**Section 61b—CTE Dual Enrollment Students ONLY**
NOTE: See Separate EMC 61b Instructions for Early Middle College 61b Reporting

(Eligibility, Reporting Requirements, and Funding Formula)

This guidance is developed based on 61b legislation as a resource for districts to determine eligibility, reporting requirements, and funding formula. It is incumbent upon the district personnel to review Section 61b of Public Act 265 of 2018 to develop a comprehensive understanding of the legislative requirements.

**Eligibility**
The following students enrolled in CTE courses for DUAL high school and college credit may be eligible to generate Section 61b funds. (If you are uncertain whether a student or a program qualifies, please contact Joan Church at ChurchJ@michigan.gov or call Joan at 517-335-0360):

- Students enrolled in state-approved CTE programs (in specified CIP Codes) who are enrolled for BOTH high school AND college credit.
- Only CTE students enrolled for high school AND college credit in a course within a CIP Code that is in the top 5 career cluster rankings in any of the 10 Prosperity Regions, are eligible for Section 61b funds. A list of the eligible CIP Codes can be found at this web address:
  https://www.michigan.gov/documents/mde/Top_5_Info_Sheet_2018_634090_7.pdf
  Note that the top 5 career clusters may change with new Strategic Plans.

**Enrollment Reporting Requirements**
To generate 61b funds:
- A CTE student must be reported in a course section marked as a postsecondary CTE course that is part of a state-approved CTE program in CTEIS (Career & Technical Education Information System) by the specified March deadline.

**How to Report CTE Dual Enrollments to Generate 61b Funding**
To report dual enrolled students in a state-approved CTE course for 61b purposes, a user must log into CTEIS at www.cteis.com, create a course section under the program (designated by the assigned Program Serial Number), and "enroll" the students in the course section within CTEIS. For detailed instructions on reporting enrollments in state-approved CTE programs see instructions on CTEIS at www.cteis.com or contact the CTEIS help desk at 1-800-321-8076 or cteis.help@ptdtechnology.com. The user will see the screen in Figure 1.

Enter all course information as shown. (Note: If a district wants to claim 64b funding for a student, the student/course must also be reported directly through the TSDL collection.)

Figure 1:



Under the section "Please select the appropriate course type," click the radio button that designates the appropriate course type:

<u>Secondary</u> CTE course (No dual or concurrent enrollment college credit on college transcript. May earn articulated or AP Credit):
• May earn high school credit.
• May earn <u>articulated</u> postsecondary credit.
• May earn Advanced Placement (AP) credit.

<u>Postsecondary</u> <u>CTE</u> course (Provides dual enrollment or concurrent enrollment college credit on a college transcript):

- Student earned postsecondary credit recorded on a college transcript immediately upon completion of the course, or course is part of a noncredit postsecondary occupational training program leading to an industry-recognized credential as defined in the Career and Technical Preparation Act (Act 258 of 2000).
- The postsecondary institution that awarded the credit identified the course as an <u>occupational specialty</u> course, that is an "eligible course" under the Career and Technical Preparation Act (<u>Act 258 of 2000</u>):
  <u>http://www.legislature.mi.gov/(S(sdojp2nw4q1t4m4tka3vecsr))/mileg.aspx?page=getObject&objectname=mcl-act-258-of-2000</u>
- May earn high school credit.

<u>Enter Number of Secondary and Postsecondary Credits</u>
Districts must report the number of high school and college credits earned by a student in the course section to comply with MDE-CEPI course reporting requirements. The number of high school and college credits may be adjusted student-by-student on the Manage Students module under the Student Details tab under <u>Current Enrollment</u> (see Figure 2 below).
- On the Manage Courses screen, enter the number of college credits (0-10) recorded on the college transcript at the time of course completion (Fig. 1).  If all students earn this number of credits, you do not need to do anything further.  If some students earn more or fewer credits, you will need to individually adjust the number for these students under Student Details.
  NOTE: Each postsecondary occupational specialty course must be reported as a separate course section in CTEIS.
- Enter the number of high school credits (0-10) recorded on the student's high school diploma (Fig. 1).  If all students earn this number of credits you do not need to do anything further.  If some students earn more or fewer credits you will need to individually adjust the number for these students under Student Details.

Figure 2:



| CSC | Course Name | Cip Code | PSN | Enter Date | Exit Date | Subsec | Grade | Col Credits | HS Credits |
|---|---|---|---|---|---|---|---|---|---|
| AAAone | yte | 14.4201 | 20531 | 9/14/2017 | 1/25/2018 | A | | 2.00 | 1.00 |
| EC-35003-1 | Engineering Tech - Mechat | 14.4201 | 20533 | 1/29/2018 | 6/8/2018 | A | | 2.50 | |

<u>Primary Purpose of CTEIS Reporting</u>
The main function of CTEIS is to collect CTE student data and CTE course data for Section 61a1, Section 61b, and 61d funding purposes, and for federal CTE Perkins reporting.

A secondary use of the data submitted through CTEIS, is to meet the TSDL (Teacher Student Data Link) reporting requirement for CTE courses.  To meet this requirement (and avoid reporting the same information in both TSDL and CTEIS), all CTE courses reported in CTEIS are transferred to CEPI to be included with the TSDL collection data.  For helpful hints on TSDL reporting, see the TSDL Helpful hints document: https://www.michigan.gov/documents/cepi/CEPI_Helpful_Hint_TSDL_Reporting_528289_7_528820_7.pdf

For guidance for districts that choose to report CTE courses in both CTEIS and directly through the MSDS Student Course Component, see page 382 of the 2018-19 Collection Details Manual: https://www.michigan.gov/documents/cepi/Collection_Details_SY18-19_v1.0_623424_7.pdf#comp-stucourse.

## **Section 61b Funding Calculations**
Section 61b funds are distributed in the same year that the CTE students (eligible to generate 61b funds) are reported.  Following is the process for calculating Section 61b funds:
- In mid-March, enrollment data for CTE Dual Enrollment courses is extracted from CTEIS to calculate the 61b funding allocations.
- Section 61b funds are based on the expenditures for each CIP Code.
    - The average per-pupil expenditure for each CIP Code is multiplied by 50%.
    - The resulting product for each CIP Code is then multiplied by the number of CTE Dual Enrollment students in each individual program PSN (Program Serial Number) as follows:

    CTE Dual Enrollment Students x (Average CIP Code Expenditures x 50%) = 61b Funds
- Section 61b funds for CTE Dual Enrollment students are:
    - Calculated by individual program (PSN).
    - Rolled-up to the Prosperity Region level for disbursement.
    - Disbursed to the Fiscal Agency of each prosperity region, through State Aid payments.

## **Recapture of Section 61b Funds**
The most common reason for recapture is:
- Decrease in final number of students reported for CTE Dual Enrollment, compared to enrollment extracted in March.

Dual enrollment decreases are determined by comparing the final enrollment reported in CTEIS, to the March enrollment:
- If the final count of CTE Dual Enrollment students is equal to or greater than the number of CTE Dual Enrollment students reflected in the March count, no action is necessary.
- If the final count of CTE Dual Enrollment students is LESS than the number of CTE Dual Enrollment students reflected on in the March count, a recapture is necessary.
- Recaptures are based on the difference between the final count of CTE Dual Enrollment students and the number of CTE Dual Enrollment students reflected on the March count.

## Who to Contact

Questions regarding state approval of CTE programs should be directed to:

> Nikki Rogers
> RogersN@michigan.gov
> 517-241-5346

Questions regarding CTEIS reporting should be directed to:

> Joan Church
> ChurchJ@michigan.gov
> 517-335-0360

1. **What is a CTE Program?**
   A CTE program, (as defined under section 3 of 1976 PA 451, MCL 380.3) means a program of organized, systematic instruction designed to prepare specified individuals for useful employment in recognized occupations.  Programs eligible to generate section 61a(1) state school aid are state-approved career and technical education wage-earning programs that include all of the following [R 395.241 Rule 11.(1)]:
   (a)  A coherent sequence of courses so that students gain academic, technical, and work behavior skills.
   (b)  Instruction that includes classroom, laboratory, work-based learning, and leadership opportunities.
   (c)  Instruction that is supervised, directed, or coordinated by an appropriately certificated career and technical education teacher.


2. **Explain the difference between a state-approved CTE program (eligible to generate section 61a1 funding), a CTE EMC Program, and CTE Dual Enrollment.**
   A CTE program**,** (as defined under section 3 of 1976 PA 451, MCL 380.3) means a program of organized, systematic instruction designed to prepare specified individuals for useful employment in recognized occupations.  Programs eligible to generate section 61a(1) state school aid are state-approved career and technical education wage-earning programs that include all of the following [R 395.241 Rule 11.(1)]:
   (a)  A coherent sequence of courses so that students gain academic, technical, and work behavior skills.
   (b)  Instruction that includes classroom, laboratory, work-based learning, and leadership opportunities.
   (c)  Instruction that is supervised, directed, or coordinated by an appropriately certificated career and technical education teacher.

   In addition to the requirements above, students enrolled in a CTE Dual Enrollment program earn college credit recorded on a college transcript immediately upon completion of the course in addition to high school credit for the instruction received in their state-approved CTE program. For the purpose of generating section 61b funding, the CTE dual enrollment must meet the requirements specified in section 61b of state school aid. That is, the program must meet all the following:
   (a)  Has been identified in the highest 5 career cluster rankings in any of the 10 regional strategic plans jointly approved by the Michigan talent investment agency.
   (b)  Has a coherent sequence of courses that will allow a student to earn a high school diploma and achieve at least 1 of the following in a specific career cluster:
     i.      An associate degree
     ii.     An industry-recognized technical certification approved by the Michigan Talent Investment Agency
     iii.    60 transferable college credits
     iv.     Participation in a register apprenticeship
   (c)  Is aligned with the Michigan Merit Curriculum
   (d)  Has an articulation agreement with at least 1 postsecondary institution that provides students with opportunities to receive postsecondary credits during the students' participation in the CTE Early Middle College or CTE dual enrollment

program and transfers those credits to the postsecondary institution upon completion of the CTE Early Middle College or CTE dual enrollment program.
- (e) Provides instruction that is supervised, directed, or coordinated by an appropriately certificated CTE teacher or, for concurrent enrollment courses, a postsecondary faculty member.
- (f) Provides for highly integrated student support services that include at least the following:
    - i. Teachers as academic advisor.
    - ii. Supervised course selection.
    - iii. Monitoring of student progress and completion.
    - iv. Career planning services provided by a local one-stop service center as described in the Michigan works one-stop service center system act, 2006 PA 491, MCL 408.111 to 408.135, or by a high school counselor or advisor.
- (g) Has courses that are taught on a college campus, are college courses offered at the high school and taught by college faculty, or are courses taught in combination with online instruction.

**A CTE Early Middle College** program is a state-approved CTE program in which students receive instruction that covers all the state secondary standards for a state-approved secondary CTE program, PLUS enroll in postsecondary occupational courses (recorded on a college transcript immediately upon completion of the course) at a postsecondary institution as part of an aligned, coherent sequence of courses, that includes a $5^{th}$ year leading to a high school diploma and at least 1 of the following in a specific career cluster:
- (a) An associate degree.
- (b) An industry-recognized technical certification approved by the Michigan Talent Investment Agency in the Department of Talent and Economic Development.
- (c) Up to 60 transferable college credits.
- (d) Participation in a registered apprenticeship.

The program is aligned with the Michigan Merit Curriculum and has an articulation agreement with at least one postsecondary institution that provides students with opportunities to receive postsecondary credits during the student's participation in the CTE Early Middle College and transfers those credits to the postsecondary institution upon completion of the CTE Early Middle College program.

The program provides instruction that is supervised, directed, or coordinated by an appropriately certificated CTE teacher or, for concurrent courses, a postsecondary faculty member.

The program provides for highly integrated student support services that include at least the following:
- (a) Teacher as academic advisor.
- (b) Supervised course selection.
- (c) Monitoring of student progress and completion.
- (d) Career planning services provided by a local one-stop service center as described in the Michigan works one-stop service center system act, or by a high school counselor or advisor.
- (e) Has courses that are taught on a college campus, are college courses offered at the high school and taught by college faculty, or are courses taught in combination with online instruction.

3. **If a student fails the college course (as dual enrolled) will the 61b funds be withheld?**
No. The 61b calculation is based on enrollment.

4. **If a student earns dual enrollment credit in a secondary CTE course, but the postsecondary credit is in a non-occupational course, does the student generate 61b funding? For example, if a student is enrolled in a secondary agriculture program and earns postsecondary science credit as part of the program, should that district report the course as a dual enrollment course eligible to generate 61b funding?**
Yes. A student enrolled in a secondary <u>CTE</u> course for which he or she earns postsecondary non-occupational credit can generate 61b funding. For example, a student enrolled in a secondary Agriculture course for which the student earns postsecondary science credit recorded on a college transcript immediately upon completion of the course can generate 61b funding.

5. **What is the deadline for districts to report 61b enrollments?**
The <u>absolute</u> deadline for districts to enter and/or report 61b enrollments in CTEIS is mid-March to generate 61b funding under the dual enrollment provisions. See www.cteis.com for exact deadline for a given year.

6. **What is a CEAC?**
Career Education Advisory Council—one for each Michigan Works! Agency region.

7. **What if you haven't applied for a program yet, then are you eligible to receive the funding for this year?**
Section 61b funds are generated based on <u>student enrollment</u> in a <u>state-approved CTE program in which the student is enrolled for both high school and college credit.</u> Student dual enrollment for CTE programs must be reported in CTEIS by **March**, to generate 61b funds. So, if your program has <u>not</u> met the qualifications (received state-approval, and be operational) by March, you would not be eligible for 61b funds.

8. **What can 61b funds be spent on?**
61b funds may be spent on anything that you would normally use foundation allowance funds for in a CTE Dual Enrollment course.

9. **Can 61b formula funds be used to pay transportation expenses and dual enrollment tuition?**
Yes, if they are associated with a CTE Dual Enrollment Program.

10. **Can CTE postsecondary tuition expenses be paid with 61b funds?**
The district (that receives foundation allowance for the student) must pay the student's tuition in accordance with PA 258 of 2000. Eligible students are responsible for the remainder of the costs associated with his or her enrollment. However, 61a1 or 61b funds may be used to pay the portion of Postsecondary Tuition (Student), above amount required under Career and Technical Preparation Act.

11. **Can 61b funds be used to reimburse text book expenses for books that will be used the following school year?**
Section 61b funds may be spent on anything that you would normally use foundation allowance funds for in a CTE Dual Enrollment program.

12. **Can 61b funds be carried over for the following school year? If so, how is this documented?**
Section 61b funds may be carried over to the next school year.  Districts must submit a formal request to carry over the funds prior to the end of the fiscal year and indicate on the 61b expenditure report that funds will be carried over.  The district will be required to complete an expenditure report for the funds that were carried over.

13. **When must 61b funds be spent by?**
Funds must be expended by June 30 of the year in which the funds were generated, or June 30 of the following year, if funds were carried over.

14. **Can a program generate both 61a1 and 61b funding?**
Yes, students enrolled in 61b-eligible CTE course sections **MAY** generate **BOTH** 61a1 AND 61b funds if all requirements for both funding sources are met.

15. **How will OCTE verify 61b funding enrollments reporting?**
In addition to the checks on CTE enrollment reporting carried out during TRAC on-site reviews such as comparing district class lists to CTEIS reports, OCTE will verify 61b enrollment reports as follows:
   - The final end of year enrollment for the PSN is equal to or greater than the enrollment funded for 61b.