



Career Pathways Office

1299 East 32nd Street, Room 9
Signal Hill, CA 90755

2018-19 CTE Incentive Grant

FUNDING REQUEST FORM - CTE STUDENT INDUSTRY CERTIFICATION

LBUSD 2018-19 CTEIG GRANT: Investment Goal 8.2: Provide third party assessment of student skill attainment.

Instructions:

Please provide the information requested below, then forward (via district email) the completed document to Christopher Clifton, at cclifton@lbschools.net for review. Mr. Clifton will notify you via email (of approval or of additional information needed).

| FUNDING REQUEST FORM - CTE STUDENT INDUSTRY CERTIFICATION - 2018-19 School Year | | | |
|---|--|---------------------------------|----|
| CTE Teacher requesting funding: | | | |
| CTE Capstone Course for which certification is requested: | | | |
| Name of Industry Certification requested: | | | |
| Number of Certification Vouchers requested: | | Cost per Certification Voucher: | \$ |
| Provide an overview of the requested industry certification, making sure to describe how the certification is valued/required by industry. | | | |
| Describe how your requested industry certification aligns to your Capstone CTE course's content. | | | |
| Describe how you will determine (indicators of success) when a student is ready to attempt the certification. | | | |

Remember, the following requirements are in place regarding industry certification funding:

- Funding for industry certification is available for CTE students **completing a CTE Capstone course**.
- Funding for industry certification is also available if the certification **is required as a condition of placement** for a CTE student into a CTE Internship/Industry Experience.
- Certification results **must be incorporated** into the student's final course grade.

Part 2: BUDGET DETAIL SHEET

This portion requests details about the proposed certification, and the types and amounts of expenditures. You should estimate the cost as accurately as possible using quotes and estimates from vendors whenever possible.

| Type of Expenditures | Description (List item(s) and estimated cost) | Budget |
|--|---|--------|
| SAMPLE | SAMPLE Item 1: 3 days (\$175 x 3) of substitute teacher coverage SAMPLE: Narrative: Substitute teacher coverage needed to allow teacher to attend Industry Certification training to prepare for and pass/obtain industry certification. | \$525 |
| STAFF TIME (sub coverage and hourly additional) | Item 1: Narrative: | |
| | Item 2: Narrative: | |
| | Subtotal: Staff Time | |
| SAMPLE | SAMPLE Item 1: Certification Training Workbooks (2 @ \$65/each) SAMPLE: Narrative: Workbooks aligned to ABC Certification standards to help understand and prepare for ABC Certification exam. | \$130 |
| INSTRUCTIONAL MATERIALS (texts, software, materials and items costing less than \$500 each) | Item 1: Narrative: | |
| | Item 2: Narrative: | |
| | Subtotal: Instructional Materials | |
| SAMPLE | SAMPLE Item 1: Certification exam voucher(\$185) SAMPLE: Narrative: Purchase of ABC Certification exam voucher. | \$185 |
| SERVICES (Workshop training fees, certification fees) | Item 1: Narrative: | |
| | Item 2: Narrative: | |
| | Subtotal: Services | |
| Total Project Budget: | | |

IMPORTANT BUDGET NOTES:

1. Make sure to provide a thorough, but succinct, narrative for each of your budget request items.
2. Provide an accurate cost estimate for each requested items. Items submitted with cost that appear unreasonable, or unrealistic, may be result in your application being returned, unevaluated.

Instructions for completing the 2018-19 CTE Incentive Grant
FUNDING REQUEST FORM - CTE STUDENT INDUSTRY CERTIFICATION

If you have not completed a .pdf form before, please make sure to:

1. Open the .pdf file and add your comments.
2. Save the file (just as you would a Word document - this will save your comments on the form).
3. Email the .pdf file back to me as an attachment.