



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** March 16, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Dr. Scott M. Koenigsknecht, Deputy Superintendent P-20 System and Student Transitions 

**SUBJECT:** CTE Requirements During COVID-19 Closure

The governor has ordered the closure of all schools in the state as of Monday, March 16, 2020. The expected re-opening date is Monday, April 6, 2020. This includes all state-approved career and technical education (CTE) programs directly run by ISDs and based in local education agencies.

Frequently Asked Questions (FAQs) have been developed and posted to the OCTE website (also attached) to clarify CTE requirements during this unprecedented situation. The FAQs on the OCTE website will be updated as necessary, as the situation evolves.

For questions regarding this memo, please contact either Dr. Jill Kroll, OCTE supervisor, at [krollj@michigan.gov](mailto:krollj@michigan.gov) or Dr. Joanne Mahony, OCTE supervisor, at [mahonyj@michigan.gov](mailto:mahonyj@michigan.gov).

Attachment

cc: Michigan Education Alliance

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Career and Technical Education  
Question and Answers  
COVID-19

This Question and Answer document is specific to the period of time while school districts are closed due to COVID-19.

1. May the region pay hourly employee wages funded with Perkins?

Yes.

2. May the districts pay hourly employee wages funded through Added Cost Section 61a.1 program improvement?

Yes.

3. Are regions permitted to carry over Perkins funds?

No, not at this time. The Federal Government may change this at some point in time.

4. Are districts permitted to carry over Added Cost Section 61a.1 funds?

No, not at this time. The Federal Government may change this at some point in time.

5. Are districts permitted to carry over Section 61b funds?

Yes.

6. Are CTE state approved Cosmetology students eligible to earn clock hours and minimum practical applications (MPAs) through an online learning platform?

No, not at this time. The Federal Government may change this at some point in time.

7. May the second CTE program advisory committee meeting requirement be removed to support social distancing?

Yes. State Approved CTE programs will only be required to hold one program advisory committee meeting for the 2019 -2020 school year. Teachers are encouraged to hold the 2<sup>nd</sup> meeting through a virtual format.

8. Are students permitted to participate in work-based learning?

No.

Section 5-P of The Michigan Department of Education Pupil Accounting Manual states that work-based learning (WBL) experiences, apprenticeships, and internships must occur during scheduled classroom time. These training

placements include capstone, unpaid, in-district, classroom labs/clinicals, and less-than-class-size experiences. Because school buildings will be closed to personnel and students, for the prevention of COVID-19, districts will not be able to perform the required monitoring aspects of work-based learning.

Furthermore, it is recommended that WBL coordinators keep details regarding the excused absences on the student's training and pupil accounting records. For additional questions pertaining to work based learning contact **Dana Hughes, Work Based Learning Coordinator, Office of Career and Technical Education, at 517-335-0359; or via email at [hughesd9@michigan.gov](mailto:hughesd9@michigan.gov)**. Pupil Accounting questions can be forwarded to **Brian Ciloski, Specialist, State Aid and School Finance, Office of Financial Management at [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov)**.

Students who wish to work during the shutdown must have an approved Youth Employment Permit in place prior to start of employment. The State of Michigan Department of Labor and Economic Opportunity, Wage and Hour Division enforces the Youth Employment Standards Act 90 of 1978. Act 90 regulates the employment of minors under 18. Please visit their website at: [https://www.michigan.gov/leo/0,5863,7-336-78421\\_94422-510667--,00.html](https://www.michigan.gov/leo/0,5863,7-336-78421_94422-510667--,00.html) for more information, including work permits and posters about workplace safety.

Questions related to Youth Employment Permits may be directed to Division Manager, Jennifer Fields, at 517-284-7800; or via email at [fieldsj@michigan.gov](mailto:fieldsj@michigan.gov).

9. Can a student obtain a youth employment work permit from the issuing officer to work on his/her own time (instead of WBL) during the shutdown period?

Yes.

Questions related to Youth Employment Permits may be directed to Division Manager, Jennifer Fields, at 517-284-7800; or via email at [fieldsj@michigan.gov](mailto:fieldsj@michigan.gov).