

PROTOCOL FOR STATE NOTIFICATION OF LOCAL CTE PROGRAM CLOSURE AND CTE EQUIPMENT REALLOCATION

Local education agencies (LEAs) shall follow this protocol in the event of a local career and technical education (CTE) program closure.

I. NOTIFICATION

Upon knowledge of such, the LEA shall immediately notify the Nevada Department of Education's (NDE) Office of Career Readiness, Adult Learning & Education Options (CRALEO) in writing (via email or USPS) the intention to close a CTE program of study.

**Office of Career Readiness, Adult Learning & Education Options
Nevada Department of Education**

ATTN: CTE Director
755 N. Roop Street, Suite 201
Carson City, NV 89701
knelson@doe.nv.gov

II. PROCESS

Either with the notification, or no later than 15 days after the notification, the LEA submits the following to NDE's CRALEO office:

1. A **clear plan for current CTE students** who may be affected by this CTE program closure, including strategies of transitioning current and future students toward other CTE programs in high-skill, high-wage or in-demand program areas.
2. A **well-defined timeline** for the phase-out and/or closure of the CTE program.
3. A **well-defined plan for CTE equipment** (CFR §200.313) **and instructional supplies** (CFR §200.314) **reallocation**, which includes the following:
 - a. An **inventory** of all CTE items of value and equipment purchased by the LEA for the CTE program (from both state and federal Perkins CTE funds).
 - b. A current list of **instructional supplies** (e.g., IT items, tools, consumables) purchased by the LEA for the CTE program (from both state and federal Perkins CTE funds).
 - c. **Evidence of coordination** between the LEA and:
 - i. their **in-district secondary** CTE programs in other high schools for potential CTE equipment reallocation. If that is unfeasible, then...
 - ii. their **out-of-district secondary** CTE programs for potential CTE equipment reallocation. If that is unfeasible, then...
 - iii. Nevada's **postsecondary** CTE programs for potential CTE equipment reallocation.
 - d. If none of the above is feasible, it is the LEA's responsibility to notify CRALEO of the LEA's plan to **dispose** of said equipment. This plan may include, but is not limited to:
 - i. **Salvage** - if equipment is worthless, the LEA must identify and place a \$0 value on said equipment and report that to CRALEO;
 - ii. **Salvage sale** - if equipment has value and is sold, the LEA must identify which existing CTE program of study said sale proceeds will be applied to.