



DEPARTMENT OF CAREER AND TECHNICAL EDUCATION

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CTE Instructors and Counselors:

In preparation for determining the use of Perkins V funding, your school district will soon be conducting their required Comprehensive Local Needs Assessment (CLNA), and you may have some questions, such as, What is a CLNA? What is different with Perkins V? Does the school district have to fill out another form this year? What is my role? What can we spend Perkins funding for?

As a CTE Instructor/Counselor, how can I help/what is my role?

1. Be informed, be an advocate for your program(s), and provide data and information upon request.
2. Truly identify the strengths of your program AND the areas in which you can use a little help in improving and share that information with the individual completing the CLNA. In preparation for completing Part 2a (Size, Scope, and Quality) of the CLNA, it is recommended that all program areas conduct a self-assessment based upon CTE's 12 Standards of Quality (here is a link to definitions: [SizeScopeQualityDefinitions.pdf](#)) and/or review recent Vision Visit self-evaluation reports, program evaluation reports, and/or program plans of action.
3. Help with stakeholder engagement and help determine local community workforce needs. It is recommended that you review the CLNA with your advisory committees at your spring meeting. Make sure to schedule this meeting before the CLNA is due. (Recommended submission date for consortium schools is March 15th.)
4. Bottom line, help determine the best use of Perkins V funding to help ensure your program(s) is of quality.

What is different with Perkins V?

One of the most significant changes introduced in the Strengthening Career and Technical Education for the 21st Century (Perkins V) is the requirement that local applicants conduct a Comprehensive Local Needs Assessment (CLNA) and update it at least every two years. It is time for your school district to update it.

So that you better understand what is required of your school district and therefore better understand your role, a summary follows. (If you would like to delve into it in more depth, the complete 24-page guide to completing the CLNA is located on the NDCTE website: [CLNA and Guidance.pdf](#).)

What is a CLNA?

The CLNA is really a process that helps school districts identify areas where targeted improvements can lead to increased opportunities for student success. It is also a powerful opportunity to engage stakeholders in a common understanding and vision for the future of CTE in your community. The form is provided to help your district gather and analyze data/information.

Why are you sending me this information?

The Perkins V CLNA requires consultation with a broad spectrum of stakeholders. The full list of required stakeholder participants is located on [page 4 of the guide](#). Representatives of CTE programs are required participants. Representatives from local business and industry are also among those required participants. (These are the individuals that make up your advisory committee.)

What is the data that needs to be gathered and analyzed?

The CLNA has 5 required elements.

1. An evaluation of student performance;
2. An evaluation of CTE program quality based on alignment with the state's definition of size, scope, and quality and alignment to industry needs;
3. Progress toward implementation of full programs of study;
4. A reflection on how the district will recruit and retain high-quality CTE staff;
5. A discussion of how the district will address equality issues around access to high quality CTE programs for all students.

(Elements 1 and 5 are covered in part 1 of the CLNA, element 2 in part 2, 3 in part 3, and 4 in part 4)

In part 1 of the CLNA, school districts will identify strengths and gaps based upon analysis of school district data. **CTE provides this data.** It includes data about performance, equal access, and special populations.

In part 2a of the CLNA, school districts will identify strengths and gaps in all their CTE programs based upon the state's definition of size, scope, and quality. Those definitions can be found here: [SizeScopeQualityDefinitions.pdf](#).

In part 2b of the CLNA, school districts will analyze how CTE programs are meeting workforce and economic development needs. CTE provides links to the data from the state, regional, and county level. The school district will need to engage with local employers, chamber of commerce, and/or economic development to determine local community workforce needs along with possible emerging needs.

In part 3 of the CLNA, school districts determine if the district would benefit from implementing a new career and technical education program(s) or program(s) of study, based upon labor market needs.

In part 4 of the CLNA, school districts identify strengths and gaps in the strategies taken to recruit and retain quality staff as well as determine if the demographics of that staff matches the demographics of the community.

What can we use the money for?

The required use of Perkins funds are as follows:

1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study;
2. Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals;
3. Provide within career and technical education the skills necessary to pursue careers in high skill, high-wage, or in-demand industry sectors or occupations;
4. Support integration of academic skills into career and technical education programs and programs of study;
5. Plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance;
6. Develop and implement evaluations of the activities carried out with funds, including evaluations necessary to complete the comprehensive needs assessment.

What if I have more questions?

Contact your district administration or

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