**New Applications SY2023-24**

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**Application Form**

**Chapter 74 "After Dark" Partnership Program**

This application is due no later than **Friday, March 10, 2023 at 5:00 pm.** Only those applications submitted via this portal by the stated date and time will be considered.

**Sending District:** The district that is partnering with the Receiving district for the purpose of enrolling their students in the identified Chapter 74 program(s). **The Sending District is the primary applicant for designation approval.**

**Receiving District:** The district that operates the Chapter 74 program(s) that will be utilized.

**Partnering Schools:** Refers to **both** the schools that offer Chapter 74 vocational technical education programs and the schools that will partner to send students for vocational technical education.

This application proposes a partnership between: \*

two school districtstwo or more schools within a single school district

Are **ALL** the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs? YesNo

**Basic Information – Sending District**

What is the name of the Sending District? \*



What is the LEA # of the Sending District? \*



This is a four-digit number.

What are the names of the schools from the Sending District participating in this partnership? \*



When does the Sending District intend to begin the program, if approved? \*



An approximate date is acceptable in response to this question.

For this proposed partnership, what are the names of the Chapter 74 technical education programs that students from the Sending District will have access to at the Receiving District’s facilities? Once the programs are fully operational, how many students do you anticipate will complete EACH program in any given year? \*



What is the NAME and ROLE of the Sending District contact person for this Application? \*



What is the telephone number of the Sending District contact person for this Application? \*



What is the email address of the Sending District contact person for this Application? \*



What is the name of the Sending District superintendent?\*



What Is the email address of the Sending District superintendent? \*



What are the names, roles or titles, and email addresses of the individuals in the Sending District who will assume primary responsibility for this collaboration once it is operational? Please include information for the individual(s) responsible for collecting relevant program data for SIMS submissions and the individual(s) responsible for entering/submitting SIMS reports. \*



**Basic Information – Receiving District**

What is the name of the Receiving District? \*



What is the LEA # of the Receiving District? \*



This is a four-digit number.

For this proposed partnership, what are the names of the Chapter 74 technical education programs that students from the Sending District will have access to at the Sending District’s facilities?



What is the name of the school where the program(s) would be offered? \*



What is the NAME and ROLE of the Receiving District contact person for this Application? \*



What is the telephone number of the Receiving District contact person for this Application? \*



What is the email address of the Receiving District contact person for this Application? \*



What is the name of the Receiving District superintendent? \*



What Is the email address of the Receiving District superintendent? \*



What are the names, roles or titles, and email addresses of the individuals in the Receiving District who will assume primary responsibility for this collaboration once it is operational? Please include information for the individual(s) responsible for collecting relevant program data for Sending District SIMS submissions. \*



**Memorandum of Understanding (MOU) and Ongoing Partnership Plans**

A memorandum of understanding (MOU) must be established between the district that is partnering for the purpose of enrolling their students in one or more identified Chapter 74 programs (the “Sending District”) and the school district that operates the Chapter 74 program(s) that will be utilized (the “Receiving District”). A final signed copy of the MOU is required in the application submission for Chapter 74 Partnership Project approval.

If the proposed partnership involves two or more schools **within** a single district, the MOU should be signed by the school district superintendent and the principals of all participating schools.

The purpose of the memorandum of understanding is to ensure that the Sending District and the Receiving District have articulated and agree to their respective and collective responsibilities relative to the proposed Chapter 74 Partnership Project.

Please upload a Memorandum of Understanding signed by the superintendent of the Sending District and the superintendent of the Receiving District \*

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A template for development of a memorandum of understanding is available at <https://www.doe.mass.edu/ccte/cvte/afterdark/>

Please describe the plan that the partnering school districts (or, in the case of intra-district partnerships, the partnering schools and the school district) have developed to meet (1) regularly throughout the year to address implementation coordination and (2) at least annually to ensure ongoing commitment to the partnership. \*



**Statement of Assurances and Signature Block**

Please upload a scanned Statement of Assurances with Superintendents’ signatures. \*

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Please use the form "Chapter 74 Partnership Program Statements of Assurances and Signature Block," available at https://www.doe.mass.edu/ccte/cvte/afterdark/

**Alignment with Regional Workforce Development Priorities or Other Evidence of Sufficient Labor Market Demand**

If your response to the question *“Are* ***ALL*** *the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs?*” is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please provide the following information **for each program not currently offered.**

* Do the Chapter 74 programs you are considering align with a priority or critical occupation or occupations associated with a priority or critical industry for your region of the Commonwealth? \*

Yes, all programs do No, all programs do not Some programs we are proposing align and others do not

* What are the names of the Chapter 74 technical programs that do not align with regional priority or critical occupations or industry sectors?  \*



* For each, what are those regional priority or critical occupations, or occupations aligned with regional priority or critical industry sectors? \*



* For each program NOT ALIGNED with regional priority or critical occupations or industries, please provide evidence of sufficient labor market demand for this program to warrant the proposed "After Dark" partnership.

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* Have the partnering school districts engaged in conversations with one or more MassHire Workforce Boards within your region? \* YesNo

With which MassHire Workforce Board(s) have you engaged in conversations? \*



For more information on the Commonwealth's Regional Workforce Development Blueprints, visit https://www.mass.gov/service-details/view-your-regions-blueprint.

**Evidence of Student Demand**

If your response to the question *“Are* ***ALL*** *the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs?*” is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please provide the following information **for each program not currently offered.**

Please provide evidence of sufficient student demand for the program(s) not currently offered to warrant their inclusion in the proposed "After Dark" partnership. \*

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See the document "Guidelines for demonstrating student and labor market demand for the program," available at https://www.doe.mass.edu/ccte/cvte/programs/timeline.html.

**Evidence of Consultation**

Are **all** the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs? YesNo

If your response to the question immediately above is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please provide the following information **for each program not currently offered.**

Please attach the Evidence of Consultation form with all appropriate signatures. Consultation should focus on any program(s) not currently offered through existing “After Dark” partnerships. \*

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The document "Ch74 Regional Consultation Guidance and Evidence of Consultation" is available at <https://www.doe.mass.edu/ccte/cvte/afterdark/default.html>

**Evidence of Involvement by the Program Advisory Committee**

Are **all** the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs? YesNo

If your response to the question immediately above is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please upload documents providing the following information **for each program not currently offered.**

Submit minutes and evidence from recent Receiving District program advisory committee meeting(s) demonstrating that the program(s) not currently offered through an "After Dark" partnership were planned in consultation with its advisory committee, where the consultation included information as to workforce and job development demands or job market trends and student demand. \*

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Submit Program Advisory Committee Form(s) for the Receiving District's appropriate PAC(s) (those aligned with proposed programs not currently offered) including all required members. \*

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The document "Program Advisory Committee for VTE Form" is available at https://www.doe.mass.edu/ccte/cvte/programs/timeline.html

**Sufficient Time to Address Vocational Technical Education Frameworks**

Are **all** the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs? YesNo

If your response to the question immediately above is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please provide the following information **for each program not currently offered.**

Programs should provide students with a total of 900 or more hours of program-related instruction. Submit a completed Total Hours of Instruction worksheet for each technical program not currently offered through an “After Dark” partnership. \*

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The document "Total Hours of Instruction worksheet" is available at https://www.doe.mass.edu/ccte/cvte/programs/timeline.html

**Location (Facilities) and Equipment**

Are **all** the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs? YesNo

If your response to the question immediately above is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please provide the following information **for each program not currently offered.**

* What is the maximum student capacity for each proposed Chapter 74 program not currently offered through an After Dark partnership?
* Will the newly proposed “After Dark” technical program(s) require any alterations to the Receiving District’s FACILITY and/or any additions to the MAJOR EQUIPMENT the Receiving District already possesses? If YES, please explain.
* Please include documentation demonstrating that Program Advisory Committee(s) have recently reviewed the facility and equipment for any newly proposed “After Dark” technical program(s) and determined that they meet industry and OSHA standards. \*

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**Program of Study and Methods of Instruction**

Are **all** the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs? YesNo

If your response to the question immediately above is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please provide the following information **for each program not currently offered.**

* Submit evidence that all strands of the applicable VTE Framework are covered in the curriculum of EACH newly proposed “After Dark” technical program. Districts MUST USE the document "Curriculum Mapping Grid," available for download at https://www.doe.mass.edu/ccte/cvte/programs/timeline.html
* What accreditations or industry credentials may students gain as a result of participation in EACH newly proposed “After Dark” technical program?
* Will any newly proposed “After Dark” technical program(s) offer offsite work-based learning opportunities for students? If YES, explain the proposed nature of those work-based learning opportunities for EACH newly proposed program. PLEASE NOTE that cooperative education is one form of work-based education. Others include job shadows, internships, clinical rounds, etc. Please see below for a question about cooperative education more specifically.
* Submit a description of the program-specific career guidance and placement services designed to provide students enrolled in EACH newly proposed “After Dark” technical program with assistance in making the transition to the workforce, postsecondary education and/or apprenticeship programs. The career guidance and placement services described above MUST BE specific to the program being proposed. See the document "Program-Specific Guidance and Placement," at https://www.doe.mass.edu/ccte/cvte/programs/timeline.html, for more details.

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Please describe the respective responsibilities of the partnering school districts in addressing supports for students, including:

* Overall guidance
* Students with disabilities
* English learners
* Academic support for struggling students

In your description, include the departments or roles by district/school responsible for providing these supports.

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**Qualifications of Personnel**

Are **all** the Chapter 74 technical programs under consideration for this application currently being offered by the Receiving District as Chapter 74 Partnership “After Dark” Programs? YesNo

If your response to the question immediately above is ‘Yes,’ no further information is needed for this section. If your response is ‘No,’ please provide the following information **for each program not currently offered.**

* Has the Receiving District identified appropriately licensed vocational technical teacher(s) for EACH newly proposed “After Dark” technical program? If yes, please provide those teachers’ names and license numbers as they appear on the license.
* Will any newly proposed “After Dark” technical programs offer cooperative education to students? If yes, please provide the name and license number of the person supervising cooperative education as they appear on the license.

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**Recruitment and Admission of Students**

Please explain the efforts the partnering districts will employ to encourage and recruit one or more of the following populations for the proposed partnership:

* out-of-school youth/young adults without high school diplomas or the equivalent;
* linguistic and/or racial minority students;
* students with disabilities;
* English language learners;
* economically disadvantaged students;
* students pursuing career paths that are nontraditional for their gender;
* students in rural or otherwise isolated communities.

Please explain how the targeted population(s) were selected. \*

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Please submit a policy and application by which students become eligible for participation in the proposed Chapter 74 Partnership Program and the process (including criteria, if applicable) by which students are selected should eligible applicants exceed available seats. The policy must be designed to ensure equity in the selection of students and must delineate the respective responsibilities of the partnering school districts. \*

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PLEASE NOTE that in most cases, the admission policy for this partnership will be different than the policy currently in place for regular admissions to the receiving vocational technical school. Please contact DESE for more information.

If your reviewer has requested additional documentation, upload a document here.

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Briefly describe the document you have uploaded.



Enter the date you uploaded the document.



If your reviewer has requested additional documentation, upload a document here.

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