

## 2009-2010 TECH PREP GRANT General Guidance

### FUNCTION CODE USE

This document is intended to provide guidance on the appropriate use of function codes in the preparation, review, and approval of Tech Prep grant budgets. Public schools use function codes to record expenditures in broad areas of programs and activities. The use of function codes provides for uniform reporting that can be used for comparative analysis between districts.

Function codes are structured on a three-digit basis. The first digit (starting in the hundreds position) designates the major activity category. The middle and third digits are used to designate subsets of the major activity by narrowing the scope of that activity. All instruction is represented as a major activity designated with the number 100. Added Needs (120) is a subset of all instruction. Career and technical education, a subset of 120, is a program within the Instruction activities. Function codes are defined in the Michigan Public School Accounting Manual and cannot be changed by OCTE. The following chart shows what the most commonly used CTE function codes mean:

1 <sup>st</sup> digit	100 = Instruction	200 = Supporting Services	200 = Supporting Services
2 <sup>nd</sup> digit	120 = Added Needs	210 = Pupil Support Services	220 = Instructional Staff Support
3 <sup>rd</sup> digit	127 = Career & Technical Education	212 = Guidance Services	221 = Improvement of Instruction

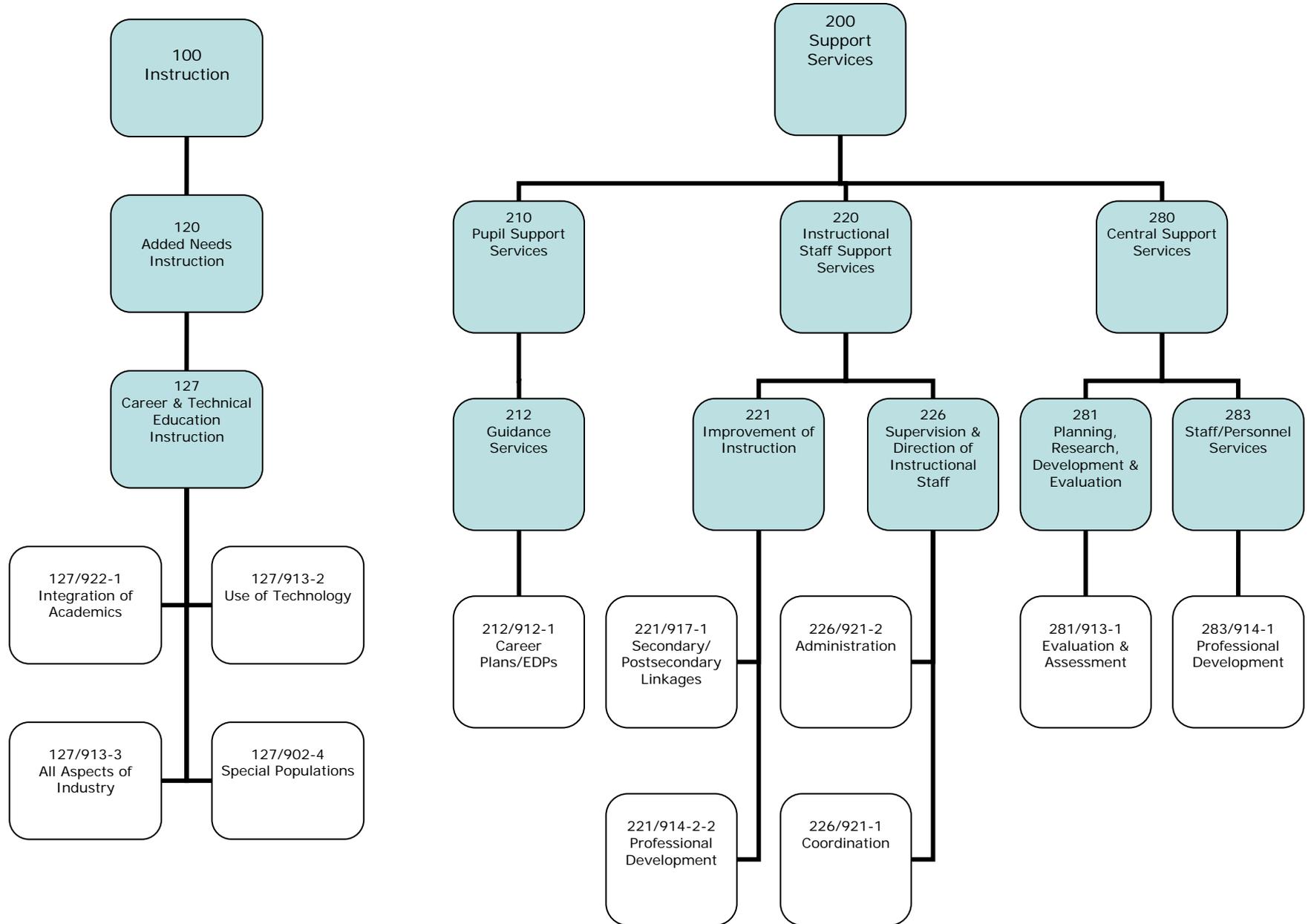
All implementation strategies in the CTE Perkins grant application can be classified into these one of these activities:

1. CTE INSTRUCTION (127)
2. SUPPORTING SERVICES (2xx)

The Office of Career and Technical Education adds a dash and single digit after the function code to further narrow the scope of an activity (i.e., 127-1). These line items reflect the required and permissive activities contained in the Carl D. Perkins Career and Technical Education Act of 2006. The function codes beginning with "9" indicate postsecondary institution activity.

<b>TECH PREP INSTRUCTION</b>	<b>SUPPORT SERVICES:</b>					
Function Code 127 has 4 line item options:	for Pupils		for Instructional Staff		Central	
127/ 922-1    Integration of Academics	212/ 912-1    Career Plans/EDPs	221/ 917-1    Secondary/Postsecondary Linkages	281/ 913-1    Evaluation & Assessment			
127/ 913-2    Use of Technology		221/ 914-2    Professional Development	283/ 914-1    Professional Development			
127/ 913-3    All Aspects of Industry		226/ 921-2    Administration				
127/ 902-4    Special Populations		226/ 921-1    Coordination				

## 2009-2010 TECH PREP GRANT General Guidance



## 2009-2010 TECH PREP GRANT General Guidance

The following chart summarizes the Activity Statements and Implementation Strategies by Core Performance Indicator as contained in the grant application. The recommended function codes are provided to assist in the determination of appropriate classification of expenditures and to ensure that all required activities are addressed.

Core Performance Indicator Activity Statements and Implementation Strategies		RECOMMENDED FUNCTION CODE
<b>1STP1 - ENROLL IN POSTSECONDARY EDUCATION</b>		
1STP1-1	<u>Tech Prep Awareness:</u> Secondary and postsecondary personnel will make Tech Prep students aware of the 2+2 programs of study and articulation agreements with postsecondary partners.	
	Design and implement professional development...	283/914-1
	Design and implement professional development...	283/914-1
	Secondary and postsecondary personnel will prepare...	212/912-1
	Secondary personnel will provide information to students...	212/912-1
	Secondary personnel will make Tech Prep students...	212/912-1
	Secondary personnel will provide information to...	212/912-1
1STP1-2	<u>Services and Assistance:</u> Tech Prep students will receive services and assistance that leads to enrollment in postsecondary education.	
	Secondary and postsecondary personnel will provide...	212/912-1
	Secondary and postsecondary personnel will support...	212/912-1
	Secondary CTE program teachers or career guidance...	212/912-1
	Secondary personnel will work with postsecondary...	212/912-1
	Tech Prep students, including special populations, will...	212/912-1
1STP1-3	<u>Assist in Postsecondary Enrollment:</u> Secondary personnel will collaborate with postsecondary personnel to help students enroll in postsecondary education.	
	Secondary personnel will work with...	212/912-1
	Secondary personnel will review...	212/912-1
	Secondary personnel will work with individual...	212/912-1
	Secondary and postsecondary personnel will...	212/912-1
	Secondary and postsecondary personnel will work...	221/917-1
1STP1-4	<u>Increase Program Options:</u> Increase and strengthen options available in high skills, high wage, and high demand Tech Prep programs for Tech Prep students.	
	Secondary personnel will collaborate...	221/917-1
	Secondary and postsecondary personnel will use...	127/913-2 or -3
	Secondary and postsecondary personnel will meet...	221/917-1
	Secondary and postsecondary personnel will prepare...	221/917-1
	Secondary and postsecondary personnel will provide...	221/914-2 or 283/914-1
1STP1-5	<u>Plan to Identify Tech Prep Students:</u> Develop a plan with key regional partners to accurately identify Tech Prep students at the secondary level who enroll at the postsecondary level.	
	Secondary and postsecondary personnel will work...	212/912-1
	Secondary and postsecondary personnel will work...	212/912-1
	Secondary and postsecondary personnel will support...	212/912-1
	Postsecondary counselors will meet with...	212/912-1
	Secondary and postsecondary personnel will work...	212/912-1
	Secondary and postsecondary personnel will work...	212/912-1
	Secondary and postsecondary personnel will work...	221/917-1

**2009-2010 TECH PREP GRANT  
General Guidance**

<b>1STP2 – ENROLL IN POSTSECONDARY EDUCATION IN THE FIELD OR MAJOR</b>		
1STP2-1	<u>Tech Prep Programs of Study</u> : Develop, identify, and maintain Tech Prep programs of study that allow students to seamlessly progress from state-approved CTE secondary programs to state-approved postsecondary programs.	
	Secondary and postsecondary personnel will update...	221/917-1
	Secondary and postsecondary personnel will develop...	221/917-1
	Secondary and postsecondary personnel will develop...	221/917-1
	Secondary and postsecondary personnel will facilitate...	221/917-1
	Secondary and postsecondary personnel will incorporate...	221/917-1
1STP2-2	<u>Tech Prep Program Completion</u> : Increase Tech Prep student completion of secondary/postsecondary linked graduation/career plans (for example EDPs) that lead to program completion.	
	Secondary and postsecondary personnel facilitate...	212/912-1
	Secondary and postsecondary personnel will provide...	283/914-1
	Secondary and postsecondary personnel will develop...	221/917-1
	Secondary and postsecondary personnel will make...	212/912-1
	Secondary and postsecondary personnel will provide...	212/912-1
1STP2-3	<u>Professional Development</u> : Provide professional development for secondary instructions, guidance personnel, and administrators that work with and support Tech Prep students.	
	Secondary and postsecondary instructors will...	221/914-1
	Secondary and postsecondary personnel will...	221/914-1 or 283/914-1
	Secondary and postsecondary personnel will...	221/914-1 or 283/914-1
	Secondary and postsecondary personnel will...	221/914-1 or 283/914-1
	Secondary and postsecondary career guidance personnel...	283/914-1
	Secondary and postsecondary career guidance personnel...	283/914-1
1STP2-4	<u>Learning Experiences</u> : Provide relevant learning experiences (work-based and work-site learning experiences) within Tech Prep programs of study.	
	Secondary and postsecondary personnel will...	127/913-2 or -3
	Secondary and postsecondary personnel will...	127/913-3
	Secondary and postsecondary career guidance personnel will...	212/912-1
	Secondary and postsecondary personnel will...	221/917-1
1STP2-5	<u>Secondary to Postsecondary Progression</u> : Support Tech Prep student progression from a state-approved CTE secondary Tech Prep program to a related state-approved postsecondary Tech Prep program.	
	Secondary personnel will increase...	212/912-1
	Secondary and postsecondary personnel will provide...	212/912-1
	Secondary and postsecondary personnel will provide...	212/912-1
	Secondary and postsecondary personnel will introduce...	212/912-1
	Secondary and postsecondary personnel will determine...	221/917-1
	Secondary and postsecondary personnel will assist...	212/912-1
<b>1STP3 – COMPLETE A STATE OR INDUSTRY-RECOGNIZED CERTIFICATION OR LICENSURE</b>		
1STP3-1	<u>Tech Prep Programs of Study Enrollment</u> : Secondary and postsecondary personnel will provide support for Tech Prep students enrolled in state-approved secondary Tech Prep programs of study to pursue a state or industry-recognized certification or licensure.	
	Secondary personnel will identify...	212/912-1
	Secondary personnel will promote...	212/912-1
	Secondary personnel will increase...	212/912-1
	Secondary personnel will participate...	221/914-2 or 283/914-1

**2009-2010 TECH PREP GRANT  
General Guidance**

	Secondary personnel will conduct...	212/912-1
1STP3-2	<u>Expand Certification or Licensure:</u> Tech Prep programs of study will collaborate with their program advisory committee, related local industry and postsecondary partners to verify and expand the state or industry recognized certification or licensure available within the related career cluster pathway.	
	Secondary and postsecondary personnel, in conjunction...	221/917-1
	Secondary and postsecondary personnel, in conjunction...	221/917-1
	Secondary and postsecondary personnel, in conjunction...	127/913-2 or -3
1STP3-3	<u>Support Secondary Tech Prep Students:</u> Monitor and support the progress of Tech Prep students toward completion of the secondary portion or the Tech Prep program of study.	
	Secondary personnel will monitor...	281/913-1
	Secondary personnel will develop...	281/913-1
	Secondary personnel will monitor...	212/912-1
	Secondary personnel will employ...	127/913-2
	Secondary special population coordinators...	212/912-1
1STP3-4	<u>Work-Based Learning:</u> Increase work-based learning and capstone experiences for Tech Prep students to increase motivation to pursue and complete the requirements for a state or industry-recognized certification or licensure related to their program area.	
	Secondary personnel will work...	221/917-1
	Secondary personnel will work...	212/912-1
	Secondary personnel will increase...	212/912-1
	Secondary personnel will work...	281/913-1
	Secondary personnel will work...	221/917-1
1STP3-5	<u>Certificate or Licensure Goals:</u> Increase the emphasis on a state or industry recognized certificate or licensure as a goal of the secondary portion of the Tech Prep program of study.	
	Secondary and postsecondary personnel will disseminate...	212/912-1
	Secondary and postsecondary personnel will identify...	212/912-1
	Secondary and postsecondary personnel will support...	212/912-1
	Secondary and postsecondary personnel will participate...	221/914-2 or 283/914-1
<b>1STP4 – COMPLETE COURSES THAT AWARD POSTSECONDARY CREDIT</b>		
1STP4-1	<u>Early Enrollment Options:</u> Increase opportunities for early enrollment in postsecondary education where Tech Prep students can earn postsecondary credit.	
	Secondary personnel will work...	221/917-1
	Secondary and postsecondary personnel will promote...	221/917-1
	Secondary and postsecondary personnel will develop...	221/917-1
1STP4-2	<u>Professional Development:</u> Provide professional development to secondary and postsecondary personnel relating to postsecondary enrollment options for Tech Prep secondary students.	
	Secondary and postsecondary personnel will participate...	283/914-1
	Secondary and postsecondary personnel will participate...	221/914-1 or 283/914-1
	Secondary personnel will develop...	212/912-1
1STP4-3	<u>Enrollment in Tech Prep Programs of Study:</u> Develop and increase postsecondary enrollment options for Tech Prep students in Tech Prep programs of study.	
	Secondary and postsecondary personnel will update...	221/917-1
	Secondary and postsecondary personnel will collaborate...	221/917-1
	Secondary and postsecondary personnel will provide...	127/913-2 or -3
1STP4-4	<u>Advanced Placement:</u> Encourage and support Tech Prep student participation in advanced placement courses.	
	Secondary personnel will promote...	127/922-1
	Secondary personnel will work...	212/912-1
	Secondary personnel will provide...	127/922-1

**2009-2010 TECH PREP GRANT  
General Guidance**

	Secondary personnel will provide...	127/922-1
1STP4-5	<u>Postsecondary Credit Acceptance:</u> Encourage and support local education agencies to accept postsecondary credit as part of the local education agency graduation requirements.	
	Secondary personnel will pursue...	221/917-2
	Secondary personnel will provide...	221/914-2 or 283/914-1
<b>1STP5 – ENROLL IN REMEDIAL MATHEMATICS, WRITING, OR READING COURSES</b>		
1STP5-1	<u>Skill Improvement:</u> Secondary and postsecondary personnel will assess the individual level of proficiency of secondary Tech Prep students in the areas of math, writing, and reading.	
	Secondary personnel will review...	212/912-1
	Secondary personnel will work...	212/912-1
	Secondary personnel will utilize...	127/922-1
	Secondary personnel will work...	221/917-1
1STP5-2	<u>Integration of Math, Science, and English:</u> Secondary and postsecondary instructors will collaborate to increase the integration of math, science, and English into the Tech Prep programs of study.	
	Secondary and postsecondary instructors...	221/914-2
	Secondary and postsecondary instructors...	221/917-1
	Secondary and postsecondary instructors...	221/917-1
	Tech Prep programs of study will be...	221/917-1
1STP5-3	<u>Improve Math, Writing, and Reading:</u> Secondary and postsecondary personnel will collaborate to develop/revise the Tech prep programs of study to assure that secondary students develop the appropriate math, writing, and reading skills needed for postsecondary success.	
	Secondary and postsecondary personnel will...	221/917-1
	Secondary and postsecondary personnel will...	221/917-1
	Secondary and postsecondary personnel will...	221/917-1
	Secondary personnel will collaborate...	212/912-1
	Secondary and postsecondary instructors will...	127/913-2 or -3
1STP5-4	<u>Skills Requirements:</u> Secondary and postsecondary personnel will improve Tech Prep student interest and performance by increasing student knowledge of the requirements/skills required in their Tech Prep program of study.	
	Secondary and postsecondary personnel will...	212/912-1
	Secondary and postsecondary personnel will...	127/913-2 or -3
	Secondary and postsecondary personnel will...	212/912-1
	Secondary and postsecondary personnel will...	212/912-1
	Secondary and postsecondary personnel will...	212/912-1
1STP5-5	<u>Tech Prep Program Selection:</u> Secondary and postsecondary personnel will assist students to select and enroll in a Tech Prep program of study related to the individual student's interests, skills, and career goals.	
	Secondary and postsecondary personnel will...	212/912-1
	Secondary and postsecondary personnel will...	212/912-1
	Secondary and postsecondary personnel will...	221/917-1
	Secondary and postsecondary personnel will...	212/912-1
<b>1PTP1 – EMPLOYMENT AFTER GRADUATION</b>		
1PTP1-1	<u>Prioritize Tech Prep Programs:</u> Postsecondary personnel will prioritize their efforts on Tech Prep programs of study that lead to high skill, high wage, high demand careers.	
	Postsecondary personnel will implement...	221/917-1
	Postsecondary personnel will collaborate...	221/917-1
	Postsecondary personnel will collaborate...	221/917-1
	Postsecondary personnel will utilize...	221/917-1

## 2009-2010 TECH PREP GRANT General Guidance

1PTP1-2	<u>Postsecondary EDPs</u> : Secondary and postsecondary personnel will develop postsecondary Education Development Plans for Tech Prep students.	
	Secondary personnel will work with...	212/912-1
	Postsecondary personnel will work with...	212/912-1
	Secondary personnel will collaborate with...	212/912-1
	Postsecondary personnel will provide...	212/912-1
1PTP1-3	<u>All Aspects of the Industry</u> : Postsecondary personnel will incorporate all aspects of the industry in Tech Prep programs of study.	
	Postsecondary personnel will work with...	221/917-1
	Postsecondary personnel will work with...	221/917-1
	Postsecondary personnel will work with...	221/917-1
1PTP1-4	<u>Internships/Externships</u> : Postsecondary personnel will promote internships and externships for Tech Prep students.	
	Postsecondary personnel will collaborate...	221/917-1
	Postsecondary personnel will work with...	221/917-1
	Postsecondary personnel will identify...	212/912-1
1PTP1-5	<u>Data Collection</u> : Postsecondary personnel will develop a data collection system to identify postsecondary Tech Prep students, Tech Prep program of study completers, graduates, and students who are placed in related employment.	
	Postsecondary personnel in collaboration...	212/912-1
	Postsecondary personnel will develop...	281/913-1
	Postsecondary personnel will implement...	281/913-1
	Postsecondary personnel will work with...	281/913-1
	Postsecondary personnel will collaborate with...	212/912-1
<b>1PTP2 – COMPLETE A STATE OR INDUSTRY-RECOGNIZED CERTIFICATION OR LICENSURE</b>		
1PTP2-1	<u>Tech Prep Programs of Study Enrollment</u> : Postsecondary personnel will provide support for Tech Prep students enrolled in state-approved postsecondary Tech Prep programs of study to pursue a state or industry-recognized certification or licensure.	
	Postsecondary personnel will identify...	212/912-1
	Postsecondary special population coordinators...	212/912-1
	Postsecondary personnel will promote...	212/912-1
	Postsecondary personnel will increase...	127/912-2 or -3
	Postsecondary personnel will participate...	221/914-2
	Postsecondary personnel will conduct...	281/913-1
1PTP2-2	<u>Expand Certification or Licensure</u> : Tech Prep programs of study will collaborate with their program advisory committee, related local industry and secondary partners to verify and expand the state or industry recognized certification or licensure available within the related career cluster pathway.	
	Secondary and postsecondary personnel...	281/913-1
	Secondary and postsecondary personnel...	221/917-1
	Secondary and postsecondary personnel...	127/913-2 or -3
1PTP2-3	<u>Support Postsecondary Tech Prep Students</u> : Monitor and support the progress of Tech Prep postsecondary students toward completion of the postsecondary portion of the Tech Prep program of study.	
	Postsecondary personnel will monitor...	212/912-1
	Postsecondary personnel will develop...	212/912-1
	Postsecondary personnel will monitor...	212/912-1
	Postsecondary personnel will employ...	127/913-2
	Postsecondary special population coordinators...	212/912-1

**2009-2010 TECH PREP GRANT  
General Guidance**

1PTP2-4	<u>Work-Based Learning</u> : Increase work-based learning, internship, and apprenticeship experiences for Tech Prep students that increase motivation to pursue and complete the requirements for a state or industry-recognized certification or licensure related to their program areas.	
	Postsecondary personnel will work with...	221/917-1
	Postsecondary personnel will work with...	221/917-1
	Postsecondary personnel will increase...	127/913-2 or -3
	Postsecondary personnel will work with...	281/913-1
	Postsecondary personnel will work with...	127/913-2
1PTP2-5	<u>Certification or Licensure Goals</u> : Increase the emphasis on a state or industry recognized certificate or licensure as a goal of the postsecondary Tech Prep program of study.	
	Postsecondary personnel will disseminate...	212/912-1
	Postsecondary personnel will identify...	212/912-1
	Postsecondary personnel will support...	212/912-1
	Postsecondary personnel will participate...	221/914-2 or 283/914-1
	Postsecondary personnel will collaborate...	127/913-3
<b>1PTP3 – COMPLETE A 2-YEAR DEGREE OR CERTIFICATE</b>		
1PTP3-1	<u>Postsecondary EDP</u> : Increase the use of postsecondary graduation/career plans (for example EDPs) that guide Tech Prep students towards program completion.	
	Postsecondary personnel will review...	212/912-1
	Postsecondary personnel will provide...	212/912-1
	Postsecondary personnel will arrange...	212/912-1
	Postsecondary personnel will continue...	212/912-1
1PTP3-2	<u>Alternative Education Strategies</u> : Utilize alternative education strategies to assist and support Tech Prep students to complete their program of study within the normal time.	
	Postsecondary personnel will make...	127/913-2 or -3
	Postsecondary personnel will provide...	212/912-1
	Postsecondary personnel will update...	221/917-1
	Postsecondary instructors will attend.	221/914-2
1PTP3-3	<u>Student Support</u> : Provide services to support students enrolled in Tech Prep programs of study.	
	Postsecondary personnel will identify...	212/912-1
	Provide professional development for...	221/914-2 or 283/914-1
	Provide services to assist Tech Prep students...	212/912-1
	Postsecondary personnel will make Tech Prep students...	212/912-1
1PTP3-4	<u>Articulation Agreements</u> : Review, renew, develop and revise articulation agreements and curriculum alignment for Tech Prep programs of study.	
	Postsecondary personnel will review...	221/917-1
	Postsecondary personnel will develop...	221/917-1
	Postsecondary personnel in collaboration...	221/917-1
	Secondary and postsecondary personnel will...	221/917-1
	Postsecondary personnel in collaboration...	221/917-1
1PTP3-5	<u>Professional Development</u> : Provide professional development for postsecondary instructors, guidance personnel, and administrators that work with and support Tech Prep students.	
	Secondary and postsecondary instructors...	221/914-2
	Postsecondary personnel will participate...	221/914-2 or 283/914-1
	Postsecondary personnel will participate...	221/914-2 or 283/914-1
	Postsecondary personnel will participate...	221/914-2 or 283/914-1
	Postsecondary career guidance personnel...	283/914-1
	Postsecondary career guidance personnel...	283/914-1

**2009-2010 TECH PREP GRANT  
General Guidance**

<b>1PTP4 – COMPLETE A BACCALAUREATE DEGREE PROGRAM</b>		
1PTP4-1	<u>Assess Resources:</u> Collaboration with four-year institutions to assess current resources and future direction.	
	Research and identify best practices...	281/913-1
	Identify baccalaureate level programs...	221/917-1
	Collaborate with baccalaureate level programs...	221/917-1
1PTP4-2	<u>Align Programs:</u> Develop a process to align Tech Prep programs of study with baccalaureate level programs.	
	Associate degree faculty...	221/917-1
	Postsecondary partners...	221/917-1
	Increase Tech Prep student...	212/912-1
	Develop new 2+2+2 Tech Prep programs...	221/917-1
1PTP4-3	<u>Identify Stakeholders:</u> Identify key stakeholders so that Tech Prep programs of study can be aligned to the baccalaureate level.	
	Identify high skill, high wage, high demand programs...	221/917-1
	Collaborate with transfer admissions...	221/917-1
1PTP4-4	<u>Professional Development:</u> Provide professional development for baccalaureate level personnel that work with and support Tech Prep students.	
	Associate and baccalaureate instructors...	221/914-2
	Associate and baccalaureate personnel...	221/914-2
	Associate and baccalaureate personnel...	221/914-2
	Associate and baccalaureate personnel...	221/914-2 or 283/914-1
	Associate and baccalaureate career guidance...	283/914-1
	Associate and baccalaureate career guidance...	283/914-1