

Annual Perkins Workflow

Date	Function	Description
November thru February	Consortia Develop CLNA	Consortia engage with local and regional partners, gather and analyze data, and develop priorities for completion of CLNA
February 15	Consortia Complete CLNA	Target Date for Completion of CLNA
February thru April	Consortia Develop Application Plans, Budgets, and Other Evidence	Consortia leaders develop and complete consortia plan, budgets, programs of study, and other associated evidence documents
May 1	Consortia Plans and Attachments due	Target Date to submit consortia plans, budgets, POS, CLNA, and other supporting documentation
July 1	State approval of consortia plans and budgets; Funds available	Target Date for state completion of consortia plan approval and availability of federal Perkins funds
July thru September	Consortia Develop APR	Consortia leaders report complete APR to report progress on goals and strategies in CLNA and consortia plans
October 1	Consortia Submit Annual Performance Reports (APR)	Target Date for submission of completed APR to State

Annual Program Approval Timeline

Timeframe	Activity
Early Spring	Teachers and Administrators participate in Program Approval training conducted by MDE.
Early Spring	Assess licensure status of anticipated CTE teachers for upcoming school year. Create calendar reminders for administrators to work with PELSB and/or teachers to update Tier, and OFF licenses prior to submitting Program Approval materials.
Early Spring	Review status of existing CTE Advisory Committee membership. Work with District Administration, Chamber of Commerce, local industries, etc. to recruit members representing business and industry career clusters in your CTE program.
Spring	Begin work on Program Approval spreadsheet tabs for Cover Sheet, Teacher Info, and Advisory Committee.
Spring	Work on program and course information. Ensure Program Design Tab elements are incorporated throughout your CTE program--identify in syllabi or other evidence documentation to be provided to MDE. Work with MDE Program Specialist on questions related to "Program Design."
Late Spring	Work on program and course information. Use Table C (and assistance from MDE Specialist if needed) to properly assign program and course codes to each course. Update course syllabi to reflect curriculum alignment to indicators and benchmarks in Minnesota Frameworks (reference local or national standards where appropriate).
Late Spring to Early Summer	Review information in completed Program Approval spreadsheet.
Summer	Complete any remaining edits/updates needed to course syllabi or other curriculum evidence documents to be provided to MDE.
Summer to Early Fall Due by November 1	Submit completed Program Approval spreadsheet and course syllabi/evidence documents for each course listed on the CTE Courses tab to the MDE CTE Program Approval mailbox (mde.cte.program.approval@state.mn.us).
When all revisions finalized and approved by MDE	Verify and digitally sign the Statements of Assurance provided by MDE, and return to MDE CTE Program Approval mailbox (mde.cte.program.approval@state.mn.us).