

CTAE Directors' Frequently Asked Questions

Below is a list of questions that Program Specialists are frequently asked. They are loosely organized by topic.

General CTAE Information

1. Is there a CTAE webpage where I can get all the information I need? *The CTAE main page on the Georgia DOE website is <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/default.aspx>. You will find links to most everything you need, including staff information, quarterly newsletters, videos, annual reports, courses, and much more. Be sure to bookmark this site so you can easily access it whenever you need information.*

2. Where can I find a list of **all** the courses that are funded through the state? *The List of State-Funded Courses may be found at the following link: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/State-Funded-List-of-Subjects-and-Courses-Supported-by-SBOE-Rule-160-4-2-20.pdf>. The CTAE courses are listed toward the end of this document. This document is updated throughout the year as courses are added or removed.*

3. I have heard that some courses can count as the 4th math or 4th science for graduation. Where can I find that information? *In #2 above, all the special rules that apply to various courses are included with the course number and course name. To see an example, go to courses that begin with 11 (approximately page 99). There are more than these but this will give you an idea of how the courses are designated. You can also see a list of courses that count as 4th science (but not math) here: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/2016-2017-4th-Science-Options.pdf>.*

Teacher Certification Requirements

1. Where can I find the certification requirements for a particular pathway or content area? *Go to the Georgia Professional Standards Commission website (www.gapsc.com) for all questions related to certification. You can also contact them by phone: <http://www.gapsc.com/Commission/Contact.aspx>.*

2. How can I verify status of someone's certificate? *At the following link you can enter the first and last name of a certificate holder to see their certification areas and expiration dates. <http://www.gapsc.com/Certification/Lookup.aspx>*

3. How do determine the appropriate route to certification for someone who is not certified?
This link will give you the various options to help you decide the next steps to certification.

<http://www.gapsc.com/Certification/CertFieldsAndEndorsements/teaching.aspx>

4. How can I determine whether a teacher is certified to teach a particular course that I plan to offer? CAPS was designed specifically to help answer this question. Follow this link and enter the relevant information in the boxes. <http://www.gapsc.com/Certification/CAPS.aspx>

Professional Development

1. My teachers need professional development opportunities. Where can I find workshops, conferences, and other training they can attend?

a. *The CTAE Resource Network (CTAERN) at <http://www.ctaern.org> has a wide variety of offerings throughout the year. Teachers can select anything from content-related workshops to seminars on teaching strategies and everything in between.*

b. *GACTE Summer Conference provides 20 hours of professional learning each year and covers every CTAE content area.*

c. *Each CTAE content area also has its own state and national professional teacher organizations. Most of them hold annual conferences with learning sessions specifically for the needs of their content area, including new technologies and teaching strategies. The DOE Program Specialists can point you in the right direction for more information on their respective organizations.*

Instructional Resources

1. My teachers are looking for resources to improve the learning in their classrooms. Is there anything available anywhere?

a. *CTAERN—The Resource Network has instructional resources available on their website (<http://www.ctaern.org>).*

b. *Program Specialists—Some content areas have LiveBinders and Shared OneDrives and other places where resources are made available. Contact the appropriate Program Specialist to see if there are additional resources available online.*

c. *Online—There are many industry partners who provide free instructional resources on their websites. The Program Specialists are aware of many of them and can provide that information as well.*

d. *Other teachers—Many experienced teachers are willing to share their resources. Your teachers can reach out to people in their network to find materials they can use.*

e. *Local business partners—Many businesses in your community have resources available. All you have to do is ask.*

Clusters, Pathways, & Courses

1. Where can I find the list of Career Clusters? <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/cluster-pathway-courses.aspx> Click on each cluster to see the pathways for that cluster. Within each pathway click the individual courses to see the course description and standards for the course. If it is not stated, courses should be taken in the order listed on the webpage.
2. Where can I find the individual pathways? See #1 directly above.
3. Where can I find the courses that make up the pathways? See #1 directly above. Note that the courses are to be taken in the correct order and this is stated clearly in the course description. If it is not stated, courses should be taken in the order listed on the webpage.
4. Where can I find the standards for each course? See #1 directly above.
5. Which courses can be used to make a pathway? Effective with the 2016-17 school year all students must take the prescribed 3-course pathway as discussed in #1-3 directly above. Note that the courses are to be taken in the correct order and this is stated clearly in the course description.
6. What does it take for a student to be considered a pathway completer? A student who successfully completes the prescribed sequence of courses in a pathway as discussed directly above is considered a pathway completer. The student does NOT have to take and/or pass the End of Pathway Assessment in order to be a pathway completer.

End of Pathway Assessments (Technical Skill Attainment)

1. Where can I find more information about End of Pathway Assessments (EOPAs)? Most pathways have several options for schools to use as the EOPA. You will find those at the following link: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx>. Look in the table labeled Career Clusters. Choose the correct cluster and you will get a list of all available EOPAs for that cluster. Each EOPA has the pathway name associated with it. There are active links on each EOPA document. Please click those links to learn how to purchase exams, to get a copy of the exam blueprint, and other pertinent information. Note: We do not change exams on this list during the school year.
2. I would just like to see a list of all the assessments. Is such a list available? When you go to the link in #1 directly above, look at the sidebar on the right of the screen. Look for the link to the Skill Attainment Inventory. This has a list that may be helpful.

3. Are there guidelines related to EOPAs that I should be aware of? *Look in the same sidebar mentioned in #2 directly above for Assessment – EOPA State Guide. In that same sidebar you will find the form for reporting irregularities and instructions for testing accommodations.*

4. Does a student have to pass the EOPA in order to be considered a pathway completer? *No. In order to be considered a pathway completer, the student must successfully complete the 3 prescribed courses in their chosen pathway.*

Promoting Your Pathways

1. Where can I get posters and other materials about the various pathways? *There are lots of materials available on the School Counselors' website at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Counselor-Information-.aspx>. This website has information about all pathways. Explore the links in the top section. Print any of it that may be beneficial for you to have on your desk. Feel free to share this link with your counselors. All courses should be taken in sequence.*

Career Technical Student Organizations (CTSOs)

1. I want more information on the various CTSOs. Is there a one-stop place I can go to get that information? *Sure. This website (<http://www.gactso.org/>) has a wealth of information for you and your teachers. Read through the Administrator's Guide to gain a basic understanding of each of the CTSOs. The CTSO Competitive Events Alignment Guide will illustrate how these organizations align to what students are learning in the classroom.*

2. I need information on a specific CTSO. Where can I find individual websites for each CTSO? *To learn more about the individual CTSOs, click the corresponding logo at the bottom of the page to be taken directly to that organization's website.*

Work-Based Learning/Youth Apprenticeship Program

1. Where can I find guidelines for Work-Based Learning? *You can find the complete manual by following this link? <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Work-Based-Learning-.aspx> Look in the Appendices of the WBL Manual for a list of Frequently Asked Questions.*

2. What about guidelines for the Youth Apprenticeship Program? *Those may be found here: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Youth-Apprenticeship-Program.aspx>.*

3. What if I have other questions? *Answers to most questions may be found at the links above.*

Industry Certification

See “Grants” below.

Grants

1. Where can I find the Perkins Grant Management Procedure Manual? *The full manual may be found here:* <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Carl-D-Perkins-Grant-Management-Procedure-Manual.pdf>.

2. Can I get all the application forms for local plan, grants, and other funding-related materials in digital format? *Sure. Just follow this link:* <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Local-Plan-Application-and-Online-Forms.aspx>.

Industry Certification

1. I need more information about Industry Certification. Where can I find that information for the various content areas? *To find more information on the Industry Certification grant click this link:* <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Industry-Certification-Standards.aspx>. *You can learn the benefits of industry-certified programs and find a checklist to see if your program is ready to begin the process.*

2. Where can I find the standards for Industry Certification for the various programs? *Choose the program area on this webpage and it will direct you to the industry certification standards for that program.* (<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Industry-Certification-Standards-Links.aspx>).

Note: The IC Grant MUST be completed and submitted in the Spring of the year BEFORE you are planning to go through Industry Certification.

3. How do I know if it is time for one of my programs to re-certify? *Programs should complete re-certification during the final year of their current certification so that their certification does not lapse. You can find a list of certified schools by program area at this web address:* <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Archives-and-Programs.aspx>. *However, the date of certification is not listed here. You may need to contact the program specialist in charge of the Industry Certification grants, currently Mamie Hanson.*

Extended Day

1. Where can I learn the details of the Extended Day Grant? *The document provided at this link will answer many of your questions regarding Extended Day. If you have teachers on Extended Day, you need to be familiar with this document.* <http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-3-.11.pdf>

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Capital Equipment

1. Where can I locate information regarding Capital Equipment funding? *The following document can be used to guide you when applying for and using capital equipment grant funds. Capital Equipment.* <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/FY15-Capital-Equipment-Grant-Guidance.pdf>
2. Where can I find equipment lists and lab layouts? *Those are available here:* <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Facilities-Capital-Equipment-and-Equipment-Lists.aspx>

Other Questions

There may be other questions that are not addressed here. You have several options available to you to get additional information.

1. You can get many answers by going to our webpages on the Georgia Department of Education website: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/default.aspx>. On the left side bar are links to many topics and you will likely find the information you need by following the appropriate link.
2. If you still have questions, feel free to contact the program specialist that works with the particular area you need. On the right sidebar of the link in #1 above you will find the link to contact information of your CTAE staff. Most are easily reached by sending an email, even when they are on the road.

As always, your CTAE staff at GaDOE are here to serve you. Let us know how we can be of assistance.