



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** August 12, 2021

**TO:** CEPD Administrators and CTE Directors

**FROM:** Brian L. Pyles, Ph.D., Director  
Office of Career and Technical Education

**SUBJECT:** 2021-2022 State-Approved Career and Technical Education  
Less-Than-Class-Size Program

The State-Approved Career and Technical Education (CTE) Less-Than-Class-Size Program application materials for the 2021-2022 school year are now available. It is important to note that a separate application must be completed for **each** State-Approved CTE Less-Than-Class-Size Program.

**Complete the form electronically – Do not handwrite.** Each application must be signed by the Career Education Planning District Administrator and submitted to the Michigan Department of Education - Office of Career and Technical Education no later than **Wednesday, September 29, 2021**, to [MDE-OCTE-Submissions@michigan.gov](mailto:MDE-OCTE-Submissions@michigan.gov).

All programs must be equivalent to a full year, state-approved CTE program including all 12 required segments or Perkins Course Competencies. Please refer to Section 5 of the CTE Administrator Manual for additional information relevant to State-Approved CTE Less-Than-Class-Size Programs.

The Michigan Perkins V state plan for career and technical education supports [Michigan's Top 10 Strategic Education Plan](#) to:

- Expand secondary learning opportunities for all students
- Increase the percentage of all students who graduate from high school
- Increase the percentage of adults with a post-secondary credential

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On May 29, 2020, the United States Department of Education (USED) approved the Michigan 4-year State Plan, covering Fiscal Years (FY) 2020-23, to implement the requirements of the Carl D. Perkins Career and Technical Education (CTE) Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act.

Less-Than-Class-Size programs are work-based learning experiences that are contracted through a business or industry. These programs provide additional options for students to receive a CTE program using a business as the instructional site. (Section 61a of 1979 PA 94, MCL 388.1661a and Executive Reorganization Order No. 2007-1, MCL 388.998)

An unpaid State-Approved CTE Less-Than-Class-Size program provides an opportunity to pupils who, because of unique circumstances, do not have a program available through a regular State-Approved CTE program. (A pupil who participates in an unpaid work-based learning experience that is a Less-Than-Class-Size program may generate added cost funding pursuant to section 61a of 1979 PA 94, MCL 388.1661a)

Please direct questions to Lee Greenacre, Education Consultant at 517-241-5346 or by email at [greenacrel@michigan.gov](mailto:greenacrel@michigan.gov).