



## Career Development Incentive Program State Guidelines

### Program Overview

The Career Development Incentive Program, or [Career Development Success Pilot Program in House Bill 16-1289](#), provides financial incentives for school districts and charter schools that encourage high school students, grades 9-12, to complete qualified industry credential programs, internships, residencies, construction pre-apprenticeship or construction apprenticeship programs or qualified Advanced Placement (AP) courses.

[A list of qualifying programs/courses](#) can be found on the Colorado Workforce Development Council (CWDC) website. This list is developed based on Colorado labor market data, existing secondary programs that correspond with high growth, high demand occupations and business/industry feedback.

Distribution of incentives to the fiscal offices of school districts and charter schools will begin in late summer of each program year for students who successfully completed any of the qualified programs/courses during the previous school year ending on June 30. See “Funding” section for tiered awarding formula and allocations.

### Participation & Reporting Requirements Timeline

Each district and charter school **may decide annually whether to participate** in the Career Success Pilot Program by completing the following steps:

#### *Step 1*

Submit an Intent to Participate web form to the Colorado Department of Education’s Office of Postsecondary Readiness by the due date indicated on the [CDE Career Success Pilot Program webpage](#) for each program year.

#### *Step 2*

In late spring, CDE will email an official Credentials Reporting Form with instructions to use the secure file transfer system *Synclplicity* to securely submit the form to the districts/charter schools that submitted Intent to Participate web form. This form requires aggregated data of the total number of students who successfully earned/completed any of the qualified programs between July 1<sup>st</sup> and June 30<sup>th</sup> and will be due to CDE by June 30<sup>th</sup>.

If a school district chooses not to participate in the Career Success Pilot Program in any given year, but a charter school that is authorized by the district chooses to participate, the nonparticipating district shall report the above-mentioned data to the Department of Education on behalf of the participating charter school. The nonparticipating district shall distribute 100% of the program funds it receives on behalf of the students enrolled in the participating charter school to the appropriate charter school(s).

Each participating district and charter school is strongly encouraged to **regularly communicate to all high school students the availability** of qualified industry-recognized certificates, internship, residency, construction industry pre-apprenticeship, construction industry apprenticeship programs and qualified computer science Advanced Placement courses, and the academic, personal and career benefits students can receive as a result of successfully completing one of these programs or courses.

## Qualified Programs

A list of qualified programs and courses, which is part of the [Colorado Talent Pipeline Report](#), can be found on the Colorado Workforce Development Council (CWDC) website. This list is developed based on Colorado labor market data, existing secondary programs that correspond with high growth, high demand occupations, and business/industry feedback. It will continue to be vetted and updated based on data and business/industry feedback.

An updated list will be published annually by the CWDC in collaboration with the Colorado Departments of Education, Higher Education, Labor and Employment and the Colorado Office of Economic Development. Jobs in The Colorado Talent Pipeline Report which demonstrate the greatest regional and state demand (including those in in-demand industries) will be the basis for identifying qualified programs that align with, or are likely to lead to those identified high demand jobs.

Understanding that there are regional nuances in workforce demand, participating school districts and charters can petition for other programs to be reviewed and determined eligible for the Career Success Pilot Program, as long as the programs are regionally in-demand and meet the standards set forth in HB18-1266 (C.R.S. 22-54-138). Please contact [Marina Kokotovic](#) for an explanation of the petition process.

The standards that are set forth in each qualified program type defined by statute include:

### *Qualified Industry-Recognized Certificate Program:*

- career and technical education program that results in an industry-recognized credential; with
- credits that apply to high school graduation (which may be earned through concurrent enrollment); and
- is designated as a qualified program by the CWDC.
- Student must have earned the credential between July 1 and June 30 of that program year.

*Qualified Residency program:*

- provides students with a set of well-defined occupational skills and abilities by teaching both theoretical and practical concepts primarily through on-the-job training and related instruction; **and**
- ensures that students receive a form of compensation for the on-the-job training; **and**
- is designated as a qualified program by the CWDC.
- Successful completion is determined by the residency program.

*Qualified Internship Program:*

- is aligned with postsecondary education or employment opportunity; and
- employs a sufficient number of internship case managers to monitor student participation; and
- provides students with pre-internship training or coursework that is designed to prepare students for the internship; and
- implements adequate safety and supervisory safeguards for students participating in the internship; and
- is designated as a qualified program by the CWDC.
- Successful completion is determined by the internship program.

*Construction industry Pre-apprenticeship Program* — program or set of strategies that:

- is designed to prepare students for careers in construction industry by facilitating the entry of students into a registered construction industry apprenticeship program;
- has a documented relationship with at least one apprenticeship program registered with U.S. Department of Labor Office of Apprenticeship and;
- meets the quality pre-apprenticeship program standards maintained by the Employment and Training Administration of the U.S. Department of Labor
- students must complete program requirements with a passing grade and be accepted into a construction industry apprenticeship program as a registered apprentice
- is designated as a qualified program by the CWDC.

*Construction industry Apprenticeship Program:*

- must be registered with U.S. Department of Labor's Office of Apprenticeship, and
- trains students for careers in the construction industry
- students must be accepted as a registered apprentice in a construction industry apprenticeship program and employed by a construction industry contractor
- is designated as a qualified program by the CWDC.

*Qualified Advanced Placement courses* – students must achieve a minimum score of 3 on the end-of-course examination in AP Computer Science A or AP Computer Science Principles which deliver a college-level curriculum, and award postsecondary course credit.

## Funding

The General Assembly shall annually appropriate at least \$2 Million to the Department of Education for the Career Success Pilot Program. The Department of Education shall distribute each year's appropriation in the following manner, assuming this program receives funding appropriation:

### *TIER 1:*

**\$1,000 for each student** reported by the district or charter school as having **successfully earned an industry-recognized certificate** between July 1 and June 30 of the program year. Should the annual appropriated amount be insufficient to fully fund the total number of reported students, the Department shall reduce the amount distributed to each district or charter school to the amount required to fund the total number of students reported in this tier, based on the percentage of the total that the district or charter school requests.

### *TIER 2:*

If money remains in the program appropriation each funding year after fully funding Tier 1 students, the Department shall distribute to each district or charter school \$1,000 for each student reported as **having successfully completed a qualified internship, residency or construction industry pre-apprenticeship or apprenticeship program** between July 1 and June 30 of the program year. Should the annual appropriated amount be insufficient to fully fund the total number of reported students, the Department shall reduce the amount distributed to each district or charter school to the amount required to fund the total number of students reported in this tier, based on the percentage of the total that the district or charter school requests.

### *TIER 3:*

If money remains in the program appropriation each funding year after fully funding Tier 2 students, the Department shall distribute to each district or charter school \$1,000 for each student reported as **having received a minimum score of 3 on the end-of-course examination in AP Computer Science A or AP Computer Science Principles courses** between July 1 and June 30 of the program year. Should the annual appropriated amount be insufficient to fully fund the total number of reported students, the Department shall reduce the amount distributed to each district or charter school to the amount required to fund the total number of students reported in this tier, based on the percentage of the total that the district or charter school requests.

**FUNDING NOTE:** Each school district and the Charter School Institute that authorizes a charter school and acts as a fiscal agent shall forward 100% of the amount of program funds received on behalf of the students enrolled in the participating charter school to the appropriate charter school.

## Use of Incentive Funds

The intent of HB18-1266 is that schools use incentive funds to continue providing career success opportunities for its students aligned with the qualified programs/courses as stated in the law.

Please contact Marina Kokotovic at either [Kokotovic\\_m@cde.state.co.us](mailto:Kokotovic_m@cde.state.co.us) or (303) 866-6267 for further assistance.