

CURRENT WA ACTE POLICY FOR CAREER & TECHNICAL STUDENT ORGANIZATIONS

1. Any organization wishing to receive a recommendation from the Washington ACTE to OSPI for consideration as a state approved CTSO must first seek sponsorship by one of the officially recognized instructional program areas (sections) on the Washington ACTE board of directors. The Washington ACTE board Rep will provide minutes from their section showing the official support of their section board and members to recommend the petitioner to OSPI. This must take place prior to consideration by the Washington ACTE board with a formal statement of justification by the section for the addition of a new CTSO for their members.
2. The petitioning organization and the sponsoring Washington ACTE board representative will work together to provide the Washington ACTE board a written proposal for consideration which includes the following documentation and items:
 - a) Completed resolution passed and approved by the Washington ACTE section proposing a new CTSO.
 - a. Including documents demonstrating how the new CTSO will maintain its relationship with the sponsoring section throughout the years.
 - b) Minutes and statement from sponsoring section showing full section support for a new CTSO.
 - c) Documentation that the new CTSO is currently fully established and with proof that the petitioning organization is registered as a separate and independent officially recognized non-profit corporation with the IRS and the Washington Secretary of State OR provides the proof of completed paper work that will be filed to become a separate and independent officially recognized non-profit corporation with the IRS and the Washington Secretary of State.
 - d) How the petitioning organization is an integral component of one or more approved career and technical education (CTE) instructional/curricular program and demonstrates their connections to a related industry.
 - e) Membership must require concurrent enrollment in at least one of the related CTE programs
 - f) Within the articles of incorporation, constitution and bylaws of the organization it is very clear that this is a student driven organization lead by an annually elected set of student officers.
 - g) How the petitioning organization prepares students for career experiences beyond high school in, but not limited to, the CTE program area(s).
 - h) How the petitioning organization develop each student's personal, leadership, technical, and occupational skills.
 - i) How the petitioning organization directly help students achieve Washington state learning goals, especially goals three and four with respect to critical thinking, problem solving, and decision-making skills. Details can be found at <http://www.k12.wa.us/CurriculumInstruct/learningstandards.aspx>.
 - j) Provide evidence as to the need for this new CTSO and demonstrate how they are not providing duplicated services with an existing CTSO, along with a clear statement as to why the goals of the organization cannot be achieved with an established CTSO organization.

The Washington ACTE board representative for that section will submit the completed proposal as outlined above, to the Washington ACTE president to be placed on the next regularly scheduled Washington ACTE face-to-face board meeting agenda. The section representative will present the proposal and the resolution to recommend; for introduction and review by the Washington ACTE board at the meeting. Then the Washington ACTE board will take action to move forward with the request. If the Washington ACTE agrees to accept the request for consideration the Executive Committee will schedule final passage of the resolution for the next regularly scheduled Washington ACTE face-to-face board meeting. This will allow time for the full Washington ACTE board and existing CTSO's to review and comment on the proposal prior to final passage of the resolution.

Upon receiving the approval of the Washington ACTE Board of Directors with the passage of the resolution to recommend the organization, a letter of recommendation will be submitted to OSPI for their consideration.

Proposed NEW WA ACTE Policy for Career and Technical Student Organization Adoption

A Career and Technical Student Organization is defined as:

A Career and Technical Student Organization offers an intra-curricular connection to a program of study, serves Career and Technical Education students and teachers in one or more of the Career Clusters identified by the National Career Clusters Framework, and aligns with a Career and Technical Education Pathway as defined by OSPI. What is the source of this definition?

Pre Requisites to Application:

In order to be considered by the Washington ACTE Board, the proposed Career & Technical Student Organization must meet and provide documentation of the following criteria:

- The organization must be an incorporated 501(c)(3) nonprofit organization and may not be a subsidiary or be managed by a for-profit entity
- The organization must have current filings with the IRS, the Secretary of State, and any other necessary government agencies
- The organization must be governed by a volunteer board of directors and be in compliance with Washington laws for nonprofit organizations
- The organization must have elected student leaders and the elected student leaders must have a voice in the governance process with the board of directors either with a voting or non voting position on that board
- The organization must align with an OSPI defined program area
- The organization must have a clearly defined opportunities for students to participate in related curriculum, hands on leadership experiences, and competitive events – the leadership component must be separate from competition
- Organization activities must align with industry standards and industry recognized credentials to enhance career development
- Must have a minimum of 10 active chapters and 100 members from different schools to request consideration

Process for Seeking Approval:

1. An organization wishing the Washington ACTE to recommend adoption as a CTSO to OSPI must first provide the pre-requisite documentation to one of the officially recognized instructional sections affiliated with the Washington ACTE and receive formal endorsement from the section board. The appropriate representative will bring minutes from their section board to the Washington ACTE Board.
2. The Washington ACTE Board will review the section recommendation, with consideration given to:
 - a. Pre-requisites information provided as outlined above
 - b. Support from the appropriate Washington ACTE Section
 - c. Information about how the petitioning organization is an integral component of one or more approved career and technical education instruction area
 - d. How well the petitioning organization prepares student members for career experiences beyond high school
 - e. How well the petitioning organization develops personal leadership skills beyond competition activities
 - f. The newly proposed CTSO should not overlay, duplicate, or supplant an existing opportunity currently available for students

3. If the Washington ACTE Board of Directors recommends adoption, that adoption will be shared with the Office of the Superintendent of Public Instruction CTE Division for their consideration and final decision.