

 **CTE** Learning that works for Michigan
Acronyms and Abbreviations

Acronyms and Abbreviations	Long form	Details
ACA	Annual Career Authorization	A school district, public school academy, or nonpublic school must obtain a permit or Annual Career Authorization (ACA) to employ an individual or teacher who does not hold a valid and appropriate endorsement or certificate, including an individual employed under MCL 380.1531, 380.1233, 380.1233b, 380.1233c, 380.1531f, 380.1246, and 380.505.
ACTE	Association for Career & Technical Education	ACTE promotes high quality CTE programs for diverse audiences. We continue to build an inclusive culture that encourages, supports and celebrates the diversity of the CTE community. We are committed to inclusion, access, equity, and diversity throughout our organization.
Added Cost	Educators sometimes refer to 61a1 by the term "added cost."	Added cost funds are appropriated by the state legislature as categorical state aid (Section 61a.1 of the State School Aid Act) in support of secondary career and technical education programs. These funds are allocated to school districts and area centers for the purpose of reimbursing the extra cost of these programs above the cost of non-CTE programs.
Advance CTE	Advance CTE	State Leaders Connecting Learning to Work, first established in 1920, is the longest-standing national non-profit that represents State CTE Directors and state leaders responsible for secondary, post-secondary and adult Career Technical Education (CTE) across all 50 states, the District of Columbia and U.S. territories.
AMA	Assessment Monitoring and Accountability	The role Assessment for Accountability plays in education (in theory) Every single child has the right to the best teachers, schools, and educational institutions on offer.
BPA	Michigan Business Professionals of America	BPA is a national career and technical student organization serving students who are enrolled in a business education program at a secondary or post-secondary institution.
Career Clusters	The National Career Clusters® Framework	The Framework serves as an organizing tool for Career Technical Education (CTE) programs, curriculum design and instruction. A career cluster is a grouping of occupations and broad industries based on commonalities. There are 16 national career clusters that provide an organizing tool for schools, small learning communities, academics, magnet schools, and post-secondary institutions. Michigan has 17 Career Clusters, with Energy.
CEAC	Career Education Advisory Councils	The CEACs are cross-sectional groups, required by Workforce Innovation and Opportunity Act (WIOA), representing education, industry, and other stakeholders, formed to address career and educational issues in their workforce delivery areas.

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CEPD	Career Education Planning District	A group of educational agencies, including K-12 districts, intermediate school districts, and community colleges located in geographical proximity of one another and organized to increase cooperation and articulation in the planning and implementation of career and technical education programs. There are 53 CEPDs in Michigan.
EPI	Center for Educational Performance and Information	CEPI is the agency responsible for collecting, securely managing, and reporting education data in Michigan. Public users can access aggregate test scores, graduation rates, college and K-12 school information, enrollment numbers, and more.
CIP	Classification of Instructional Program	Classification of Instructional Programs (CIP). A National Center for Educational Statistics (www.nces.ed.gov) coding system for all instructional programs.
CIP Overview	Classification of Instructional Program Overview	The CIP Overview documents are located on the OCTE Instructional Resources, by Career Cluster webpages and contain program information for the CIP area including Perkins Program Overview, Competency Statements, Segment to Competency Crosswalk, Career Ready Practices, and the Instructional Design Form. The CIP Overview replaces the Gap Analysis for programs that have completed the Perkins V Career Pathways process.
CIP Self-Review	Classification of Instructional Program Self-Review	The Classification of Instructional Programs (CIP) Self-Review is a tool developed to assist with Technical Review Assistance and Compliance (TRAC) monitoring of Career and Technical Education (CTE) programs and to help those programs determine focus areas for continuous program improvement. Program teachers must update the CIP Self Review via the MDE-CTE Portal each year.
CLNA	Comprehensive Local Needs Assessment	The new CLNA is designed as the foundation of Perkins V implementation at the Region level—it drives the local application development and future spending decisions. This process is an opportunity to take an in-depth look at the Regions entire local CTE system and identify areas where targeted improvements can lead to increased opportunities for student success.
Completer	Completer	A student who has completed all state program competencies with a 2.0 or better OR a student who has successfully completed, with a grade of C (2.0) or better, courses totaling all 12 segments of instruction.


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Concentrator	A secondary student who has completed 2 Perkins Courses Competencies (PCC's).	A student who has successfully completed two Perkins Course Competencies (PCCs) OR a student who has successfully completed, with a grade of C (2.0) or better, courses totaling 8 to 11 segments of instruction – regardless of the number of courses taken.
CPI	Core Performance Indicator	Under Perkins V, states are required to report annually on core indicators of performance. States are also required to report disaggregated data on the performance of students by gender, race/ethnicity, special population categories, and career clusters.
CRCR	Civil Rights Compliance Review	The Office of Career and Technical Education (OCTE) is the state office responsible for administering a compliance program to prevent, identify, and remedy discrimination on the basis of race, color, national origin, gender, or disability by local educational agencies, career and technical education centers, or post-secondary institutions that receive federal financial assistance through a State of Michigan agency.
CRU	Career Readiness Unit	The CRU Unit provides leadership to the federal Perkins grant, including professional development and technical assistance activities. Staff review, approve, monitor, and provide support for CTE programs, EMC programs, and work-based learning.
CTE	Career and Technical Education	Michigan's Career and Technical Education (CTE) system will provide learners with access to equitable, high-quality secondary and post-secondary CTE programs aligned to rigorous academic and technical standards, and career ready practices.
CTEIS	Career and Technical Education Information System	The Career and Technical Education Information System (CTEIS) is a web-based application that collects and shares information for state-approved CTE programs in Michigan.
CTEIS Dashboards	Career and Technical Education Information System Dashboards	CTE dashboards for Perkins V Core Performance Indicators (CPI) by race/gender, special populations, and enrollment.


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CTEPD	Career and Technical Education Professional Development	Professional Development is defined by Perkins V as activities that are sustained, intensive, collaborative, job-embedded, data-driven, and classroom-focused.
CTSO	Career and Technical Student Organization	A CTSO is an integral part of a high-quality career and technical education program which supports and enhances related school-based and work-based learning and provides students with skills and knowledge to succeed in their chosen career.
DECA	Distributive Education Clubs of America	DECA is a national career and technical student organization serving students who are enrolled in marketing education and is designed to provided teachers and members with educational and leadership development activities to merge with the education classroom instructional program.
EDGAR	Education Department General Administrative Regulations	Parts 74-99 of that title are collectively known as the Education Department General Administrative Regulations (EDGAR). These parts contain regulations for administering discretionary and formula grants awarded by the Department. For many years the Department has printed the parts that comprise EDGAR as a publication
EDP	Educational Development Plan	Education Development Plan (EDP). An EDP provides ongoing documentation of an individual’s career and education decisions and a plan of action that guides the learner in accomplishing their goals of academic, technical, and work behavior skills for success in a career of choice and lifelong learning. EDPs are required by law for all students in grades 7-12.
EMC	Early Middle College	Early Middle College An early middle college (EMC) is a Michigan Department of Education approved five-year program of study. The EMC may begin as early as grade 9 and is designed to allow a pupil to earn a high school diploma while also earning 60 transferable college credits toward a four-year degree from a Michigan public or private university, an associate's degree from a community college, a professional certification, the Michigan Early Middle College Association (MEMCA) technical certificate, or the right to participate in a registered apprenticeship. EMCs must have a formal agreement with at least one Michigan public or private college or university and maintain formal agreements with all postsecondary partners. A professional certification is a certificate or industry-recognized credential for which a pupil prepares by taking coursework provided by a Michigan public or private college or university.
Enrollee		A student who has just enrolled into a CTE program but has not completed any courses yet.


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FCCLA	Michigan Family Career Community Leaders of America	FCCLA is the career and technical student organization for Family and Consumer Science Education.
FER	Financial Expenditure Report	Submitted by regions each year. Final expenditure reports are due in NexSys at the end of August (60 days after the end of the grant period).
FFA	Michigan FFA	A national career and technical student organization serving students who are enrolled in an agricultural education program at a secondary or post-secondary institution. (National FFA Organization: www.ffa.org)
GAME	Grants, Assessments, Monitoring, and Evaluation Unit	The Grants, Assessments, Monitoring and Evaluating Unit collects and reports data, data evaluation, research activities, funding formulas, technical skill assessments and monitoring for state and federal grant programs.
Gap Analysis		This is a Perkins IV tool to assist teachers in identifying the standards and at what level they are delivering them for their CTE program. It is a key tool in communicating with administration the areas needing improvement and allows a method to lay out a plan of improvement. Gaps Analysis are available in MDE-CTE Portal www.michigan.gov/mde-cteportal .
GEMS	Grant Electronic Monitoring System	The Grant Electronic Management System provides a more efficient and paperless system for allocating funds, application entry, budgeting, tracking expenditures and carryover, monitoring grant performance, and supporting the development of reports required by state and federal agencies. OCTE has administrative rights to the system and mainly uses the system for monitoring and auditing.
High-Demand		Occupations in high-demand industries (as identified by O*NET) or with Total Projected Annual Average Job Openings (2006-2016) in the top 50% of occupations for which Michigan data are available.
High-Skill		Occupations requiring post-high school education and training leading to a certificate, an associate degree or higher degree granted by a Michigan post-secondary institution or other training provider. By virtue of the post-high school requirement, these are occupations requiring above average academic and technical skills. Included are occupations which require a significant worksite-based training component.
High-Wage		Occupations that are at least comparable or exceed the median hourly or mean annual earnings for all workers.


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HOSA	Michigan Health Occupations of Students of America	HOSA is a national career and technical student organization serving students to promote career opportunities in health care and to enhance the delivery of quality health care. (National HOSA Organization: www.hosa.org)
IDEA	Individuals with Disabilities Education Act	The Individuals with Disabilities Education Act is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.
IEP	Individualized Education Program	An individualized education program is a written document for students with disabilities ages 3 through 25 that outlines the student’s educational needs and goals and any programs and services the intermediate school district (ISD) and/or its member district will provide to help the student make educational progress.
ISD	Intermediate School District	ISDs are structured as separate taxing units to provide various administrative and instructional services to local school districts. Educational ISDs may act as operating districts, contract with local districts, or facilitate the formation of consortia of local districts to provide career and technical education, special education, or academic programs. An ISD can also be called Regional Education Service District (RESA) or Regional Education Service Area (RESA).
LARA	State of Michigan Department of Licensing and Regulatory Affairs	Mission: We protect people and promote business in Michigan through transparent and accessible regulatory solutions.
LEA	Local Educational Agencies	Local Education Agency means a local board of education, combination of school districts, other legally constituted local school authority having administrative control and direction of free public education within the state, or other entities as designated by the Board, and includes any entity with state-wide responsibility for directly operating and maintaining facilities for providing public education.
LEO	Department of Labor and Economic Opportunity	Department of Labor and Economic Opportunity provides the connections, expertise and innovative solutions to drive continued business growth, build vibrant communities, create affordable housing, generate tourism and attract and retain key talent to fill Michigan’s vast pipeline of opportunities.
LEP	Limited English Proficiency	Limited English proficiency is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language.

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LTCS	Less-Than-Class-Size	Less-Than-Class-Size is an unpaid training program. LTCS must meet and qualify approval as a state-approved CTE program.
MASCI	The Michigan Apprenticeship Steering Committee, Inc.	MASCI is Michigan’s resource organization to help individuals explore and gain entry to apprenticeship opportunities. In their own words, they are “an advocacy group made up of professionals from the education industry, manufacturing sector, construction trades and governmental departments of Michigan. MASCI’s objective is to educate Michigan’s workforce and employer groups on the benefits of participation in Registered Apprenticeship.”
MDE	Michigan Department of Education	The Michigan Department of Education supports learners and learning in Michigan. Every learner in Michigan’s public schools will have an inspiring, engaging, and caring learning environment that fosters creative and critical thinkers who believe in their ability to positively influence Michigan and the world beyond.
MEDC	Michigan Economic Development Corporation	The Michigan Economic Development Corporation is the state’s marketing arm and lead advocate for business development, job awareness, and community development with the focus on growing Michigan’s economy.
MEIS	Michigan Education Information System	MEIS is the data warehouse system used by school districts to submit data to the state and managed by CEPI to combine, store, and report that data. (www.michigan.gov/cepi)
MEMCA	Michigan Early/Middle College Association	The Michigan Early/Middle College Association is a voluntary alliance of educators actively involved with one, or more, of the Early/Middle Colleges working toward significantly increasing the collegiate and post-secondary success and completion rate of Michigan youth. The group comes together to share best practices, develop a community of learners and reflective practitioners, and share research with the broad high school transformation community
MI School Data	Michigan School Data	MI School Data is the State of Michigan's official public portal for education data to help residents, educators and policymakers make informed decisions that can lead to improved success for our students. Visit the MI School Data Career and Technical Education (CTE) portal to search for CTE programs in Michigan or to view several CTEIS reports.
Michigan Virtual	N/A	Advancing K-12 education through digital learning, research, innovation, policy and partnerships.


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MICIP	Michigan Integrated Continuous Improvement Process	The Michigan Integrated Continuous Improvement Process is a pathway for districts to improve student outcomes by assessing whole child needs to develop plans and coordinate funding.
MIOSHA	Michigan Occupational Safety and Hazard Administration	A state agency in the Department of Licensing and Regulatory Affairs (http://www.michigan.gov/lara) dedicated to helping assure the safety and health of Michigan workers.
MMC	Michigan Merit Curriculum	The Michigan Merit Curriculum is crafted around the philosophical belief that all students will need post-secondary learning opportunities beyond high school. It is not a curriculum in the traditional sense; instead, it specifies that all students who earn a diploma, at a minimum, have demonstrated proficiency with the content outlined by the state academic standards or guidelines.
MRS	Michigan Rehabilitation Services	A statewide network of vocational rehabilitation (VR) professionals developing creative, customized solutions that meet the needs of individuals and business. Delivers individualized services that assist potential employees with differing abilities to prepare for, pursue and retain careers.
MSDS	Michigan Student Data System	The Center for Educational Performance and Information, Michigan Department of Education, and local school districts worked together to develop the Michigan Student Data System for state and federal student data reporting.
NexSys	Next Generation Grant, Application and Cash Management	NexSys allows users to maintain grant applications and submit for award reimbursement in a single system.
OAG	Office of the Attorney General	Michigan's Attorney General is the state's top lawyer and law enforcement official, protecting and serving the people and interests of Michigan through a broad range of duties. The Attorney General's responsibilities include safeguarding the public from violent criminals, helping victims of crime, leading the fight against human trafficking and opioid abuse, preserving Michigan's spectacular natural resources, protecting consumers and addressing illegal business practices. Dana Nessel.
OCTE	Office of Career and Technical Education	OCTE works closely with regional career and technical education (CTE) administrators to provide support and technical assistance to implement and improve current operating CTE programs, as well as to support the development of new CTE programs.


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OEE	Office of Educator Excellence	The Office of Educator Excellence serves the community by providing whole-child centered resources to ensure that every student in the P-20 system has equitable access to a high-quality, barrier-free system of education professionals. This is accomplished by the recruitment, preparation, certification, development, support, retention, and recognition of educators through collaboration with internal and external partners.
OSHA	Occupational Safety and Health Administration	The Occupational Safety and Health Administration is a large regulatory agency of the United States Department of Labor that has federal visitatorial powers to inspect and examine workplaces.
PAM	Pupil Accounting Manual	This manual provides guidance on pupil membership requirements and count procedures provided by State Aid and School Finance.
PAR	Personal Activity Report	If an employee works on multiple activities or cost objectives, a distribution of the employee's salary and wages must be supported by a PAR or equivalent documentation.
Participant	N/A	A student who has completed one Perkins Course OR a student who has successfully completed courses totaling 4 to 7 segments of instruction, with a grade of C (2.0) or better.
PC	Personal Curriculum	A personal curriculum is a tool that is provided for in Michigan law 380.1278a and 380.1278b that allows specific modifications to be made to certain requirements of the Michigan Merit Curriculum in order to individualize the rigor and relevance of the educational experience.
PCC	Perkins Course Competencies	Perkins Course Competencies are a specified group of competencies aligned with the state career and technical education program standards that take approximately 80 hours of instruction to deliver. The competencies for each CIP Code are grouped as part of the career pathways grant process.
PD	Professional Development	Professional development in education or educational consulting refers to a wide variety of advanced professional learning, specialized training, or formal education that intends to help teachers, educators, and administrators improve their skills, knowledge, and effectiveness.
Perkins V	Strengthening Career and Technical Education for the 21st Century Act	On July 31, 2018, the President signed the Strengthening Career and Technical Education for the 21st Century Act into law. This bill reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006 and will be referred to as Perkins V. This legislation is dedicated to increasing learner access to high-quality Career Technical Education (CTE) programs of study. With a focus on systems alignment and program improvement, Perkins V is critical to ensuring that programs are prepared to meet the ever-changing needs of learners and employers.


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POS	Programs of Study	Under Perkins V, local education agencies and post-secondary institutions should offer more than one program of study that: A) incorporates challenging State academic standards; B) addresses both academic and technical knowledge and skills, including employability skills; C) is aligned with the needs of industries in the economy of the State, region, Tribal community, or local area; D) progresses in specificity (beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction); E) has multiple entry and exit points that incorporate credentialing; and F) culminates in the attainment of a recognized post-secondary credential.
PSA	Public School Academy	A PSA is a state-supported public school under the state constitution, operating under a charter contract issued by a public authorizing body. PSAs are also commonly referred to as charter schools.
PSN	Program Serial Number	A unique number assigned to a new program that identifies the CEPD, district, building, and CIP code in which a program is located. This can be found in MDE-CTE Portal and in CTEIS.
REP	Registry of Educational Personnel	The Center for Educational Performance and Information (CEPI) makes a Registry of Educational Personnel report (Teacher Credential Report) available in Excel within the MSDS application for each district in the Intermediate School District.
RESA	Regional Education Service Agency	The State of Michigan has 57 Intermediate School Districts – (ISD) sometimes called Regional Educational Service Agencies (RESA), Educational Service Agencies (ESA), Regional Educational Service District (RESD) or Educational Service District (ESD).
RESD	Regional Education Service District	The State of Michigan has 57 Intermediate School Districts – (ISD) sometimes called Regional Educational Service Agencies (RESA), Educational Service Agencies (ESA), Regional Educational Service District (RESD) or Educational Service District (ESD).
RIP	Regional Improvement Plan	Secondary Perkins grant regions which fail to meet one or more State Determined Levels of Performance will be required to complete a regional improvement plan addressing achievement gaps and actions to be taken to address the gaps which must be reflected in their Perkins annual application and use of Perkins funds.
SCECHs	State Continuing Education Clock Hours.	These hours can be used for renewal of certificates and licenses issued by the MDE Office of Educator Excellence.
Section 504	Section 504 of the Rehabilitation Act of 1973	A national law that protects individuals from discrimination based on their disability (physical or mental impairment which substantially limits one or more major life activities). Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services.


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Skills USA	Michigan Skills USA	Skills USA is a national career and technical student organization serving students who are enrolled in a technical, skilled, and service occupations, (including health occupations) education program at a secondary or post-secondary institution. (National Skills USA: www.skillsusa.org)
TRAC	Technical Review, Assistance, and Compliance	Technical Review, Assistance, and Compliance is a system for onsite review of grant recipients, providing technical assistance and assessing compliance with state and federal laws and policies that govern funding administered by OCTE.
UIC	Unique Identifier Code	Unique Identification Code is a number that uniquely identifies each student record in the MEIS.
Uniform Guidance	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)	Resources provided to aid grantees in the administration of Federal grants awarded by the Department of Education.
USDE or DE	United States Department of Education	DE's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.
WBL	Work-Based Learning	Work-based learning programs related to state-approved CTE programs provide students with a combination of school-based preparation and supervised work experiences with business and industry partners designed to enable students to acquire skills and knowledge for career and other life roles in real work settings.
WD	Workforce Development	Michigan's Workforce Development supports a demand driven workforce system, assists the structurally unemployed with financial independence, advocates for the integration of workforce development into the K-12 school system, and supports the alignment of workforce development with economic development efforts.