [Statewide Green Program of Study Report](#)
- [Example Flyer for Early College Credit](#)
- [Investing in America's Future: A Blueprint for Transforming Career and Technical Education](#)
- [Achieve Inc-Bridging the Divide Between College and Career Readiness](#)
- [NACEP Promoting Quality: State Strategies for Overseeing Dual Enrollment Programs](#)
- [State Profiles – Dual/Concurrent Enrollment 2013 Database](#)
- [Jobs for the Future Policy Brief](#)
- [Example Agreements from Other States](#)

Youth Employment

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Child Labor Law Youth Employment in Michigan

In the fulfillment of the requirements of Section 2 of Article V of the Michigan Constitution of 1963, the provisions of Executive Order 2011-4 became Effective 60 days after the filing on February 23, 2011 transferring Youth Employment Standards Act 90 of 1978, MCL 409.101 to 409.124, from the Wage Hour Division, Department of Licensing and Regulatory Affairs (LARA) to the Department of Education.

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Fax - (517) 373-8776

Youth Employment Standards Act 90 of 1978 defines a minor who is less than 18 years of age, including but not limited to employees, volunteers, independent contractors and performing artists.



Minors under 18 years of age must obtain a work permit or a written agreement or contract entered into between the employer and the governing school district, public school academy, or nonpublic before starting work. Work permits can be obtained from the issuing school officer (the chief administrator of a school district, intermediate school district, etc.) the minor attends or the school district where the minor will be employed. If the minor changes jobs, a new work permit is required for the new employer. A work permit may be revoked for poor academic performance. A work permit is required even if the minor is home/cyber/virtual/online schooled, does not attend school, or out-of-state resident.

Work permits are no longer available for bulk purchase from Michigan Center for Career & Technical Education; work permits are available for printing or download below. Note: CA-6 work permits must be printed, front and back, on pink paper and CA-7 work permits must be printed, front and back, on yellow paper to be valid.

[Youth Employment Forms Packet](#)

[Youth Employment Standards Rules](#)

[Standards for Issuance of Work Permits](#)

[Standards for Issuance of Work Permits Checklist](#)

[Legislative link to the Youth Employment Standards Act 90](#)

[Legislative link to the Youth Employment Standards Rules](#)

[CA-6 Work Permit \(must be printed pink and front to back\)](#)

[CA-7 Work Permit \(must be printed yellow and front to back\)](#)

WHO NEEDS A WORK PERMIT (INCLUDING SUMMER)

Minors under the age of 18 cannot be employed or permitted to work, with or without pay, volunteer or independent contractor until the person, company, business, firm or corporation proposing to employ the minor obtains and keeps on file at minor's place of employment a current and valid age and color appropriate work permit, which has been issued by an issuing officer of the school district, intermediate school district, public school academy or nonpublic school prior to starting work.

Minors under the age of 18 are required to have a work permit prior to starting work regardless if the minor does not attend school, has dropped out of school, home/online/virtual/cyber schooled or comes from another state (out-of-state) resident to work in Michigan.

If a minor comes from another state to work in Michigan, the minor should bring an official birth certificate and an unofficial transcript from the previous school attended which includes the school's complete name, address, city, state, zip code, county and telephone number.

HOW TO OBTAIN WORK PERMIT

The minor first must go in person to a school district, intermediate school district, public school academy or nonpublic school official designated as an issuing officer and provide one of the following acceptable forms of evidence of age:

- A certified copy of birth record or other proof of age showing the place and date of birth
- A certified copy of valid operator's license issued by this state showing date of birth
- The school record or the school census record
- The sworn statement of minor's parent/guardian and statement from physician

The minor and parent/guardian must complete Section I of the work permit in its entirety (all areas must be completed).

The minor then takes the work permit to the employer, after completing Section I, and the employer must complete Section II of the work permit, in its entirety (all areas must be completed including listing all work the minor will be performing, equipment and/or tools minor will use, starting and ending hours to be worked, number of days per week to be worked and number of hours per days to be worked, etc).

The minor must take the work permit, after the employer has completed Section II, in person to a school district, intermediate school district, public school academy or nonpublic school official designated issuing officer for review and to complete section III.

The issuing officer must copy the work permit and place the work permit in the minor's permanent school file and return the original work permit to the minor.

The minor must give the original work permit (after the designated official issuing officer has reviewed and approved by signing and dating) to the person, company, business, firm or corporation prior to start of work which is kept on file at the minor's place of employment.

HOW TO OBTAIN AN APPLICATION FOR PERFORMING ARTS AUTHORIZATION

An "Approved" Application for Performing Arts Authorization form is needed from this department for all minors between the ages of 15 days old to 17 years prior to any performance (modeling, live stage, dancing, singing, filming, taping, etc.). The company, the payroll company that is paying the minors and the extras, and the production company must submit a current and valid workers' compensation insurance certificate along with the Application for Performing Arts Authorization form for each minor at least 10 days prior to start date and time of rehearsal and performance to this office for processing.

The "Approved" Application for Performing Arts Authorization form is needed for each minor, written parent/guardian permission statement, and the "Posting Requirements" must kept on-site at minor's place of employment/performance. All records required by the Act 90 of 1978 must be maintained and made available for inspection by an authorized representative of the Department and the employment must be in compliance with all provisions of the Act.

[Application for Performing Arts Authorization Form \(2 pages\)](#)

[Michigan Penal Code \(Excerpt\) Act 328 of 1931](#)

When both federal and state laws apply the more stringent standard must be observed