

Salt Lake Community College CTE Carl Perkins V FY25 Professional Development Guidelines July 1, 2024 – June 30, 2025

Use of Carl Perkins Funding (Please read and sign below)

At Salt Lake Community College (SLCC), students are our highest priority. The College supports CTE faculty and staff in maintaining current knowledge and skills through professional development. A significant portion of the annual CTE Perkins funding allocated to SLCC by the State is designated to support professional development. The specific goals of Carl Perkins CTE Professional Development funding are:

- Support CTE faculty or staff in earning professional certifications
- Support innovative CTE faculty or staff the opportunity to stay current in their areas of expertise
- Benefit students and the community's workforce by helping SLCC CTE faculty or staff fulfill their commitment to excellent education and support

Eligible Applicants:

The CTE Professional Development Application is open to all SLCC faculty and staff teaching/working in Career and Technical Education programs or student support areas. Adjunct CTE faculty and part-time CTE staff may apply after teaching/working at least two semesters at SLCC, with support of their department. Any questions about the process or whether a program/course is Perkins eligible, please email carlperkins@slcc.edu.

- Regular costs for licensure or certification renewal are eligible expenses for one or two years. Ongoing costs should be paid for by other funding.
- With several hundred eligible faculty and staff, applications from individuals who have not received funding in the last two years will be prioritized. If you received professional development funding in the last fiscal year, your application may be held until other viable applications have been funded.

Submission Process:

All CTE Professional Development applications must include the following:

1. SLCC CTE Perkins Professional Development Proposal – w/required signatures
2. Itemized, detailed budget (*see example*) with all quotes attached
3. Detailed responses to all application prompts

Application Due Dates:

Applications for FY25 will be accepted twice during the year. Please plan ahead for conferences or specific training dates as these are 6-month windows. Late submissions will not be reviewed until the next application deadline.

- Mon, July 15, 2024 – applications available online <https://www.slcc.edu/cte/carl-d-perkins.aspx>
- Thurs & Fri, August 29 & 30, 2024 – Breakfast training: Carl Perkins Proposal Process
- Fri, September 9, 2024 – applications due for prof development through 2/28/2025
- Wed, January 15, 2025 – applications due for prof development through 8/31/2025

Applicants will be emailed with funding decisions within 3 weeks of deadline.

Funding is limited this year. Once it has been expended, applications will no longer be accepted.

Submission Process:

Email completed applications (all signatures, detailed responses, attachments as applicable) to CarlPerkins@slcc.edu. Questions can also be emailed to this address, or call ext. **4266** or **5370**. We can help you develop your application.

Ineligible Expenses:

- Routine responsibilities of faculty or staff
- Ongoing licensure or certification requirements (funding is available for one year)
- Training or education that includes tuition for semester or term-length courses
- Individual membership fees for organizations
- Professional development that crosses fiscal years
- Wages for part-time staff/faculty during travel times (department is responsible for this)
- Professional development that was paid for from college funds the previous year

Evaluation Criteria:

All applications will be reviewed by a committee. Complete applications will be ranked for funding recommendations, using a rubric <https://www.slcc.edu/cte/carl-d-perkins.aspx>

Funding will be awarded, based on the merit of the proposal and the recency of the applicant receiving funding.

Approved Applications:

NO expenditures may be made, including conference registration, until applicant is notified that they are approved and the CTE Office has created a Travel Number. If a department creates a Travel Number, it will be interpreted that the Department is responsible for the associated costs.

All awardees must complete a [Perkins Post-PD Report](#) and submit to the CTE Office within 30 days of the training or by June 30 of the fiscal year (whichever comes first). Future funding will not be awarded to anyone who does not submit this report.

Any travel for FY25 must be completed by June 25, 2025.