Attachment A

**Professional Development Sessions**

**CTE Administrators**

**Comprehensive Local Needs Assessment (CLNA) 2024-2025 Completion and Submission Guidance (February 9, 2024, 1-2 p.m.)**

Participants will gain guidance on the six elements of the CLNA and translating the priorities from the CLNA into the Perkins Local Plan Application.

**Perkins 2024-2025 Local Plan Application Completion and Submission Guidance (February 23, 2024, 1-2 p.m.)**

Participants will gain guidance on the local plan application’s eighteen schedules and aligning your school division’s Comprehensive Local Needs Assessment (CLNA) priorities with the Schedule 17 Budget of Perkins Funds.

**How to Use the Trailblazers Labor Market Data Tool for New Course Applications (February 28, 2024, 3-4 p.m.)**

Participants will walk through how to use the new Trailblazers dashboard tool to complete the labor market data portion of the new CTE program/course application and learn how the data are defined and organized in the tool and learn how to filter the data, use the tooltips, and print to pdf to attach the results to the application.

**CTE Administrators and Work-Based Learning Coordinators**

**Understanding the Training Agreement (February 7, 2024, 3-4 p.m.)**

Participants will learn the purpose and components of the training agreement - a written statement of commitment made by the student, parent/guardian, Career and Technical Education (CTE) Work-Based Learning (WBL) coordinator/teacher, school administrator, and employer.

**Writing an Effective Training Plan (February 21, 2024, 3-4 p.m.)**

Participants will learn the purpose and components of the training plan - a document identifying the classroom instruction and workplace training that will contribute to the employability and ongoing development of a student and how to create an effective plan.

**Using Forms and Resources** (**March 6, 2024, 3-4 p.m.)**

Participants will learn how to complete forms for clinical, apprenticeship, and specific experiences and where to find available resources for promotion and how to navigate the CTE Resource Center site for other information.

**Evaluating and Marketing Your Program (March 20, 2024, 3-4 p.m.)**

Participants will learn program documentation and evaluation measures that can be used to promote the High-Quality Work-Based Learning program as well as the various types of WBL-related data and appropriate student record retention.