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SUBPART A: GENERAL

Section 254.110 Statutory Authority (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.120 Purpose

The rules set forth herein are issued to govern the state's program of vocational education so that persons of all ages in all areas of the state will have ready access to vocational training or retraining which is of high quality, which is realistic in light of actual or anticipated employment opportunities, which is suited to their needs, interests, and abilities to benefit from such training, and which is provided through an effective and efficient delivery system.

a) Vocational education and other education for employment programs will share in meeting the fundamental responsibilities of public education to:

1) assure that all students, whether youth or adult, attain appropriate levels of achievement in areas fundamental to their continuing development; and to

2) assure that all students attain a satisfactory level of achievement appropriate to either immediate employment or advanced education in preparation for later employment.

b) Vocational education and other education for employment programs that are supported with state and federal funds will be responsive to the changing nature of the labor market, to technological advances, to the changing characteristics of the work force, and to the academic, technical and attitudinal development of their students.

c) The sequence of instruction constituting a vocational education program of an eligible recipient at the secondary or postsecondary level shall include classroom instruction and laboratory or on-the-job experiences necessary to prepare the student for immediate employment or advanced education in preparation for later employment in the occupation or occupational field for which the program is designed. The program of instruction shall insure that, as a result of their schooling, students will be able to:

1) understand and be aware of the nature of the relationship between education and work as it relates to the diverse and complex work force;

2) understand and demonstrate proficiency in those technical skills and knowledge necessary to enter employment or for further education in a related field;

3) demonstrate proficiency in applying reading, writing and computational skills necessary for immediate employment or for advanced study;

4) identify basic work-related values and attitudes and understand how they affect an individual's employment in the work force; and

5) understand and be able to apply contemporary job search skills.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.130 Scope


(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.140  Applicability

The rules set forth herein are applicable to all recipients of federal and/or state funds made available for the purposes of the State Plan for Vocational Education administered by the State Board of Education, Department of Adult, Vocational and Technical Education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.150 Definitions

The following terms are used in these rules as defined herein unless the particular context in which a term is used requires that a different meaning be associated with the term when used in that context:

The term "administrative agency," when used in relation to a cooperative agreement, means the public school district, regional superintendent of schools, or public community college, designated as the fiscal and legal agent for the local educational agencies which are parties to the agreement. The term includes the cooperative acting as its own administrative district when provided for by the agreement establishing the cooperative. A public school district or community college designated as administrative agency must be a party to the cooperative agreement.

The term "adult" means a person who has completed or left high school. Adults seeking vocational education may enroll in a secondary or postsecondary program.

The term "area secondary vocational center" means a specialized educational facility used exclusively or principally for providing vocational education at the secondary level and designated as an area secondary vocational center by the State Board of Education in accordance with Subpart T.

The term "articulation agreement" means a written agreement entered into by and between a regional secondary vocational system and the area community college(s) which provides that consideration be given to:

- program alignment and continuity in a given occupational area between secondary and postsecondary institutions;
- transition of the student without delay or duplication of effort (for example, in coursework, testing, or other student services) from one institution to another in those occupational areas provided by both secondary and postsecondary institutions;
- cooperation in joint use of facilities, equipment, and staff; and cooperative efforts in continuous planning, evaluation, and improvement of programs to serve both youth and adults as well as the area's economic needs.

The term "community-based organization" shall have the meaning given in Section 521 of the Vocational Education Act (20 U.S.C. 2471 (5)).

The term "cooperative agreement" means one of the following:

- a joint agreement entered into by the boards of education of one or more public school districts with other public school boards or public institutions of higher education pursuant to Section 10-22.20a or Section 10-22.31a or 10-22.31b of The School Code (Ill. Rev. Stat. 1985, ch. 122, pars. 10-22.20a, 10-22.31a, 10-22.31b); or
an intergovernmental agreement entered into by and between one or more local educational agencies under applicable provisions of the Intergovernmental Cooperation Clause of the Illinois Constitution (Ill. Const. 1970, Art. VII, Sec. 10) as well as the Intergovernmental Cooperation Act (Ill. Rev. Stat. 1985, ch. 127, par. 741 et seq.).

The term "cooperative vocational education" means vocational education for persons who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related vocational instruction, by alternation of study in school with a job in any occupational field, but these two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and to his or her employability. Work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time.

The term "criminal offender" means any individual who is charged with or convicted of any criminal offense, including a youth offender or a juvenile offender.

The term "disadvantaged," as applied to persons, means persons (other than handicapped persons) who have academic or economic disadvantages and who require special services and assistance in order to enable them to succeed in vocational education programs. The term includes individuals who are members of economically disadvantaged families, migrants, individuals who have limited English proficiency, and individuals who are dropouts from, or potential dropouts from, secondary school.

For the purpose of this definition, an individual who, based upon the results of standardized tests, is two grade levels below grade placement in reading skills, writing skills, or math skills; or who is receiving a grade of D or below in a vocational class and needs support services to succeed in that class will be considered "academically disadvantaged." At the secondary level, students who are enrolled in remedial programs and those who meet one or more of the criteria listed above may be reported as academically disadvantaged. At the postsecondary and adult levels, students who are receiving remedial instruction or who are on academic probation may be reported as academically disadvantaged. The definition does not include individuals with learning disabilities.

The term "economically disadvantaged family or individual" means a family or individual determined to be low-income as herein defined.

The term "economically depressed area" means an area, consisting of the eligible recipient's district, in which the relative concentration of low-income families or individuals is equal to or greater than twenty percent among the student population, served by local educational agencies within the eligible recipient's area, or a county in which the general unemployment rate exceeds the average unemployment rate in the state and/or nation by 50 percent for each of the three years preceding the year for which such designation is made.
The term "eligible recipient" means the administrative agency of a regional vocational system formed under a cooperative agreement, a public community college, a technical institute operated by a state university, or a state agency having administrative control and direction of a program of vocational education.

The term "funding agreement" means a written agreement entered into by and between the State Board of Education and other parties to the agreement which provides for the allocation of funds administered by the State Board of Education as payment for a product or service rendered or as reimbursement for approved expenses incurred in the conduct of a program, project, or activity under the terms of the agreement.

The term "handicapped," as applied to persons, means persons who are mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, deaf-blind, multi-handicapped, or other health impaired persons, or persons with specific learning disabilities:

who by reason thereof require special education and related services; and

who, because of their handicapping condition, cannot succeed in the regular vocational education program without special education assistance.

The term "homemaker" means an individual who is an adult; and has worked as an adult primarily without remuneration to care for the home and family.

The term "limited English proficiency," when used with reference to individuals, means individuals:

who were not born in the United States or whose native language is a language other than English;

who come from environments where a language other than English is dominant; or

who are American Indian or Alaskan Native students and who come from environments where a language other than English has affected their level of English language proficiency; and

who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language to deny such individuals the opportunity to learn in classrooms where the language of instruction is English.

The term "local educational agency" means one of the following entities:

a local board of education having administrative control and direction of public elementary or secondary schools in the state; or

the administrative agency of an area secondary vocational center; or
the administrative agency of a regional vocational system as formed under a cooperative agreement; or

a public community college; or

a public postsecondary educational institution, regional superintendent of schools, or state agency having administrative control and direction of a program of vocational education.

The term "low-income," when applied to a family or individual, means a family or individual who:

at the secondary level, is eligible for free or reduced-price school lunch in accordance with the National School Lunch Act (42 U.S.C. 1751 et seq.); and

at the postsecondary level, is the recipient of a Pell Grant or a grant under the Monetary Award Program (23 Ill. Adm. Code 1735).

The term "participating district," when used in relation to a cooperative agreement, means a public school district or community college which is currently party to the agreement.

The term "postsecondary," when applied to vocational education programs, means a program of vocational education for persons who have completed or left high school and who are enrolled in an organized program of study for which credit is given toward an associate or other degree, but which program is not designed as a baccalaureate or higher degree program.

The term "regional vocational system" means a consortium of local educational agencies that have united to jointly plan, develop, implement, and evaluate areawide vocational education programs provided by the participating agencies.

The term "secondary," when applied to vocational education programs, means a program of vocational education for students in public school grades 9 through 12.

The term "single parent" means an individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.

The term "special cooperative vocational education program" means a specially funded cooperative vocational education program, including the following:

- a Work Experience and Career Exploration Program for disadvantaged students fourteen and fifteen years of age;

- an Early School Leaver Program for high school dropouts; and

- other special cooperative vocational education programs as may be developed to meet identified needs.

The term "State Board of Education" means the official State Board created under authority of the State Constitution with responsibility for the educational policies and guidelines for public and private schools, preschool through grade 12, and vocational education in the State of Illinois. Where the term "State Board" is used in this Part, reference is made to this official board or, as may be appropriate, to the State Superintendent of Education appointed by the Board and designated as the Board's chief executive officer.

The term "State Plan for Vocational Education" means the Plan adopted by the State Board of Education and approved by the U.S. Secretary of Education as such plan may be in effect for a particular fiscal year.

The term "vocational education" means organized educational programs which are directly related to the preparation of individuals for paid or unpaid employment or for additional preparation for a career, except that such programs shall not include preparation for the following or other careers generally considered to be professional or requiring a baccalaureate or higher degree:

Accountants and auditors
Actors and actresses
Architects, artists, and sculptors
Athletes
Authors and editors
Clergy
Engineers
Lawyers
Librarians, archivists, and curators
Life scientists, including agronomists, biologists, and physiologists
Mathematicians
Medical and health professionals, including physicians, surgeons, dentists, osteopaths, veterinarians, pharmacists, and baccalaureate degreed nurses

Musicians

Physical scientists, including chemists, physicists, and astronomers

Social and welfare workers

Social scientists, including economists, historians, political scientists, and sociologists

Teachers and other educators

The above listing is not intended to exclude preparation for those semiprofessional, technical, or other occupations which are related to those listed but which do not themselves require a baccalaureate or higher degree. For the purposes of this definition of vocational education, the term "organized educational program" means an organized and articulated sequence of courses providing vocational instruction related to the occupation or occupations for which the students are in training or instruction necessary for students to benefit from such training.

The term "Vocational Education Act" or "Act" means the Carl D. Perkins Vocational Education Act as now or hereafter amended.

The term "vocational education funds," as applied to state and/or federal funds, means funds appropriated by the Illinois General Assembly to the State Board of Education for the purposes of vocational education.

The term "vocational instruction" means instruction which is designed upon its completion for employment in a specific occupation or cluster of closely related occupations in an occupational field, or for additional preparation for such employment, and which is specially and particularly suited to the needs of those engaged in or preparing to engage in such occupation or occupations. Such instruction may include the following:

- classroom instruction;
- classroom related field, shop, and laboratory work in or out of school, including instruction provided in extended campus facilities;
- programs providing supervised occupational work experiences;
- related instructional aspects of apprenticeship programs;
- remedial programs which are designed to enable individuals to benefit from instruction related to the occupation or occupations for which they are being trained by correcting whatever educational deficiencies or handicaps which prevent them from benefiting from such instruction; and
activities of vocational student organizations which are an integral part of the vocational instruction, subject to the provisions of this Part.

The term "work-study program" means a program of financial assistance for needy students provided through part-time employment for youths who need the earnings from such employment to commence or to continue their vocational training on a full-time basis.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART B: ALLOCATION OF FUNDS

Section 254.210 Allocation of Funds for Vocational Education

a) The State Board of Education will allocate vocational education funds to eligible recipients in the state for vocational education purposes accordance with the rules set forth in this Subpart.

1) Funds allocated by the State Board of Education through a general distribution of funds for support of vocational education programs, services, and activities will be allocated to eligible recipients by formula as provided in this Subpart.

2) Funds allocated to eligible recipients for particular purposes as provided in this Part will be allocated by funding agreement, which is based on the information contained in the application submitted in response to a request for applications issued by the State Board of Education.

b) The State Board of Education will allocate vocational education funds for certain program improvement activities and for other program or administrative services and activities to local educational agencies and to other public agencies and institutions and private organizations and individuals by funding agreement, which is based on the information contained in the proposal submitted in response to a request for proposals issued by the State Board of Education or proposals initiated by the applicant.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.220  Allocation of Funds by Program Purpose

a) The Basic State Grant of federal funds allotted to the state under the Vocational Education Act for the purposes of Title II of the Act will be allocated by the State Board of Education for such purposes as provided in this subsection (a)(1).

1) Federal vocational education funds available to the state for the purposes of Part A of Title II will be allocated by the State Board of Education to provide vocational education services and activities designed to meet the special needs of and to enhance participation of specific groups of individuals as provided by the Act.

A) Funds reserved for handicapped individuals will be allocated for supplemental or additional staff, equipment, materials, and services that are not provided to other individuals in vocational education and that are essential for handicapped individuals to participate in vocational education. If an eligible recipient determines that handicapped students, because of their handicapping condition, require a separate program, such funds may be used to defray the costs of the services and activities in separate vocational education programs for handicapped individuals which exceed the average per-pupil expenditures for the comparable regular vocational education services and activities of the recipient.

B) Funds reserved for disadvantaged individuals will be allocated for:

i) Supplemental or additional staff, equipment, materials and services that are not provided to other individuals in vocational education and that are essential for disadvantaged individuals to participate in vocational education. If an eligible recipient determines that disadvantaged students, because of their disadvantaged status, require a separate program, such funds may be used to defray the costs of the services and activities in separate vocational education programs for disadvantaged individuals which exceed the average per-pupil expenditures for the comparable regular vocational education services and activities of the recipient;

ii) The improvement of vocational education services and activities designed to provide equal access to vocational education to disadvantaged individuals; and

iii) Services and activities which apply the latest technological advances to courses of instruction for disadvantaged individuals.

C) Federal funds used for services to disadvantaged and handicapped individuals under the Act will be so used as to result in the expenditure of at least one dollar of state and/or local funds for each dollar of federal funds expended for such purposes.
D) Funds reserved for adults who are in need of training or retraining will be allocated to provide, improve, and expand adult and postsecondary vocational education programs, services, and activities to train and retrain adults.

E) Funds reserved for individuals who are single parents and homemakers will be allocated to provide vocational education, training, and services necessary for single parents and homemakers to achieve marketable skills.

F) Funds reserved for individuals who participate in programs designed to eliminate sex bias and stereotyping in vocational education will be allocated to provide:

i) programs, services, and activities to eliminate sex bias and stereotyping in secondary and postsecondary vocational education programs;

ii) support services for individuals participating in such programs, services, and activities; and

iii) vocational education programs, services, and activities for girls and women aged 14 through 25, designed to enable the participants to support themselves and their families.

G) Funds reserved for criminal offenders in correctional institutions will be allocated to provide vocational education programs, services, and activities for such individuals.

2) Federal vocational education funds available to the state for the purposes of Part B of Title II will be allocated by the State Board of Education for vocational education program improvement, innovation, and expansion as provided by the Act and as provided by Subpart U of this Part.

b) Federal funds allotted to the state for the Special Programs authorized by Title III of the Vocational Education Act will be allocated by the State Board of Education in accordance with the State Plan for Vocational Education as provided in this subsection (b).

1) Funds allotted to the state for the purposes of Part A of Title III will be allocated for joint projects of local educational agencies and community-based organizations to provide outreach programs that facilitate the entrance of youth into a program of transitional services and subsequent entrance into vocational education, employment, or other education and training including:

A) attitudinal and motivational development,

B) assessment of students' needs in relation to vocational education and jobs,
C) guidance and counseling to assist students with occupational choices and with the selection of a vocational education program, and

D) preparation for entrance into a program of vocational education.

2) Funds allotted to the state for the purposes of Part B of Title III will be allocated:

A) in all areas of the state for support of instructional programs which prepare youth and adults for the occupation of homemaking, and

B) in economically depressed areas of the state for support of projects, services, and activities designed to improve consumer skills and to improve home environments and the quality of family life for low-income families and individuals.

3) Funds allotted to the state for the purposes of Part C of Title III will be allocated for adult training, retraining, and employment development programs, projects, and activities.

4) Funds allotted to the state for the purposes of Part D of Title III will be allocated for programs designed to improve and expand career guidance and counseling programs to meet the career development, vocational education, and employment needs of vocational education students and potential students.

5) Funds allotted to the state for the purposes of Part E of Title III will be allocated for industry-education partnership training programs in high-technology occupations.

c) Discretionary grants and awards of federal funds allotted to the state under Title IV of the Vocational Education Act and administered by the State Board of Education will be allocated in accordance with the provisions of each such grant or award.

d) State vocational education funds will be allocated for purposes including, but not limited to the following, as the State Board of Education determines, consistent with the purposes for which sums are authorized by the Illinois General Assembly, will best serve the vocational education needs of the state.

1) Required state match of federal funds utilized for administration of the State Plan for Vocational Education,

2) General support of local programs of vocational education at the secondary and postsecondary levels and programs providing occupational information at the elementary level,

3) Acquisition of instructional equipment for use in programs of vocational education,
4) Special programs of vocational education to sustain and enhance economic revitalization, and

5) Special programs to enhance professional development of vocational education personnel.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.230 Percentage Allocation of Funds

The State Board of Education will allocate particular funds made available under the Vocational Education Act in accordance with the percentages required by the Act. The state's allotment of funds under the Basic State Grants authorized by Title II of the Act will be allocated as follows:

a) A maximum of seven percent of the allotment will be reserved for state administration of the State Plan for Vocational Education;

1) Fifty-seven percent of the remaining allotment in any fiscal year will be allocated for the Vocational Education Opportunities Program authorized under Part A of Title II to meet the special needs of and to enhance the participation of particular groups of individuals as follows:

   A) Ten percent for handicapped individuals,
   
   B) Twenty-two percent for disadvantaged individuals,
   
   C) Twelve percent for adults who are in need of training and retraining,
   
   D) Eight and one-half percent for individuals who are single parents and homemakers,
   
   E) Three and one-half percent for individuals who are participants in programs designed to eliminate sex bias and stereotyping in vocational education, and
   
   F) One percent for criminal offenders in correctional institutions.

2) Forty-three percent of the remaining allotment in any fiscal year will be allocated for Vocational Education Program Improvement, Innovation, and Expansion authorized under Part B of Title II.

b) At least eighty percent of the total allotment, and one hundred percent of that part of the allotment reserved for handicapped and for disadvantaged individuals, will be allocated to eligible recipients.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.240 Allocation of Funds to Certain Areas of the State

The State Board of Education will allocate part of the funds made available under the Vocational Education Act to economically depressed areas of the state as follows:

a) Federal funds allocated to eligible recipients will be allocated such as to allocate more federal funds to eligible recipients in economically depressed areas or areas of high unemployment, including both urban and rural areas, than are allocated to eligible recipients in areas which are not economically depressed or are not areas of high unemployment. The State Board of Education will consider counties having an unemployment rate greater than the average in the state and/or nation in the previous year to be areas of high unemployment.

b) At least one-third of the funds allotted to the state for the purpose of Part B of Title III will be allocated to economically depressed areas as required by the Act.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.250 Allocation of Funds by Formula

a) Vocational education funds allotted to the state under the Basic State Grants authorized by the Vocational Education Act, and reserved by the state in compliance with Part A of Title II of the Act to provide vocational education services and activities designed to meet the special needs of and to enhance participation of handicapped and disadvantaged individuals, will be allocated to eligible recipients in accordance with the following formula prescribed by the Act:

1) Fifty percent of the amounts reserved for services and activities for the handicapped, and for the disadvantaged, will be allocated to participating eligible recipients on the basis of the relative number of economically disadvantaged individuals enrolled in those eligible recipients' institutions compared to the total number of such individuals enrolled in all participating eligible recipients' institutions in the state, as such numbers are determined for the fiscal year preceding the fiscal year in which the allocation is made.

2) The remaining fifty percent of the amounts reserved for the handicapped, and for the disadvantaged, will be allocated to participating eligible recipients on the basis of, for the handicapped, the relative number of handicapped students served in vocational education programs by those eligible recipients and, for the disadvantaged, on the basis of the relative number of disadvantaged students and students with limited English proficiency so served, compared to the total number of such individuals served by all participating eligible recipients in the state, as such numbers are determined for the fiscal year preceding the fiscal year in which the allocation is made.

b) Each eligible recipient that receives an allocation of funds under Part A of Title II of the Act for vocational education services and activities for disadvantaged individuals shall use those funds to provide vocational education services and activities for disadvantaged individuals with limited English proficiency at least in proportion to the number of such individuals enrolled by the eligible recipient in vocational education as compared to the total number of disadvantaged students and students with limited English proficiency so served, compared to the total number of such individuals served by all participating eligible recipients in the state, as such enrollments are determined for vocational education in the fiscal year preceding the fiscal year in which the determination is made.

c) Funds allocated to an eligible recipient for services and activities for the handicapped and the disadvantaged under the provisions of subsection (a) of this Section which are not needed by the eligible recipient for the purposes for which such funds are allocated will be reallocated for the prescribed purposes as provided by Subpart U of this Part.

d) Except as otherwise provided in this Section for funds reserved for services and activities for handicapped and disadvantaged individuals, vocational education funds allocated by the State Board of Education to eligible recipients on a formula basis will be allocated by formulas based on factors which include but are not limited to the following as will best serve the vocational education needs of the state:
1) The degree or magnitude of the vocational education services provided, as measured by:
   A) the number of students served;
   B) the number of student credit or class hours generated by students enrolled;
   C) local costs of program administration; or
   D) the formula reimbursement in the prior fiscal year;

2) The cost of the vocational education services provided, as measured by projected or actual expenditures for the services;

3) The need for state funds to supplement local resources to enable the local educational agency to provide the needed services, as measured by:
   A) the relative financial wealth of the local education agency; or
   B) the number of students eligible for Chapter 1 services under the Education Consolidation and Improvement Act of 1981 (20 U.S.C. 3801 et seq.); and

4) The type of institution or organizational structure utilized in providing the vocational education services, as measured by:
   A) at the elementary level, the number of students enrolled in elementary occupational information programs;
   B) at the secondary level, the number of Carnegie Units of Credit generated by students enrolled in courses funded pursuant to this Part;
   C) at the postsecondary level, the number of semester or quarter hours of credit generated by students enrolled in courses funded pursuant to this Part; and
   D) at the adult level, the number of student class contact hours generated by students enrolled in non-credit courses, or the number of credits generated by students enrolled in adult credit courses funded pursuant to this Part.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.260  Allocation of Funds by Funding Agreement

Vocational education funds allocated by the State Board of Education for the support of particular vocational education programs and purposes by funding agreement will be allocated only in the form of reimbursement of a portion of actual expenditures for approved budget items as set forth herein or as may be determined by the State Board of Education to be appropriate in each specific instance of funding. Reimbursement of expenditures under the terms of a funding agreement will be limited to such budget items and such amounts as are specifically approved by the State Board of Education as a part of such funding agreement.
Section 254.310 General Application

a) Each eligible recipient, as a prerequisite to obtaining vocational education funds allocated by the State Board of Education for the support of programs of instruction in vocational education, shall submit a general application to the State Board of Education in the form and manner prescribed in this Subpart.

b) The State Board of Education's policy on education for employment is intended to ensure that vocational education and other education for employment programs will be provided to youth and adults through a regionally organized delivery system that makes effective and efficient use of public schools, area vocational centers, postsecondary institutions, and the employment sector.

c) There will be a three-year implementation phase for identifying regions, developing formal agreements, and submitting regional plans.

1) By July 1, 1986, public school districts receiving federal and state assistance shall become participants in a regional system organized through a cooperative agreement. In most instances, regional systems will coincide with educational service regions. Public schools in Cook County will form regional systems within the context of the community college district(s). Public schools throughout Illinois, including Cook County, may elect to join together in consortia outside of these educational structures (e.g., combination of educational service regions or community colleges and a group of districts who have a history of cooperative vocational education programs) if they are demographically aligned into units that can best support a regional program.

2) By July 1, 1987, regional secondary systems and the community college(s) must define articulation agreements cooperative arrangements to be addressed in the local plan for education for employment as a condition for state approval of plans and programs pursuant to Section 254.390. Agreements will provide for: program alignment and continuity in a given occupational area between secondary and postsecondary institutions; transition of the student without unnecessary delay or duplication of effort from one institution to another in those occupational areas provided by both secondary and postsecondary institutions; consideration of joint use of facilities, equipment, and staff; and cooperative efforts in continuous planning, evaluation, and improvement of programs to serve both youth and adults as well as the area's economic needs.

3) By April 30, 1988, each regional system and each community college will submit a Plan for Education for Employment that includes: descriptions of the characteristics which form the basis for high-quality programs; identified program outcomes; staff development needs; related student services; business, industry, and labor involvement in the regional system; program improvement efforts; valid cooperative agreements and articulation agreements; administrative and program staffing; provision for vocational student organizations; and equipment-facility needs.
Information in relation to these areas shall be provided as required in Section 254.340. Community colleges' participation in programs and services may be included, at their election, through the college's existing system or, where community colleges have entered into cooperative agreements as equal partners in an education for employment system, the college may be included in the local system plan.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.320 Technical Advisory Committees

Each regional vocational system, as a prerequisite to obtaining vocational education funds allocated by the State Board of Education, shall establish a technical advisory committee(s). This committee(s) shall support programs of instruction and provide the regional vocational system with advice on education for employment programs and services, such as local labor market needs and necessary employee traits, skills, knowledge and attitudes. Other standing or ad hoc committees may be formed at the discretion of local administration to address program, student service, inservice, transportation, or other special issues of importance to local citizens. A majority of the persons comprising local technical advisory committees shall be members of the general public who are representative of private sector commerce, industry and labor.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.330  Development of Annual Application (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.340 Content of the General Plan

The general plan for education for employment shall be prepared and submitted on forms provided by the State Board of Education and shall be made available for review and comment by interested parties, including the designated administrative entity under the Job Training Partnership Act (29 U.S.C. 1501). The general plan shall cover a two-year period which coincides with the two-year period of the State Plan for fiscal years 1989-1990 and each two-year period thereafter, and shall be updated annually. The plan shall describe the vocational education programs, services, and activities proposed to be funded and how the proposed programs, services, and activities will be coordinated with relevant programs under the Job Training Partnership Act and the Adult Education Act (20 U.S.C 1201 et seq.) in order to avoid duplication and shall include the following:

a) General information, including --

1) The name and address of the eligible recipient together with the names of administrative, professional, and advisory staff having designated responsibilities,

2) The names and addresses of member districts of the regional system, if applicable, together with a current copy of the system's cooperative agreement,

3) A current copy of all applicable articulation agreements,

4) If the eligible recipient or any member district contracts with a private institution to provide vocational education for students of the recipient, a signed current copy of the contract with the institution,

5) The administrative structure of the regional system, if applicable, in the form of--

   A) an organizational chart which shows relationships between and among the board of control, board committees, community colleges, system director, other system personnel, and vocational instructional staff, and

   B) job descriptions listing the duties and responsibilities of the system director and other professional personnel directly employed by the system such as special needs coordinator, guidance coordinator, etc.,

6) The advisory council structure, in the form of --

   A) an organizational chart depicting the structure of the advisory council and any committees established for it,

   B) a description of the roles and responsibilities of the advisory council, and
C) a description of the process for determining membership on the advisory council and committees, and

7) The public information strategies of the regional system, if applicable, in the form of an action plan to inform the public of the education for employment programs in the communities served by the system;

b) Student services information, including--

1) Organization of the student services committee of the regional system, if applicable, in the form of--

A) a description of the membership and organization chart, and

B) a description of the roles and responsibilities of the committee,

2) Coordination and articulation of student services, in the form of--

A) a description of the process used to assure coordination of student services,

B) a description of the process used to articulate student services between the secondary regional delivery system and community colleges, and

C) a description of the process used to transfer/share student records, transcripts, and other relevant information within the regional delivery system and between the system and other agencies, if applicable,

3) A description of the student services to be provided in each of the following categories--

A) Special Needs (Disadvantaged, Handicapped, Limited-English Proficient), including a copy of the eligible recipient's current application for funding through the Vocational Education Support Services Addendum (VESSA) or, if no application has been submitted, an explanation of how such services will be provided,

B) Sex Equity, including a copy of the eligible recipient's current application for a Building Fairness Grant or, if no application has been submitted, an explanation as to how sex bias and sex role stereotyping will be overcome,

C) Single Parents and Homemakers, including whether the eligible recipient has received a Building Opportunity contract or, if not, what services will be provided,

D) Counseling and Guidance (Key Components),

E) Other Student Services (if provided),
4) Identification of the degree to which the guidance and counseling key components of general counseling, assessment and evaluation, career information, educational/career planning, placement, special population services, sex equity, and student follow-up are available to students, indicating if the component requires improvement, and

5) A counseling and guidance improvement plan addressing the key components identified as needing improvement and including improvement objectives, activities, persons responsible, anticipated completion date, and accomplishments,

c) Information relative to coordination with other federally funded programs, including--

1) A description of how the programs, services and activities in the plan will be coordinated with relevant programs under the Job Training Partnership Act and the area planning council for adult education, including the process which will be utilized and the topics which will be discussed,

2) A copy of the correspondence which transmits the plan for review and reaction to the appropriate administrative entities for JTPA and the area planning council, and copies of any reactions to the plan received from such entities or council or, if no reaction has been received from any of these parties, a statement to this effect, and

3) A response to any concerns or reactions to the plan received from the administrative entities for JTPA and the area planning council, indicating the action to be taken to address the response or concern;

d) A vocational education program description and program improvement plan--

1) For community colleges, this section of the general plan can be completed by addressing the following statements:

A) Submit a current copy of the college's catalogue that describes the offerings available within the institution.

B) Describe the process utilized by the college to develop new units of instruction (programs) and courses, including the involvement of advisory committees in the process. Include an outline of the steps followed within the college to review and approve the new program and/or courses.

C) Identify existing programs which require, or for which the college has sought optional external accreditation and/or approval and by what entity. Include those programs which require an individual to become licensed, certified, or registered upon completion of the program and by what entity. If this information is included in the college catalogue, please note this in response to this item.
D) Provide the most recent copy of the planned curriculum additions and withdrawals submitted to the Illinois Community College Board. Of specific interest are the occupational curricula that the college plans to add or withdraw.

E) Complete the program articulation form listing the name of each occupational program that has an established or planned articulation component with a secondary regional delivery system. For each program, describe the nature of the established or planned articulation activities.

2) For secondary regional systems, this section of the general plan may be prepared in two stages, with specific requirements associated with each stage by individual program. It is not necessary for a regional system to complete Stage I for an individual program if the system can complete Stage II and implement programs in the 1988-89 school year. If existing course offerings will not be changed by the 1988-89 school year, Stage I must be completed to obtain conditional approval for continued reimbursement.

A) At a minimum, the following information must be submitted as a Stage I application to gain conditional approval for the 1988-89 school year:

i) program name and Classification of Instructional Program (CIP) Code, which is provided annually by the State Board of Education,

ii) list of occupations included in the program together with documentation of task list verification submitted for each occupation on prescribed forms indicating by name, position, and representation the individual instructors and members of business/industry involved and for instructors, the manner of involvement in the verification process,

iii) separate program approval forms submitted for each member district of the regional system, listing the individual courses related to each program previously approved by the State Board of Education pursuant to the provisions of Section 254.390 and the course credit or contact hours by term, and identifying the regional system and member district by name and identification number, and

iv) A Stage I program development plan submitted on the form provided by the State Board and listing planned developmental activities together with the persons responsible for the activity and anticipated completion date for each of four major steps in program development: comparing existing program content with verified task lists developed in accordance with the provisions of Section
254.390(a)(4); assessing equipment needs for program implementation; assessing curriculum material needed to implement the program; and assessing staff development activities needed to implement the program (activities, persons responsible and anticipated completion dates need only be identified for those steps not yet accomplished).

B) The first and succeeding annual updates to the regional plan must be submitted as a Stage II application for approval by March 31 of each year beginning in 1989, and shall contain individual program names and CIP codes and a listing of occupations included in each program together with documentation of task list verification, all as for Stage I approval (i.e., as in subsections (d)(2)(A)(i) and (ii)), together with the following:

i) narrative course descriptions for each course provided as a part of the program or as an adult vocational education course, including course title, regional course identification code, primary enrollment level, units of credit provided, and descriptions of all cooperative education courses, including the provision and content of the related class associated with each such course,

ii) for each course included in the plan, a listing of tasks to be taught, indicating whether as a part of the secondary curricula or through vocational student organizations or whether to be articulated with the postsecondary delivery system,

iii) a course-by-site matrix listing of all courses, using a code developed by the applicant, shall be included in the plan to indicate the site(s) at which each course is provided,

iv) a listing of the vocational student organizations which are available to students enrolled in each program,

v) a regional program approval form which lists programs previously approved by the State Board of Education pursuant to the provisions of Section 254.390, and

vi) a Stage II program development plan listing planned developmental activities together with the persons responsible for the activity, the anticipated completion date, and accomplishments addressing identified needs in each of three areas: equipment, curriculum materials, and staff development;

e) Vocational education program personnel information, including --
1) The names of all full-time and part-time vocational administrators, instructors, guidance personnel, special needs coordinators, and Title IX and Section 504 designees with vocational education responsibilities under the general plan, listed by participating district for regional systems, indicating the occupational assignment of each and the CIP program code corresponding to the primary teaching area of all vocational instructors,

2) The names and specific deficiencies of vocational education staff not meeting minimum qualifications of the State Board of Education set forth for professional personnel in the public schools in 23 Ill. Adm. Code 1 (Public Schools Evaluation, Recognition and Supervision) and for professional vocational education personnel in other institutions in Section 254.820 of this Part, and

3) A description of the professional development experiences identified to help each staff member who does not meet minimum requirements to overcome vocational instructional deficiencies;

f) Special funding applications related to the general plan, such as equipment, Adult Training and Retraining, and Quality Assistance Plan applications; and

g) The annual application assurances required by Section 254.360 of this Part.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.350 Format of Annual Application

An annual application for vocational education funds completed on forms provided by the State Board of Education, together with the statement of assurances, applicable cooperative agreements, and a general plan for education for employment, shall constitute the general application of the applicant agency for approval and funding of vocational education programs, services, and activities. Standardized forms for the submission of an annual application for vocational education funds, together with instructions necessary for completion, will be made available to eligible recipients upon request. Necessary forms and instructions will be routinely supplied on an annual basis to those eligible recipients with an approved plan for previous years.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.360 Annual Application Assurances

The annual application of an eligible recipient shall contain the following assurances:

a) that the application has been made available for review and comment by interested parties, including the private industry council established under the Job Training Partnership Act for the service delivery area served by the applicant;

b) that the program proposed by the applicant is designed to prepare persons for paid or unpaid employment or for additional preparation for a career requiring other than a baccalaureate or advanced degree;

c) that the program proposed by the applicant is in accordance with state and federal laws and regulations;

d) that the qualifications of staff responsible for carrying out the proposed program meet the minimum requirements of the State Board of Education in accordance with Subpart H;

e) that none of the vocational education funds received under the State Plan will be used by the applicant to acquire equipment, including computer software, in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, or its employees, or any affiliate of such an organization;

f) that all programs of related instruction offered by the applicant for apprentices who are employed to learn skilled trades are made equally available to all individuals interested in receiving this instruction and that no student will be denied access to such program on the basis of sex, race, national origin, ethnic background, or religious affiliation and, further, that the skilled trades for which the programs of related instruction are offered provide equal access to persons of both sexes;

g) that all vocational education programs, services, and activities receiving federal assistance will be administered by the recipient in a manner which prevents, identifies, and remedies discrimination on the basis of race, color, national origin, sex, age, and handicap as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and implementing federal regulations (34 CFR 100, 104, and 106 (1986) and 45 CFR 90 (1986), with no later amendments or editions);

h) that handicapped and disadvantaged students enrolled in private elementary and secondary schools in the geographic area served by the applicant have been notified of the eligibility of such students to participate in the vocational education opportunities program supported with federal funds made available under the Vocational Education Act; and

i) that the applicant will use the Basic State Grant funds reserved for vocational education services and activities for handicapped individuals under the Act:
1) to provide equal access to those individuals:

   A) in recruitment, enrollment, and placement activities; and
   B) to the full range of vocational programs, available to non-handicapped and non-disadvantaged individuals, including occupationally specific courses of study, cooperative education, and apprenticeship programs; and

2) to provide vocational education programs and activities for handicapped individuals:

   A) in the least restrictive environment in accordance with Section 62(5)(B) of the Education of the Handicapped Act;
   B) which are included as a component of the individualized education plan required under Section 612(4) and Section 614(a)(5) of the Act; and
   C) which are planned through the coordination of appropriate representatives of vocational education and special education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.370 Submission of Annual Applications and General Plan

a) The annual application shall be submitted so as to reach the State Board of Education by March 31 preceding the school year for which the application is made. Applications received after the expiration of the submittal period will be accepted upon written request for consideration except that in no case will applications be accepted if received after the commencement of the first full term of school included in the application. Applications which are accepted after the expiration of the submittal period will not qualify for forward funding payments.

b) The general plan shall be submitted together with the annual application for the 1989 fiscal year and, for subsequent years, shall be updated to accurately reflect current practice and submitted with the annual application for the initial year of each two-year period thereafter.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.380 Amendments and Addenda to Applications

Amendments and addenda submitted after the application has been forwarded to the State Board of Education shall be prepared in accordance with such provisions set forth herein for completion of the application as are applicable to the particular amendment or addendum. Such amendments and addenda as are necessary shall be submitted to the State Board of Education so as to be received prior to the commencement of the first term of school for which the amendment or addendum is applicable. Amendments and addenda received after such time will be accepted for consideration for the first full term of school following their receipt by the State Board of Education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.390  Approval of Applications

a) Only those applications which are submitted in accordance with the provisions set forth in this Subpart will be considered for funding by the State Board of Education. Consideration of eligible recipients' plans for funding purposes will result in the assignment of an approval status for each such plan. Approval of the general plan does not constitute approval for funding purposes of all or particular segments of the plan or of programs and courses detailed in the plan. Individual programs set forth in the application will be considered for approval on the basis of the following:

1) program responsiveness to the changing nature of the labor market, to technological advances, to the changing characteristics of the work force, and to the academic, technical, and attitudinal development of their students;

2) demonstrated need for the program documented by local employment needs by state or regional labor market information;

3) student interest in the program documented by student interest surveys or by actual student enrollments;

4) program content based upon occupational task lists disseminated by the State Board of Education and verified or modified locally to meet specific regional needs;

5) available instructional resources, i.e. qualified personnel, facilities, equipment, instructional materials, and other resources necessary for instruction based upon the program content;

6) program length which provides the necessary hours of instruction based upon the program content; and for continued approval,

7) program administration and operation in accordance with state and federal laws and regulations, including this Part.

b) Assignment of an approved status to a general plan for vocational education is contingent upon each and all of the following:

1) submission of a complete plan which meets the requirements set forth in this Subpart;

2) evidence of the existence of a technical advisory committee which has provided input into the development of such plan; and

3) inclusion in such plan of written reactions to each recommendation resulting from any on-site visitation conducted by the State Board of Education during the school year immediately preceding the school year for which the plan is submitted.
c) Plans which meet all of the conditions prescribed in subsection (b) will be assigned an approved status.

d) Plans which do not meet each of the conditions prescribed for the assignment of an approved status set forth in subsection (b) will be assigned a not approved status.

e) Each applicant agency which submits a plan for vocational education in accordance with requirements set forth in this Subpart will receive a Status of Plan Report.

f) A copy of the Status of Plan Report will be mailed to the designated transmittal officer by the State Board of Education.

g) Additional information requested of the applicant agency on the Status of Plan Report shall be forwarded directly to the State Board of Education, within 30 days of receipt of the Status Report.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.395 Applications for Approval and Funding by Funding Agreement

Applications for approval and funding of programs, projects, services, and activities funded by the State Board of Education by funding agreement shall be completed in the form and manner prescribed by the request for applications. Such applications shall be submitted in the form of a prepared funding agreement, completed and fully executed with required signatures and assurances, and incorporating a specific proposal setting forth such terms, conditions, and information as may be required for each funding agreement. Such applications shall be submitted to the State Board of Education through the designated transmittal officer.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.398  Opportunity for Hearing

Any eligible recipient dissatisfied with the status or disposition of any application for approval and funding or any claim for reimbursement, or any audit conducted by the State Board of Education, may request a review of such status or disposition through the following appeal procedure:

a)  Step 1.

1)  Within 30 days of notification by the State Board of Education of the status or disposition in question, the chief administrator of the eligible recipient dissatisfied with such status or disposition shall submit a written request for review to the State Board of Education stating the reasons for such request.

2)  Within 15 days of receipt of such a request, the status or disposition in question will be reviewed by the Assistant Superintendent or designated staff of the State Board of Education and a written response made to the eligible recipient.

b)  Step 2.

1)  The written response required in Step 1 shall include a notice of opportunity for a hearing which informs the recipient of the right to a hearing pursuant to the provisions of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1001-1 et seq.). The notice shall also contain a copy of the rules adopted by the State Board of Education governing administrative hearings (23 Ill. Adm. Code 475 (Contested Cases and Other Formal Hearings)). The formal hearing will be conducted in accordance with the Administrative Procedure Act and these rules.

2)  The Vocational Education Act permits further appeal under judicial review of the State Board of Education's final decision: "IF ANY ELIGIBLE RECIPIENT IS DISSATISFIED WITH THE FINAL ACTION OF THE STATE BOARD . . . WITH RESPECT TO APPROVAL OF ITS LOCAL APPLICATION, SUCH ELIGIBLE RECIPIENT MAY, WITHIN SIXTY DAYS AFTER SUCH FINAL ACTION OR NOTICE THEREOF, WHICHEVER IS LATER, FILE WITH THE UNITED STATES COURT OF APPEALS FOR THE CIRCUIT IN WHICH THE STATE IS LOCATED A PETITION FOR REVIEW OF THAT ACTION." (20 U.S.C. 2464 (c))

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.410 Applications for Reimbursement of Vocational Education Programs, Services, and Activities

a) Eligible recipients desiring to receive reimbursement for the conduct of vocational education programs, services, and activities supported by the State Board of Education through a general distribution of funds by formula reimbursement shall make application for such reimbursement to the State Board of Education through the designated transmittal officer. Applications for such reimbursement shall be completed and submitted on or before the dates established by the State Board of Education.

b) Such applications shall be completed on forms prescribed by the State Board of Education and shall include required enrollment data for each program and/or course for which reimbursement is requested.

1) Claims for supplemental funding to offset added costs will be honored only for those particular courses in which students from two or more public school districts are enrolled for the term being claimed. Requests for exception to this requirement when students from only one such district are enrolled should be made in writing at the time of submission of the claim stating justification for the exception. Exceptions will cover only the particular claim period and will be allowed only for unusual circumstances which justify the exception.

2) Local educational agencies claiming funding for special services to handicapped or disadvantaged students or students with limited English proficiency shall document the criteria utilized in the identification of such students, the special services provided, and the costs attributable to the provision of such special services.

3) Courses at the secondary level approved for reimbursement as a course in the occupation of homemaking program sequence and designated as a course in Resource Management, or any other such or similar course which is equivalent to or which satisfies the state mandated course in consumer education for all students in the public schools, will be reimbursed solely to the extent that students enrolled in such courses are enrolled in an approved program for the occupation of homemaking, as determined by the average student enrollment in all other courses of the occupation of homemaking program offered by the institution.

c) Each application for reimbursement shall include a certification that the vocational education programs summarized in the application have been operated in accordance with the requirements of this Part and with applicable state and federal law and regulations.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.420 Payment of Reimbursement to Eligible Recipients

a) Eligible recipients approved for formula reimbursement of vocational education programs will normally receive forward funding payments in the second and succeeding years of program operation in anticipation of reimbursement claims to be submitted by such agencies during the fiscal year for which funding is projected. Forward funding payments to such eligible recipients will normally be made three times each fiscal year. Forward funding payments may not be made in a particular fiscal year for such reasons as the late receipt or release of federal and/or state funds, or large audit exceptions pertaining to a particular educational agency, or because of nonparticipation of an individual recipient in funded programs in a particular fiscal year.

b) Eligible recipients requesting funding for the first time will be eligible for forward funding after an estimated claim has been received and approved.

c) Audit exceptions which decrease or which increase the amount of funds an eligible recipient is eligible to receive will be applied to the first payment after the exception has been determined. For an eligible recipient which shall have received more funds in the three forward funding payments than are generated by the total claims of such recipient for the particular fiscal year, subsequent reimbursement payments will be reduced in total until the amount of such overpayment is recovered if such recipient maintains ongoing reimbursable programs. Eligible recipients which shall have received such overpayment, and which do not maintain ongoing reimbursable programs from which such overpayment may be recovered, must submit a refund of such overpayment by check payable to the State Board of Education at the earliest possible date following notification of overpayment. No adjustment will be made by the State Board of Education or required of an eligible recipient for audit exceptions in the amount of $50.00 or less.

d) Payment of funds for reimbursement of eligible recipients will be made by warrants drawn by the Comptroller on the treasury of the State of Illinois. Such payments will be made directly to the eligible recipient if such eligible recipient is a state university, a state agency, or a regional superintendent of schools. Such payments for reimbursement of regional vocational systems will be processed through the appropriate regional superintendent of schools.

e) The State Board of Education will not authorize final payment of reimbursement to an eligible recipient for a particular fiscal year until receipt of any and all fiscal and statistical reports required of the eligible recipient.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.430 Applications for Reimbursement Under the Terms of a Funding Agreement

a) Applications for reimbursement of programs, projects, and activities under the terms of a funding agreement shall be submitted to the State Board of Education on standardized forms prescribed for such purpose.

b) Applications for reimbursement shall be itemized in such detail and shall be supported by such documentary evidence or information as the State Board of Education may require in each specific instance of funding to assure proper accounting of public funds. Documentary evidence required by the State Board of Education will be limited to items of proof which may reasonably be required under generally accepted accounting practices as established by the American Institute of Certified Public Accountants, including payroll registers and time sheets, invoice vouchers, cancelled checks, purchase orders, account journals and ledgers, enrollment records and transcripts, and identification of students with special needs.

c) Applications for reimbursement of the costs of products and services rendered, and for programs, projects, and activities may be submitted upon completion of the particular program, project, or activity. Partial claims for reimbursement may be submitted on a mid-year or other basis if extenuating circumstances exist and if provided for under the terms of the specific funding agreement.

d) The State Board of Education will not authorize final reimbursement under the terms of a funding agreement until all stipulations of such funding agreement have been fulfilled and until copies of any required report(s) and/or final product(s) have been received.

(Source: Amended at 7 Ill. Reg. 13503, effective September 28, 1983)
Section 254.440  Applications for Reimbursement for the Purchase or Lease of Instructional Equipment

a) Applications for reimbursement for the purchase of or lease of instructional equipment for use in vocational education programs shall be submitted to the State Board of Education through the designated transmittal officer. Applications for reimbursement shall be submitted on standardized forms provided by the State Board of Education.

b) Applications shall summarize the amount claimed for reimbursement and shall include an itemized description of the items purchased or leased and indicate, for each item, whether acquired by purchase or lease, the quantity acquired, the unit and total costs of the item, and the number of the warrant issued as payment for the item.

c) Copies of warrants and invoices for each item of equipment shall be included with the application for reimbursement.

d) Applications for reimbursement of the purchase or lease of instructional equipment may be submitted upon completion of final payment for items of equipment acquired under a particular funding agreement. The amount of reimbursement for instructional equipment will be prorated among the eligible recipients seeking reimbursement if the State Board of Education lacks funding to reimburse all claims submitted. Eligible recipients may submit applications for reimbursement upon completion of payment for individual purchases under a funding agreement, or upon payment of the periodic charge for an expired lease period under a lease agreement. Acceptance of applications for reimbursement in such instances will be limited to three times each year for each applicant.

e) Items of instructional equipment must be received, invoiced, and paid for within the fiscal year in which the items are approved pursuant to Subpart R for purchase or lease to qualify for reimbursement for that fiscal year. Items of equipment which have not been received, invoiced, and paid for within the fiscal year in which approved may be reimbursed upon subsequent reapplication and approval to purchase or lease in succeeding years when such conditions have been met.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.450   Limitation on Federal Share of Program Costs

The total of funds received from all sources for the support of a program, project, or activity may not constitute more than 100 percent of the total cost of such program, project, or activity. Any payment to an eligible recipient made from funds allocated by the State Board of Education for the support of a vocational education program, project, or activity which results in a total payment of funds from all sources in excess of the total cost of such program, project, or activity will be subject to audit exception and recovery of funds by the State Board of Education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.460 Fiscal and Compliance Audits

a) The State Board of Education will audit eligible recipients receiving vocational education funds, or will obtain or require periodic audits of such recipients, to ensure that the state's program of vocational education is audited in compliance with requirements of the Vocational Education Act (20 U.S.C. 2465). Extraordinary audits of an eligible recipient may be conducted or obtained by the State Board of Education on the basis of the following:

1) irregularities in vocational education programs which have been reported to the State Board of Education; or

2) requests for such audits by the eligible recipient.

b) Upon receipt of notification by the State Board of Education of a scheduled audit, the eligible recipient shall make necessary arrangements for access by the auditor to pertinent records of the recipient and to the person or persons responsible for the vocational education records of such recipient or to the person designated as replacement for such person for purposes of the audit.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.470 Equipment Audits

a) All instructional equipment purchased by an eligible recipient which is reimbursed in whole or in part from federal vocational education funds and which has a single item acquisition cost of $300.00 or more shall be accounted for by the eligible recipient. Such equipment will be physically inventoried and a decal number affixed to each item by the State Board of Education following initial inventory. All such equipment will be physically inventoried by the State Board of Education or by certification of the eligible recipient verifying the physical status and instructional use of such equipment at least once every two years.

b) Purchases of items of instructional equipment having a single item acquisition cost of $300.00 or more which cannot be accounted for will be subject to audit exceptions and recovery of funds by the State Board of Education.

c) Recipients shall maintain such equipment in good condition and shall insure adequate safeguards to prevent damage, loss, or theft. Any damage, loss, or theft of such property shall be investigated and fully documented and a copy of the local police report forwarded to the State Board of Education. The recipient shall be responsible for repair or replacement of equipment damaged, lost, or destroyed due to negligence of the recipient. Items of equipment which are no longer required by a recipient for use in any federally assisted vocational education program may be disposed of only upon prior approval of the State Board of Education in accordance with applicable provisions of federal and state regulations in effect at the time of disposition of such equipment.

d) Instructional equipment purchased for use in one instructional program may be permanently transferred for use in another program upon request to the State Board of Education at the time of inventory or certification.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.480 Maintenance of Records for Audit

a) Eligible recipients shall maintain adequate records to support all claims for reimbursement from vocational education funds and shall make such records accessible for audit by state and federal authorities. Separate and individual accounts shall be maintained for the receipt and expenditure of all vocational education funds. Public school districts are subject to the procedures specified in 23 Ill. Adm. Code 110 (Program Accounting Manual). Funds utilized for the purposes of a funding agreement shall be expended and accounted for by line item in accordance with the budget set forth in such agreement except for such changes as are approved in writing by the State Board of Education.

b) Each recipient shall keep intact and accessible all records relating to the receipt and expenditure of federal funds and to the expenditure of the recipient's contribution to the costs of the project, if any, including all accounting records and related original and supporting documents that substantiate direct and indirect costs charged to the project. Such records shall be retained for seven years following the year of submission of an annual reimbursement claim or report of expenditures, or for such other period of time, not less than five years, which may hereafter be required by state law or by state regulatory authority. Such records shall be further retained until any questions raised by audit have been resolved. Records pertaining to instructional equipment purchased in full or in part with federal funds and having a single item acquisition cost of $300.00 or more shall be further retained for five years following final disposition of such property.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.490 Maintenance of Effort (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.510 Reporting Requirements

Eligible recipients receiving funds allocated by the State Board of Education for support of vocational education programs and activities shall submit such fiscal and statistical reports pertaining to vocational education expenditures, staffing, enrollments, and facilities as are required by the State Board of Education to discharge its responsibilities under the Vocational Education Act and "AN ACT in relation to vocational education, "including the Vocational Education Data System report on expenditures, staff, enrollments, completions, and follow-up of students and employers.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.610 Statewide Evaluation of Vocational Education Programs

a) The State Board of Education will utilize the evaluation system set forth in this Subpart in evaluating vocational education programs administered by eligible recipients.

1) Each eligible recipient administering a program of vocational education which is supported with vocational education funds will be required to complete a self-assessment of the vocational education programs offered by the recipient. The self-assessment shall be completed for each vocational program offered by the eligible recipient and shall include evaluations in the areas of program placement, employer satisfaction, student satisfaction, student performance, enrollment trends, labor market justification, and program costs.

2) The State Board of Education will direct an on-site review and analysis of the eligible recipient's assessment of its program of vocational education. The on-site review will be conducted by a team composed of individuals selected by the State Board of Education from the Board's professional staff and other groups on the basis of their knowledge of and experience in vocational education and employment training, student needs and services, and employment needs in the community and state.

3) The self-assessment of an eligible recipient and the associated on-site review shall be conducted in accordance with a schedule of evaluations developed annually by the State Board of Education. The evaluation schedule will be developed such that each eligible recipient will be evaluated once during a four-year period.

b) The evaluation process is comprised of four phases, a vital signs assessment, an in-depth analysis, a summary report, and a program improvement plan, as follows:

1) The initial review of a vocational program focuses on the vital signs of that program. Seven vital signs which address the viability of a program have been identified: placement, employer satisfaction, student satisfaction, student performance, enrollment, cost containment, and labor market justification. The collection of information for each vital sign is done through the examination of existing information, conducting surveys, and/or student testing. Information for each vital sign is then summarized, resulting in a vital sign rating.

2) Local personnel analyze the graph and determine whether one or more of the vital signs indicates a concern. If all vital sign ratings are judged acceptable, no further evaluation is necessary and a program improvement plan is developed. If one or more of the vital signs indicates an area of concern, a more thorough in-depth analysis, which focuses only on those vital signs which indicate a concern, is conducted. After the in-depth analysis has been completed, results are summarized and conclusions are drawn. Local personnel then make a determination of
program status. In most instances, a decision would be made to continue the program while working toward program improvements. In others, evaluation results may clearly indicate the need to discontinue a program. A plan to phase out the program should then be developed.

3) Local personnel develop a summary report covering the activities carried out pursuant to subsection (b)(2) and their results.

4) The last phase of the evaluation process is the development of a program improvement plan by local personnel, with assistance from State Board of Education personnel, for each continuing program. If all vital signs are strong, then the program improvement plan may consist of general recommendations for maintaining and improving the program. If one or more of the vital signs indicates a concern, the program improvement plan is focused on the findings of the in-depth analysis and plans for remediating identified problems. Local personnel then identify ways in which the program could be improved as well as the methods for doing so and the necessary resources. This plan is submitted to state personnel for approval and subsequent allocation of resources. To be approved, the program improvement plan shall identify areas of deficiency, specify remediation activities, list resources utilized for remediation, and identify the person responsible for coordinating the remediation activity. A verification process will be utilized by the State Board of Education to assist in the approval of the program improvement plan. This process will include a review of the data and findings from the evaluation process and interviews with selected personnel during an on-site visit. The purpose of these activities is to verify that solutions proposed are related to problems identified and that the data indicate that such problems exist. Technical assistance will be available to local personnel throughout this process.

c) The vital sign assessment phase of the evaluation process consists of collecting data related to the seven vital signs of the program. These data will be utilized by local personnel in determining the status of the program. The seven vital signs and their definitions, the methods by which data are collected, and the types of information to be gathered are the following:

1) Placement: a count of former program participants who are now either employed, unemployed, in continuing education, in the military, or other, obtained through surveying a sample of former students. The information gathered identifies the former students' vocational curriculum and current employment, as --

A) Employed, (at job title),
B) Unemployed,
C) Continuing Education,
D) Military, or
E) Other.
2) Employer Satisfaction: an assessment of employer views related to the technical, employability, and basic skills of employees who have participated in the program, as compared to other employees of similar age and education, obtained through surveying a sample of such employers. The information gathered indicates whether the employers have employed or supervised students who have participated in this program and the employers' judgment (which may include "no opinion"), on a five-point scale on which "1" means poor and "5" equals excellent, as to --

   A) how well the program prepared students to perform technical skills required on the job such as utilization of equipment, understanding of work-related terminology, etc.,

   B) how well the program prepared students to perform reading, writing, and math skills on the job,

   C) how well the program prepared students with general employability skills (such as work attitudes, being on time to work, receiving supervision, proper dress, etc..) and,

   D) in general, how program graduate(s) rate as compared to other employees.

3) Student Satisfaction: an assessment of current and former student views related to course content, instructional methods, instructor readiness, instructional resources, support services, and preparation for employment, obtained through surveying a sample of current and former students. The information gathered indicates the students' judgment, on a five-point scale on which "1" means not satisfied and "5" means very satisfied, as to --

   A) the material covered and level of difficulty in their vocational program,

   B) the lectures, lab experiences, and the group and individual projects used by instructors in their vocational program,

   C) their vocational instructors' knowledge of the field and current employment opportunities and trends in their program,

   D) the equipment, facilities, and materials used in their vocational program,

   E) the guidance, tutoring, and vocational counseling available in their vocational program, and

   F) for former students, to what extent they are satisfied that their training prepared them for a job.
4) Student Performance: an assessment of students' skills on state-developed employability skills tests. The information gathered identifies the mean student score by program and encompasses the following areas --

A) identifying employment opportunities,
B) applying employment seeking skills,
C) interpreting employment capabilities,
D) demonstrating appropriate work behavior,
E) maintaining a safe and healthy environment,
F) maintaining a businesslike image,
G) maintaining working relationships with others,
H) communicating on the job,
I) adapting to change,
J) understanding how a business works, and
K) performing mathematical skills.

5) Enrollment: a tabulation of currently enrolled students, as well as those enrolled over the past three to five years, resulting in trend information, obtained through retrieval of enrollment information from existing records. The information gathered identifies the --

A) curriculum,
B) year/term, and
C) number of students enrolled.

6) Cost Containment: a calculation of the unit cost for the program, obtained through retrieval of program cost information from existing records. The information gathered identifies the cost per unit of credit to include components such as the following --

A) revenue (such as reimbursements, tuition, special projects/grants, services, sale/resale of equipment, supplies and projects), and
B) expenditures (such as personnel, contractual fees, materials/supplies, equipment, travel, and maintenance/repair).

7) Labor Market Justification: Regional, state, and national labor market data will be provided by the State Board of Education in conjunction with the evaluation. This information, together with such additional information as
the applicant may consider necessary, shall be reviewed by the applicant as a basis for determining needs related to its program.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.620  On-Site Visitations (Repealed)

(Source:  Repealed at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.630 Program Improvement

a) Vocational education and other education for employment programs and services shall include a systematic program of curriculum renewal, staff development, and equipment modernization, each developed in conjunction with employers in their geographical area.

b) Subsection (a) requires that each eligible recipient shall develop a plan for improvement of the eligible recipient's total vocational education program based upon the eligible recipient's self-assessment of its vocational programs and its reactions to recommendations of the on-site visitation team, and shall include such plan for program improvement in the regional plan for education for employment.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.640  Project Evaluation

a)  Each project or special activity supported with vocational education funds shall include plans for both formative and summative evaluation as an integral part of the project proposal.

b)  The State Board of Education will utilize such resource personnel and such methods as may be warranted in evaluating funded projects. Funded projects will be evaluated in terms of one or more of the following or other factors appropriate to the particular project:

1)  the impact of the project on local programs of vocational education;

2)  the extent to which the project results in improved vocational education teaching techniques and/or curriculum materials;

3)  the extent to which the product has statewide or national applicability;

4)  the extent to which the product meets the needs of specific target groups and/or meets the needs in particular target areas of the state;

5)  the extent to which the project has addressed the need for: elimination of racial and sex bias in vocational education; and support for equal educational opportunity; and

6)  the extent to which the project and/or product has contributed to achievement of the goals of the State Board of Education and the State Plan for Vocational Education.

c)  Projects and activities of eligible recipients shall be evaluated in conjunction with the agency's self-assessment of its vocational program.

(Source:  Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.650  Utilization of Program and Project Evaluation Data

The State Board of Education will utilize data obtained from program and project evaluations in the determination of priorities for the utilization of human and fiscal resources, in revising the state's vocational education and related programs, in refining state goals and objectives, in federal and state reporting, and in such other manner as may be determined will best meet the needs of the state.
SUBPART G: COOPERATIVE AGREEMENTS

Section 254.710  Approval of Cooperative Agreements

Cooperative agreements entered into by local educational agencies for the purpose of providing vocational education programs, services, and activities shall be submitted to the State Board of Education for approval as provided in this Subpart.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.720 Submission of Cooperative Agreements for Approval

Cooperative agreements entered into for the purpose of establishing and operating a regional vocational system shall be submitted with and appended to the general plan for education for employment; or if the agreement is for the purpose of constructing and equipping area secondary vocational center facilities, such agreement shall be submitted in accordance with requirements for submitting such agreements as set forth in Subpart T, Development of Area Secondary Vocational Centers.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.730 Criteria for Approval

Except as otherwise provided in Subpart T, Development of Area Secondary Vocational Centers, the State Board of Education will use the following criteria to determine the approval of cooperative agreements entered into for the purposes of this Subpart:

a) submission of a cooperative agreement adopted by the cooperating agencies in the form prescribed by the State Board of Education; and

b) assurance that other local educational agencies within the region have been afforded opportunity to participate in the cooperative agreement.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.740 Cooperative Agreement Resolution and Certification

Cooperative agreements entered into for the purposes of this Subpart shall include a resolution adopted by the board of education of each public school district participating in the agreement authorizing the participation of such public school district. Such resolution shall be certified by signature of the president and secretary of the board of education of each participating public school district attesting to the adoption of such resolution. Each such resolution and certification shall be in the form prescribed by the State Board of Education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.750 Amendments to Cooperative Agreements

Amendments to cooperative agreements shall be subject to the same provisions as set forth in this Part for initial agreements. Parties to a cooperative agreement must give notice to the State Board of Education and other parties to the cooperative agreement one full school year prior to termination of or withdrawal from the cooperative agreement.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.760 Maintenance of Records of Joint Agreements (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Subpart H: Personnel Qualification Requirements

Section 254.810 Minimum Qualifications of Public School Personnel

All professional personnel with administrative, supervisory, teaching, or guidance and counseling assignments in programs of vocational education in the public schools of Illinois through grade 12 shall possess the minimum qualifications appropriate to the particular assignment established by the State Board of Education in rules set forth in 23 Ill. Adm. Code 1 (Public Schools Evaluation, Recognition and Supervision). Minimum qualifications established for professional vocational education personnel in other institutions are set forth in Section 254.820, Minimum Qualifications for Personnel of Postsecondary and Other Institutions.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.820 Minimum Qualifications for Personnel of Postsecondary and Other Institutions

a) All professional personnel with administrative, supervisory, teaching, or guidance and counseling assignments in programs of vocational education funded by the State Board of Education in educational agencies or institutions other than the public schools of Illinois shall possess the minimum qualifications set forth herein for the particular assignment as follows:

1) for vocational education administrative and supervisory personnel -- one year (2,000 hours) of employment outside of education in an occupation other than teaching or counseling, and two years experience in vocational education as an administrator, supervisor, or teacher, or comparable experience in education, business, or industry;

2) for vocational guidance coordinators--one year (2,000 hours) of employment outside of education in an occupation other than teaching or counseling;

3) for vocational instructional personnel--one year (2,000 hours) of employment in an occupation directly related to the occupation or occupational field for which the instructional program is designed, supplemented with an additional 250 hours of work experience every five years in a related occupation in business or industry or through participation in one or more of the following activities:

   A) attending industry training seminars,

   B) teaching, or assisting in the teaching of, vocational courses on the premises of and in cooperation with appropriate businesses or industries,

   C) attending skill training workshops or professional organization workshops that contain experiential components, or

   D) participation in a directed occupational experience, which includes a combination of participation in a university credit-generating course and experiential activities/job training equal to one-half of the required 250 hours; and

4) for cooperative vocational education teacher-coordinators--

   A) one year (2,000 hours) of employment in an occupation directly related to the occupation or occupations for which the program of cooperative vocational education is designed, and

   B) six semester hours of formal coursework in the area of organization and administration of cooperative vocational education, including techniques of coordinating on-the-job experiences and individualized instructional methodology.
b) Individual exceptions to the minimum requirements for related employment experience set forth herein for personnel of postsecondary and other educational institutions will be granted only upon a determination by the State Board of Education in each instance, based upon information contained in the local plan for vocational education that:

1) an adequate plan has been developed to remedy the particular deficiency within a four year period through additional employment experience or through a combination of additional employment and a directed occupational experience; and

2) substantial progress toward eliminating the deficiency is evidenced in succeeding years of the four year period.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.830 Minimum Qualifications Regulated by Law or Licensure

All professional personnel employed in local educational agencies or other educational institutions in assignments in programs of vocational education funded by the State Board of Education and which are designed to prepare persons for employment in occupations for which employment, or preparation for employment, is regulated by law or licensure shall possess the minimum qualifications for the particular assignment established by law or regulatory authority.
SUBPART I: VOCATIONAL EDUCATION PROGRAMS

Section 254.910  Administration of Program  (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.920  Cooperative Administrative Arrangements

A vocational education program provided through a cooperative agreement entered into by and between local educational agencies pursuant to state law shall be administered by the local educational agency designated as the administrative agency under the terms of such agreement.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.930 Vocational Instruction Under Contract

a) Arrangements may be made for the provision of any portion of the program of instruction on an individual or group basis by private vocational training institutions or other existing institutions capable of carrying out vocational education programs and services, or by public or private employers, through a written agreement with the eligible recipient administering a program of vocational education. Such agreements shall describe the portion of instruction to be provided by the institution or employer and shall incorporate the standards and requirements of vocational instruction set forth in federal regulations and in this Part.

b) Such agreements shall be entered into only upon a determination by the eligible recipient and verification by the State Board of Education that:

1) the agreement is in accordance with state law;
2) the instruction to be provided under the agreement will be conducted and administered as a part of the vocational education program of the eligible recipient and will constitute a reasonable and prudent use of funds available under the State Plan; and
3) if the instruction is to be provided by a private vocational training institution, such institution can provide equipment or services not available to the eligible recipient or can provide substantially equivalent training at a lesser cost.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.940 Equal Access to Vocational Education Programs

a) Equal educational opportunities will be assured to all students by providing access to education for employment programs and services in a nondiscriminatory and equitable manner.

b) Subsection (a) requires that vocational education programs administered by an eligible recipient receiving federal or state vocational education funds shall be made equally available and accessible to all persons served by such eligible recipient who meet eligibility requirements established for such programs, and no person shall be denied access to such programs on the basis of sex, race, national origin, ethnic background, religious affiliation, or handicapping condition.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.950  Vocational Education Programs for Handicapped Children (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.960  Program Eligibility (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.970 Program Coordination (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.980  Program Direction and Supervision

The program of vocational education administered by an eligible recipient shall be directed, administered, and supervised by one or more qualified individuals appointed by the eligible recipient and charged with specific responsibility for such direction and supervision.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.985 Facilities, Equipment, and Materials (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.988  Program of Instruction

a) Vocational education programs administered by eligible recipients shall be comprised of an organized and articulated sequence of instruction designed to prepare students upon completion for immediate employment, or advanced education in preparation for later employment in an occupation or career requiring less than a baccalaureate or advanced degree.

b) The course, or sequence of instruction, constituting an adult vocational education program of an eligible recipient shall include classroom instruction and/or laboratory experiences necessary to provide the student with specific skills related to the occupation or occupational field for which the program is designed.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.990 Apprenticeship Programs

Programs of related instruction supported with vocational education funds and offered by local educational agencies for apprentices who are employed to learn skilled trades shall conform to the following criteria:

a) the program of related instruction shall be made equally available to all individuals;

b) the vocational training is supplemental to the on-the-job training experience of the apprentice;

c) the worker involved in the apprenticeable occupation must be at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law;

d) the apprentice training agreement must specify a given length of planned work experience training through employment on the job which is supplemented by related instruction;

e) the skilled trade must possess all of the following characteristics--

1) it is customarily learned in a practical way through training and work on the job,

2) it is clearly identified and commonly recognized throughout an industry,

3) it involves manual, mechanical, and/or technical skills and knowledge, and

4) it provides equal access to persons of both sexes;

f) apprentices will be classified as follows--

1) registered

the program or the apprentice, or both are registered by the Bureau of Apprenticeship and Training, U.S. Department of Labor, under "standards" or "fundamentals" approved by the Federal Committee on Apprenticeship,

2) non-registered

the program or the apprentice is not registered but a noncertifiable apprenticeship program is conducted under an implied or written agreement between the apprentice and an individual employer, a group of employers, employer-employee committees, or a governmental agency; and

g) the standards of apprenticeship programs must adhere to the requirements outlined in 29 CFR 29 (Department of Labor Apprenticeship Programs).
Section 254.992 Minimum Class Time for Secondary Programs

a) Courses included as part of a vocational education program at the secondary level shall provide a minimum of class time per unit of credit equivalent to 200 minutes per week for a full school year.

b) Credit for reimbursed courses in a program of vocational education at the secondary level shall be accepted fully toward graduation.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.995  Guidance Services

Guidance services shall be provided in association with the program of vocational education and shall include those activities which:

a) assist in identifying the career needs of individuals and encourage their enrollment in curricula appropriate to their individual career plans;

b) provide individuals with information helpful in making an informed career choice;

c) assist students while they pursue their chosen program;

d) provide placement services for students seeking immediate employment or planning advanced education in preparation for later employment;

e) provide for regular studies to aid in assessment of the effectiveness of vocational instruction and guidance and counseling services.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.998  Vocational Education Programs Regulated by Law or Licensure

Vocational education programs which are designed to prepare a person for certification and/or licensure or for employment in an occupation which is regulated by law or by regulatory authority shall be conducted in accordance with requirements established for such programs by law and/or by regulatory authority.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART J: PROGRAMS FOR THE OCCUPATION OF HOMEMAKING

Section 254.1010 Allocation of Funds

Vocational education funds allocated by the State Board of Education for the support of programs for the occupation of homemaking will be allocated to eligible recipients in accordance with the provisions of Section 254.250(d), Allocation of Funds by Formula.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1020  Administration of Program

The occupation of homemaking program of an eligible recipient shall be administered as a part of a program of vocational education for which the recipient shall have made application to the State Board of Education for approval and funding.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1030  Program Objectives (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1040 Program of Instruction

a) The occupation of homemaking program shall be comprised of an organized and articulated program of instruction designed to insure that students will achieve appropriate outcomes in the areas of managing individual and family resources, making consumer choices, managing home and work responsibilities, improving responses to individual and family stress, strengthening parenting skills, assisting aged and handicapped individuals, improving nutrition, conserving limited resources, managing living environments, selecting clothing according to needs, understanding human growth and development, understanding the impact of new technology on life and work, and applying consumer and homemaker education skills to jobs and careers. "Organized and articulated program of instruction" indicates that units of study are coordinated to facilitate progression from one unit of study to another and to limit the duplication of instruction.

b) All instruction comprising the occupation of homemaking program at the secondary level shall be coordinated by the home economics department.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART K: COOPERATIVE VOCATIONAL EDUCATION

Section 254.1110 Applicability

Except as otherwise provided in this Subpart for Special Cooperative Vocational Education Programs, the provisions of this Subpart are applicable to all programs of cooperative vocational education supported with vocational education funds administered by the State Board of Education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1120 Allocation of Funds

a) Vocational education funds allocated by the State Board of Education for the support of cooperative vocational education in regular programs of vocational education will be allocated in accordance with the provisions of Section 254.250, Allocation of Funds by Formula.

b) Vocational education funds allocated for the support of Special Cooperative Vocational Education Programs will be allocated in accordance with the provisions of Section 254.260, Allocation of Funds by Funding Agreement. Vocational education funds for support of such programs will be allocated only to eligible recipients in counties having rates of unemployment and school dropout greater than the statewide average for the previous year.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1130  Applications for Approval and Funding

a) Applications for approval and funding of cooperative vocational education in regular programs of vocational education shall be incorporated in the general plan for vocational education of the eligible recipient.

b) Application for approval and funding of Special Cooperative Vocational Education Programs shall be submitted to the State Board of Education in the form of a proposed funding agreement in accordance with the provisions of Section 254.395, Applications for Approval and Funding by Funding Agreement.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1140 Administration of Program

The cooperative vocational education program shall be administered by the eligible recipient approved by the State Board of Education on the basis of the application for the approval and funding of a program of vocational education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1150 Supervision of Program

a) The cooperative vocational education program shall be supervised by one or more qualified teacher-coordinators so as to provide the minimum amount of time devoted to on-the-job supervision and coordination of the students' work experience required by this Section.

b) The amount of time devoted to on-the-job supervision of students enrolled in the regular cooperative vocational education program shall be equivalent to 1-2 hours or more per week per student enrolled.

c) The number of students supervised by a teacher-coordinator of a special cooperative vocational education program:

   1) for a Work Experience and Career Exploration Program, shall be limited to a minimum of twelve students and a maximum of twenty-five students for a full-time teacher-coordinator; and

   2) for an Early School Leaver Program, shall be limited to a minimum of twenty-five and a maximum of thirty-five students for a full-time teacher-coordinator.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1160 Eligibility of Students

a) Eligibility for student participation in a regular cooperative vocational education program shall be limited to persons who are sixteen years of age or older prior to the time of employment under the program.

b) Eligibility for student participation in a Special Cooperative Vocational Education Program:

1) for a Work Experience and Career Exploration Program, shall be limited to full-time students fourteen and fifteen years of age prior to employment under the program who are academically disadvantaged, need motivation to stay in school (e.g., students who are failing one or more subjects, are two or more grade levels behind, or, as determined by the eligible recipient, have absenteeism and discipline problems), and who have the potential for employment, as determined by the eligible recipient, and;

2) for an Early School Leaver Program, shall be limited to high school dropouts 16-21 years of age who are unemployed or who desire to upgrade their employment.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1170 Participation of Students Enrolled in Nonprofit Private Schools (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1180 Related Instruction

The cooperative vocational education program shall include periods of related classroom instruction taught by a qualified teacher-coordinator and provided to each student enrolled in the program. Such periods of related instruction shall provide a minimum of 200 minutes of instruction per week on general and specific topics related to the particular employment of students unless the eligible recipient is able to justify an exception to this requirement in the local plan for vocational education. For the Work Experience and Career Exploration Program, the eligible recipient shall provide the related instruction on a daily basis.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1185 On-The-Job Training

The cooperative vocational education program shall include on-the-job training in periods of regular employment:

a) for which school credit is awarded;

b) which is related to existing career opportunities with potential for advancement;

c) which is permissible employment for individuals of the particular age at which the student is employed under federal and state law;

d) which compensates student learners in conformity with federal, state, and local laws and regulations and in a manner not resulting in exploitation of the student learner for private gain;

e) which does not displace other workers who ordinarily perform such work; and

f) which, under the terms of a written training agreement between the eligible recipient and the employer, incorporates a training plan which has been developed for each student learner and which includes, at a minimum, worker verified tasks for the occupational and employability skills, duration of course of training, working hours, date of birth, company name, responsibilities of the employer, coordinator, students and parents, and signatures of the above.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1188 Identification of Suitable Training Stations

The eligible recipient shall establish procedures for cooperation with employment agencies, labor groups, employers, and other community agencies in identifying suitable training stations for persons enrolled in the cooperative vocational education program.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1190  Proof of Age-Work Permit

The eligible recipient administering a cooperative vocational education program shall require a proof of age certificate of each student who is 16 through 20 years of age and who is employed under such program and shall require a work permit issued under the Child Labor Law (Ill. Rev. Stat. 1985, ch. 48, par. 31.1 et seq.) of each student employed under a Work Experience and Career Exploration program for students fourteen and fifteen years of age.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1192 Evaluation and Follow-Up of Special Cooperative Programs

The eligible recipient shall establish policies and procedures adequate to assure continuous evaluation of the special cooperative vocational education program and follow-up of students who have completed or left the program.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1195 Accounting (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1198  Maintenance of Records of Special Cooperative Programs

The eligible recipient administering a special cooperative vocational education program shall maintain the following records related to the cooperative vocational education program:

a) a proof of age certificate or work permit when required by law, and individual training agreements incorporating a training plan for each student employed under the cooperative vocational education program;

b) records of the follow-up of students who have completed or left the program;

c) class records of the related course provided as a part of the program; and

d) fiscal records supporting any claim for reimbursement, including vouchers indicating payment of bills for expenses incurred under the terms of any funding agreement.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART L: PROGRAMS FOR HANDICAPPED AND DISADVANTAGED PERSONS

Section 254.1210 Allocation of Funds (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1215 Equal Access to Vocational Education

Each eligible recipient receiving federal funds reserved for handicapped and disadvantaged individuals under Part A of Title II of the Vocational Education Act shall, with respect to the use of such funds, provide equal access to handicapped and disadvantaged individuals--

a) in recruitment, enrollment, and placement activities; and

b) to the full range of vocational programs available to nonhandicapped and nondisadvantaged individuals, including occupationally specific courses of study, cooperative education, and apprenticeship programs.

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1220  Applications for Approval and Funding (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1225 Provision of Information and Assistance

a) Each eligible recipient receiving federal funds reserved for handicapped and disadvantaged individuals under Part A of Title II of the Vocational Education Act shall, with respect to the use of such funds for vocational education services and activities for such individuals at the elementary or secondary school level:

1) provide to handicapped and disadvantaged students and parents of such students at least one year before the students are eligible to enter a program of vocational education, and no later than the beginning of the ninth grade, information concerning:
   A) the opportunities available in vocational education, and
   B) the requirements for eligibility for enrollment in such vocational education programs; and

2) provide to each such student:
   A) an assessment of the interests, abilities, and special needs of such student with respect to completing successfully the vocational education program;
   B) special services, including adaptation of curriculum, instruction, equipment, and facilities, designed to meet the needs described in subsection (a)(2)(A);
   C) guidance, counseling, and career development activities conducted by counselors meeting the certification requirements of 23 Ill. Adm. Code 1.760 who are associated with the provision of special services; and
   D) counseling services designed to facilitate the transition from school to post-school employment and career opportunities.

b) Each eligible recipient shall, with respect to the use of such funds for vocational education services and activities for such individuals at the postsecondary level, provide to each such student the assessments and services specified in subsection (a)(2) except that the assessment specified in subsection (a)(2)(A) will not be required for students enrolled in postsecondary institutions who are taking fewer than 12 semester or quarter hours.

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1230  Supervision of Program (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1235 Participation of Students Enrolled in Private Elementary and Secondary Schools

a) Each eligible recipient which serves elementary or secondary school students in a vocational education program or activity assisted with federal funds under Part A of Title II of the Vocational Education Act shall provide handicapped and disadvantaged residents of the area who are enrolled in private elementary and secondary schools an opportunity to participate in such program or activity.

b) Each such eligible recipient shall notify the handicapped and disadvantaged students and parents of such students who are residents of the area and who are enrolled in private elementary and secondary schools that such vocational education programs and activities are available and that such students and parents have the opportunity to participate. The notification shall include a description of the programs and activities and the requirements for eligibility to enroll in the programs.

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1240  Eligibility of Students (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1245 Vocational Education for Handicapped Children

Vocational education programs and activities for handicapped children shall be provided in the least restrictive environment in accordance with Section 612(5)(B) of the Education for All Handicapped Children Act (20 U.S.C. 1401 et seq.) and shall, as determined by the student's educational needs, be included as a component of the individualized education plan required under Section 612(4) and Section 614(a)(5) of that Act. Vocational education planning for handicapped children shall be coordinated between appropriate representatives of vocational education and special education.

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1250  Related Instruction (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1260  Added Costs to Employers (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1270  Work Permits (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1310 Allocation of Funds

a) Vocational education funds allocated by the State Board of Education for the support of high impact training services to stimulate business and economic development will be allocated to school districts, public community colleges, educational cooperatives, private vocational schools, institutions of higher learning, or a private business enterprise administering a program of vocational education approved by the State Board of Education.

b) Funds will be allocated for the support of such programs only upon a determination by the State Board of Education in each specific instance that such a program is needed to facilitate commercial or industrial development, or is necessary due to the number of dislocated workers in the community, and only upon a verification of such need by the particular business or industry concerned and by the Illinois Department of Commerce and Community Affairs and/or the local chamber of commerce.

c) Funds allocated for the support of such programs will be allocated on the basis of reimbursement up to the full amount of actual expenditures for approved budget items in the following categories:

1) salaries;

2) contractual services;

3) materials and supplies;

4) purchase and/or lease of instructional equipment;

5) rental or lease of temporary facilities for instruction;

6) travel; and

7) other related expenses.

d) Financial support for such programs will be limited to a total amount and to an amount for each budget item determined by the budget negotiations authorized by Section 2-3.48(b) of The School Code (Ill. Rev. Stat. 1985, ch. 122, par. 2-3.48(b)).

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Applications for approval and funding of high impact training services shall be submitted to the State Board of Education in the form of a proposed funding agreement which shall include the following:

a) verification of the need for the particular program;
b) arrangements for administration of the program;
c) a description of the program;
d) a description of evaluation and reporting procedures; and
e) an estimated budget for the proposed program, detailing the local contribution, the contribution of the State Board of Education, and the total anticipated expenditure in each budget category.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART N: SPECIAL PROGRAMS

Section 254.1410 Allocation of Funds (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1415 Applicability

The provisions of this Subpart are applicable to the following special programs:

a) Vocational Education Support Programs by Community-Based Organizations under Title III, Part A of the Vocational Education Act; and

b) Industry-Education Partnership Programs for Training in High-Technology Occupations under Title III, Part E of the Act.

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1420 Applications for Approval and Funding (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1425 Vocational Education Support Programs by Community-Based Organizations

a) Each community-based organization which desires to participate in vocational education support programs under Title III, Part A of the Vocational Education Act shall, together with an eligible recipient serving individuals in the same community or region as those served by the community-based organization, jointly prepare and submit an application to the State Board of Education.

b) Each such application shall be submitted on forms provided by the State Board of Education and shall:

1) contain an agreement between the community-based organization and the eligible recipients in the area to be served, which includes the designation of the fiscal agent established for the program;

2) provide a description of the uses for which assistance is sought, together with evaluation criteria to be applied to the program. The evaluation shall include:
   A) cross-reference(s) to the specific procedure(s) and/or objective(s) it is designed to evaluate;
   B) date(s) when the technique will be conducted; and
   C) criteria or standards used to assess the accomplishments of the evaluated procedure(s) and/or objective(s).

3) provide assurances that the community-based organization will give priority in serving the needs of severely economically and educationally disadvantaged youth ages sixteen through twenty-one, inclusive;

4) provide assurances that, where such assistance is available, business concerns will be involved in the identification and/or provision of services and activities for which funding is sought;

5) describe the collaborative efforts with the eligible recipients in identifying, developing, and providing the vocational education program, services, and activities for which assistance is sought and the manner in which the services and activities for which assistance is sought will serve to enhance the enrollment of severely economically and educationally disadvantaged youth into the vocational education programs; and

6) provide assurances that the programs conducted by the community-based organization will conform to the applicable standards of performance and measures of effectiveness required in this Part for similar vocational education programs in the state.

c) Each such application shall be submitted to the State Board of Education as a supplement to the application required of the eligible recipient by Subpart C, Applications for Funding.
d) Applications will be evaluated for approval purposes utilizing such criteria, including but not limited to the following, as will best assure that the programs and services detailed in the application are in accordance with the purposes of the Vocational Education Act and will contribute to achievement of the goals and objectives of the State Plan:

1) the extent to which need for the programs and services proposed in the application has been documented for the area to be served;

2) the extent to which the proposed programs and services will be made available in counties having rates of unemployment and school dropout greater than the statewide average for the previous year;

3) the extent to which the proposed programs and services are unavailable through local educational agencies or other public institutions serving the designated area;

4) the extent to which the proposed programs and services will be made available to those individuals having the greatest need for the programs and services. The individuals having the greatest need for services and programs are those who:
   A) are currently in school but meet the criteria for academically disadvantaged;
   B) are out of school and meet the criteria for academically disadvantaged;
   C) are between 16 and 21 years of age;
   D) are not candidates for the General Education Development Certificate program;
   E) are unemployed and have job skills that have not allowed them to secure employment; or
   F) are economically disadvantaged;

5) the extent to which the proposed programs and services do not duplicate the vocational education programs available in the area served; and

6) the extent to which the community-based organization named in the application has demonstrated effectiveness through its longevity and support of the local community in the operation of programs and services of a type similar to those proposed in the application.

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1430 Industry-Education Partnership Programs for Training in High-Technology Occupations

a) Eligible recipients desiring to participate in Industry-Education Partnership Training Programs for Training in High-Technology Occupations under Title III, Part E of the Vocational Education Act shall make application for such programs through a supplement to the application required of the local educational agency by Subpart C, Applications for Funding. The supplement to the application shall specify the manner in which the eligible recipient has complied with Title III, Part E of the Vocational Education Act.

b) In approving programs and projects assisted under Title III, Part E of the Act, the State Board of Education will consider:

1) the level and degree of business and industry participation in the development and operation of the program;

2) the current and projected demand within the state or relevant labor market area for workers with the level and type of skills the program is designed to produce;

3) the overall quality of the proposal, with particular emphasis on the probability of successful completion of the program by prospective trainees and the capability of the eligible recipient (with assistance from participating business or industry) to provide high quality training for skilled workers and technicians in high technology; and

4) the commitment to serve all segments of the population, including women, minorities, the handicapped, and the economically disadvantaged (as demonstrated by special efforts to provide outreach, information, and counseling, and by the provision of remedial instruction and other assistance).

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART O: ELEMENTARY OCCUPATIONAL INFORMATION PROGRAMS

Section 254.1510 Allocation of Funds

State funds allocated by the State Board of Education for the support of elementary occupational information programs will be allocated in accordance with applicable provisions of Section 254.250, Allocation of Funds by Formula.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1520 Coordination of Program

Coordination of the occupational information program shall be the responsibility of the regional vocational system.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1530 Supervision of Program

The occupational information program shall be directed and supervised by an individual designated to assume the role of occupational information coordinator.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1540  Program of Instruction

The occupational information program shall be an organized sequence of career development learning experiences made available to students in kindergarten through the eighth grade and shall encompass career awareness, self-awareness, and career exploration activities.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1550  Opportunity for Vocational Education

Elementary occupational information programs will be supported with funds allocated by the State Board of Education for such purpose only if:

a) in the case of elementary school districts, opportunity exists for students of the district to pursue a program of vocational education at the secondary level; and

b) in the case of unit school districts, such occupational information program is articulated with a program of vocational education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART P: WORK-STUDY PROGRAMS

Section 254.1610 Allocation of Funds

a) Vocational education funds allocated by the State Board of Education for the support of work-study programs will be allocated only to local educational agencies administering an approved program of vocational education in areas of the state having high concentrations of youth unemployment and school dropouts.

b) Funds allocated for work-study programs will be allocated on the basis of a percentage reimbursement of actual expenditures for the compensation of students employed under a work-study program as such percentage may be established by the State Board of Education. The maximum reimbursement of a local educational agency for work-study programs will be limited to an amount determined for each eligible agency by a percentage proration of funds allocated for such purpose by educational level. The maximum compensation paid to a student on which reimbursement will be made will be limited to an amount established by the State Board of Education.
Section 254.1620 Applications for Approval and Funding

Applications for approval and funding of work-study programs shall be submitted to the State Board of Education in the form of a proposed funding agreement, incorporating a specific proposal prepared and submitted in such detail as may be required by the State Board of Education and which shall include the following:

a) a rationale for the proposed program in the form of specific information related to the geographic area served by the applicant agency;

b) criteria used to determine selection of students based on financial need;

c) qualifications of personnel involved in the program; and

d) an estimated budget, including--

1) the number of work-study students to be employed per week,

2) the average cost per student per week, including the average hourly rate and the average number of hours worked,

3) the total cost per week,

4) the number of weeks the program will be in operation, and

5) the total program cost.
Section 254.1630 Administration of Program

The program of work-study of an eligible recipient shall be administered by the eligible recipient approved by the State Board of Education on the basis of the application for the approval and funding of a work-study program.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1640  Supervision of Program

The program of work-study shall be supervised by an individual appointed by the eligible recipient.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1650 Availability of Program

The program of work-study shall be made available (to the extent of available funds) to all youths in the area served by the eligible recipient who are able to meet the eligibility requirements set forth herein.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1660  Eligibility of Students

Employment under the work-study program shall be furnished only to a student who:

a) is currently enrolled in or preregistered for a vocational education course which has been approved for funding by the State Board of Education and, if currently enrolled, is in good standing and in full-time attendance in such a course;

b) is capable of maintaining good standing in the vocational education program while employed under the work-study program;

c) is in need of earnings from employment under the work-study program to commence or continue a program of vocational education as determined on the basis of one or more of the following criteria--

1) student, or parent(s) or guardian of the student is eligible for public assistance,

2) student is eligible for participation in a reduced price lunch program,

3) student is eligible for financial assistance under another federally funded financial assistance program for needy students, or

4) other locally established criteria for the determination of financial need which are approved in writing by the State Board of Education; and

d) is at least fifteen years of age and less than twenty-one years of age on the date of commencement of employment under the work-study program.

(Source: Amended at 7 Ill. Reg. 13503, effective September 28, 1983)
Section 254.1670  Student Applications

The eligible recipient administering a program of work-study shall require each student applicant to submit a completed application for the work-study program.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1680 Qualifying Employment

Employment of students under the work-study program shall be for the eligible recipient administering the program of work-study, or for some other public or nonprofit private agency, pursuant to a written agreement between the eligible recipient and such other agency or institution. Work performed by students employed under the work-study program shall be supervised and coordinated and students so employed shall not supplant present employees of the agency or institution who ordinarily perform such work.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1682 Placement of Students

Placement of students employed under the work-study program shall be only in those agencies which have adequate safety policies and which take reasonable precautions to assure the safety of employees. Federal and state laws relative to the employment of students and children shall be complied with.
Section 254.1685 Written Agreements

The eligible recipient administering a program of work-study shall require or execute a work-study training memorandum of agreement to be completed for each student employed under the work-study program. In those instances where employment of such students is for a federal agency or institution, the written agreement shall state that the student so employed is not a federal employee for any purpose nor the student's service federal service for any reason.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1688  Work Permits and Proof of Age

The local educational agency administering a program of work-study shall require of each student employed under the work-study program:

   a) a work permit--if such student is fifteen years of age; or

   b) a proof of age certificate--if such student is sixteen through nineteen years of age.
Section 254.1690  Hours of Work

No student shall be employed under a work-study program for more than twenty hours in any week in which classes in which the student is enrolled are in session nor for a total number of hours of school and work which exceeds the number of hours permissible under state and/or federal laws applicable to the particular age group of the student so employed.
Section 254.1692  Compensation for Hours Worked

Compensation of students employed under a work-study program shall be in the form of wages paid to the student on a regular basis by the agency or institution for which the student is employed. No student employed under a work-study program shall be employed for wages less than the minimum wage prescribed by law nor for wages which exceed the prevailing wage in the area for persons performing similar duties.
Section 254.1694 Use of Funds

Funds made available by the State Board of Education to eligible recipients for the support of programs of work-study shall be expended solely for the compensation of students employed under such work-study programs. Such funds shall not be utilized for the compensation of students for wages earned in a cooperative vocational education program for which the student receives school credit.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1695 Maintenance of Effort (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1696 Maintenance of Records

a) The eligible recipient administering a program of work-study shall maintain the following records for each student employed under such work-study program:

1) student application for the work-study program;
2) work-study training memorandum of agreement;
3) record of student work permit or proof of age certificate; and
4) record of hours worked and wages received.

b) Vouchers shall be maintained to substantiate the number of hours worked and disbursements made. Compensation to students shall be supported by cancelled checks.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART Q: ACTIVITIES OF VOCATIONAL STUDENT ORGANIZATIONS

Section 254.1710 Allocation of Funds

a) Vocational education funds allocated by the State Board of Education for the support of activities of vocational student organizations will be allocated only for support of such activities which are an integral part of the secondary and postsecondary vocational instruction program.

b) The State Board of Education will allocate such funds only to state vocational student organizations which are affiliated with a national parent organization with an established plan of work at the national and state levels and which is recognized by the U.S. Department of Education. Vocational education funds will be allocated only to such state organizations which have a minimum of five local chapters with a total membership of 150 students enrolled in approved vocational education programs in the fiscal year for which such funds are allocated.

c) Financial support for each approved state vocational student organization will be limited in each fiscal year to a base amount plus an additional amount per student member determined by the number of student members, as such amounts may be established by the State Board of Education based on available funds.

d) Financial support for activities of vocational student organizations shall include, but not be limited to the following expenditures:

1) administrative salaries and travel expenses,
2) materials and supplies,
3) transportation, and
4) supportive services.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1720 Applications for Approval and Funding

a) Applications for approval and funding of vocational student organization activities shall be submitted to the State Board of Education in the form of a proposed funding agreement, incorporating a specific proposal which shall include the following:

1) a rationale for the proposed agreement setting forth the purposes to be served;
2) objectives of the proposed agreement;
3) procedures for implementation of the proposed agreement setting forth the activities for which funding is requested and provisions for staffing;
4) assurance that an outline of activities and records of the organization will be made available for evaluation and audit;
5) assurance that program activities will be in accordance with state and federal laws and regulations governing vocational education and this Part; and
6) an estimated budget setting forth--
   A) the estimated reimbursement for which the organization is eligible,
   B) the estimated expenditures as allowed by this Subpart, and
   C) any proposed subcontract for expenditures.

b) The proposed funding agreement shall include the official name and address of the organization as well as the names of the student president and secretary and the adult executive officer. If different from that of the organization, the proposed agreement shall include the address of the person having custody of membership and financial records. Changes in names and addresses which occur during the period of the funding agreement shall be reported in writing to the State Board of Education.

c) Funding agreements proposed for the ensuing fiscal year shall be submitted prior to July 1, the beginning of the fiscal year. Requests for amendments to the agreement shall be submitted no later than 30 days prior to the end of the fiscal year for which the amendment is to be effective.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1730 Administration

a) Activities of vocational student organizations supported with vocational education funds shall be administered by such student organizations as shall have made application to the State Board of Education for approval and funding of student organization activities.

b) The State Board of Education will establish and maintain an advisory relationship with approved state student organizations but will not direct nor administer the activities of such organizations. The State Board of Education will provide, upon written request, a staff member to serve as an advisor to approved student organizations to provide guidance and assistance, but staff members shall act only to provide such guidance and assistance and shall not direct, administer, or determine policies of such student organizations. Staff members shall not be involved in the solicitation, receipt, or accounting of funds of student organizations or of foundations related to such organizations, or serve as an officer in such foundations.

c) The constitution of the student organization shall make no provision for any staff member of the State Board of Education to serve in any capacity other than as an advisor; neither the student organization charter nor the annual report of the corporation filed with the Secretary of State shall include the State Board of Education.
Section 254.1740 Supervision

Activities of vocational student organizations which are supported with vocational education funds and which are an integral part of the vocational instruction offered by a local educational agency shall be supervised by vocational education personnel employed by such educational agency who are qualified in the occupational area which the student organization represents.
Section 254.1750 Nondiscrimination in Student Organization Membership

Vocational student organizations supported with vocational education funds shall not deny membership in such organization nor deny access to or participation in the activities of such organization to any person on the basis of sex, race, national origin, ethnic background, religious affiliation, or physical or mental handicap.
Section 254.1760 Availability of Vocational Student Organization Activities

Activities of vocational student organizations which are supported with vocational education funds as part of an instructional program in vocational education shall be made equally available to all students in the instructional program without regard to membership in such organization.
Section 254.1770  Formal Action

a) Action taken by student organizations relative to the completion of a funding agreement with the State Board of Education and the conduct of activities supported with funds made available under the terms of such funding agreement shall be actions taken by student officers of the organization upon formal authorization by motion properly made and passed and duly recorded in minutes of the meetings at which such actions were authorized.

b) Formal action shall be taken relative to the following matters:
   1) approval of the funding agreement and amendments thereto;
   2) designation of the adult executive officer responsible for actions taken on behalf of the organization;
   3) approval of a budget;
   4) employment of any required staff;
   5) approval of contracts for items and services supported under the funding agreement;
   6) payment of all bills for items and services supported under the funding agreement;
   7) approval of financial statements; and
   8) approval of claims for reimbursement of expenditures.
Section 254.1780  Maintenance of Records

Vocational student organizations conducting activities supported with vocational education funds shall maintain adequate records to support expenditures and claims for reimbursement. Such records shall be made available for evaluation, verification, and audit and shall include the following:

a) minutes of organization meetings at which formal action is taken relative to the completion and implementation of the funding agreement;

b) a listing of local chapter members of the student organization certified (signed) by the chief school administrator and organized according to the specific vocational program in which student members are enrolled;

c) a copy of each subcontract for items and services entered into by the student organization, indicating specific approval of such subcontract by the State Board of Education;

d) an outline of the program of activities of the student organization;

e) a budget for approved expenditures;

f) a financial statement of the state organization;

g) vouchers indicating payment of bills for expenses incurred under terms of the funding agreement; and

h) a copy of the approved funding agreement.
SUBPART R: INSTRUCTIONAL EQUIPMENT

Section 254.1810 Allocation of Funds

a) Vocational education funds allocated by the State Board of Education for instructional equipment will be allocated only for the purchase or lease of movable items of instructional equipment for use by eligible recipients in programs of vocational education approved by the State Board of Education. Funds allocated for the purchase of instructional equipment will be allocated only for current generation equipment, embodying the most recent techniques, methods or ideas.

b) Funds allocated for instructional equipment will be allocated on the basis of the need for such equipment determined by each eligible recipient and set forth in an application for approval and funding of equipment acquisition as provided in Section 254.1820. Funds will be allocated based on assurance by the eligible recipient that the movable instructional equipment will be used in vocational programs approved by the State Board of Education.

c) Funds allocated for the purchase of instructional equipment will be allocated only for approved items of equipment which have a single item initial cost of $25.00 or more. Items classifiable under one or more of the following categories will not be approved for purchase:

1) supplies;
2) expendable equipment; and
3) equipment which is noninstructional in character.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1820  Applications for Approval and Funding

a) Applications for approval and funding of instructional equipment for use in vocational education programs shall be submitted to the State Board of Education as a part of the regional plan for education for employment.

b) Such applications shall include only approvable items of equipment and shall be submitted in the form of a proposed funding agreement, incorporating a specific proposal set forth on a form provided by the State Board of Education which describes the occupational area, program title, quantity, description, and cost of the items of equipment requested.

c) Amendments to an application for approval and funding of instructional equipment submitted after the initial request has been forwarded to the State Board of Education shall be submitted in the form of amendments to the original application forms. Such amended application forms shall be attached to the completed funding agreement and submitted so as to reach the State Board of Education no later than September 1 of each year.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1830 Vocational Equipment Program

State vocational education funds appropriated to the State Board of Education to make grants for equipment for vocational education programs will be allocated by formula as provided in Section 254.250(d) of this Part. Recipients shall certify that grant funds will be used to acquire movable instructional equipment for use in programs of vocational education approved by the State Board of Education in accordance with Subpart C (Applications for Funding). Recipients shall maintain a record of expenditures from grant funds as provided in Section 254.480 (Maintenance of Records for Audit).

(Source: Added at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART S: AREA VOCATIONAL EDUCATION PLANNING (REPEALED)

Section 254.1910 Allocation of Funds (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.1920 Applications for Funding (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART T: DEVELOPMENT OF AREA SECONDARY VOCATIONAL CENTERS

Section 254.2010  Applicability

Provisions of this Subpart are applicable to the planning, development, construction, and equipping of area secondary vocational center facilities during the period beginning with the initiation of planning activities and ending with the commencement of classes, except as otherwise specified herein. The administration and operation of programs of vocational education in an area secondary vocational center shall be subject to all applicable provisions of these rules.
Section 254.2020 Allocation of Funds

Vocational education funds allocated by the State Board of Education for the support of area secondary vocational center development will be limited to financial support for planning activities associated with area vocational center development and for movable instructional equipment as provided herein. State funds made available for the construction of area secondary vocational center facilities are administered by the Capital Development Board of the State of Illinois.
Section 254.2030 Financial Support for Planning Activities

Funds budgeted for the support of planning activities associated with area secondary vocational center development will be allocated for the support of such activities under the terms of a funding agreement. Funding agreements for the support of planning activities will be entered into only on a fiscal year basis and if planning activities are not completed, the State Board of Education will evaluate the progress made toward objectives in considering the approval of funding agreements for planning purposes in succeeding years. Such funding agreements will be limited to the time period beginning with approval of the Step I proposal (Section 254.2070 through 254.2090) for the development of an area secondary vocational center and ending with the commencement of classes in such center. Personnel employed under the terms of such funding agreements shall work exclusively at the assignment specified in the agreement and/or in accordance with the terms of the agreement.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2040 Allocation of Funds for Instructional Equipment

a) Funds budgeted for the support of movable instructional equipment for use in new area secondary vocational centers will be allocated for such purposes only upon approval of the Step IV proposal for a specific area vocational center by the State Board of Education. Funds allocated for the purposes of this section will be obligated for such use upon approval of the Step IV proposal for an area secondary vocational center and will remain obligated to such use by an individual area vocational center for the period ending June 30 following the commencement of classes in such area center.

b) Funds allocated for the purchase of instructional equipment will be allocated for approved items of equipment which have a single item acquisition cost of $25.00 or more. Items classifiable under one or more of the following categories will not be approved for purchase:

1) supplies;
2) expendable equipment; and
3) equipment which is noninstructional in character.

c) Applications for the approval and funding of movable instructional equipment for use in vocational education programs offered by a new area secondary vocational center shall be submitted to the State Board of Education concurrent with the submission of the Step IV proposal for such area center and shall otherwise conform to the requirements for applications for instructional equipment set forth in Subpart R, Instructional Equipment. Deviations from the listing of such equipment set forth and approved in the Step III proposal will require prior approval of the State Board of Education in accordance with the same standards and criteria as are set forth herein for approval of initial submissions.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2050  Percentage Contribution of Federal and State Funds

The percentage contribution of Capital Development Board funds utilized for the construction of area secondary vocational centers and the percentage contribution of federal and/or state funds allocated for movable instructional equipment in new area secondary vocational centers will be established and fixed by the State Board of Education at the time of approval of the Step II proposal for an area secondary vocational center.
Section 254.2060 Applications for Approval

Local educational agencies at the secondary level electing to participate in the development of an area secondary vocational center shall enter into a participation agreement which states the purposes of the agreement, identifies the local educational agencies which are parties to the agreement, and designates a regional superintendent of schools or one of the participating school districts as the administrative agency for purposes of the agreement. The administrative agency, upon proper authorization of participating districts, shall make application for approval to the State Board of Education in accordance with a five-step procedure set forth herein.
Section 254.2070  Step I (Document of Intent)

a) Local educational agencies electing to participate in the development of an area secondary vocational center authorize the administrative agency identified in the participation agreement to submit a Step I proposal to the State Board of Education. The Step I proposal shall include:

1) an introduction describing events in the developmental stages of the proposed area vocational center including efforts to involve all school districts in the area;

2) a description of the area proposed to be served in terms of the location of public and nonprofit private schools and community colleges in the area;

3) the philosophy, goals, and policies which will provide direction for planning activities;

4) a plan to involve postsecondary educational institutions and private sectors in the planning process;

5) an administrative and operational plan describing the structure and organization for administration, supervision, and operation of the proposed area vocational center;

6) financial information describing each participating district's ability to provide necessary local funds;

7) planning objectives projecting what is proposed within specific time periods;

8) a formal request for approval of the proposal by the State Board of Education and authorization to proceed in the development of the area vocational center through the Step II planning period;

9) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

10) an appendix, including copies of the participation agreement duly authorized and certified by each participating district and such other supportive information as may be pertinent.

b) Upon approval of the Document of Intent by the State Board of Education, the participating districts are authorized to proceed in the development of an area secondary vocational center through Step II.
Section 254.2080 Step II (Program and Facility Needs Plan)

a) Local educational agencies electing to continue the development of an area secondary vocational center involve State Board of Education staff in the total planning process, make application for area vocational education planning funds, employ a planning director, expand the participation agreement into a formal joint agreement, develop the Program and Facility Needs Plan, and authorize the administrative agency of the joint agreement to submit a Step II proposal to the State Board of Education. The Step II proposal shall include:

1) an introduction including the educational philosophy, rationale, and goals for the proposed area vocational center and a summary of activities prior to and following Step I approval;

2) a detailed geographic and demographic description of the area to be served;

3) a detailed description of employment and training needs in the area, with copies of surveys and other instruments used in determining such needs;

4) the proposed programs of instruction, with projected program enrollments in each of the first two years of operation, plans for meeting the needs of potential students, and plans for articulation of programs with community colleges in the area;

5) tentative plans for new facilities and/or for renovation or additions to existing facilities;

6) an administrative and operational plan describing the administrative structure and including an organizational chart and a description of the function of boards, administrative staff, and advisory committees;

7) financial information describing the financial capabilities of all participating districts in terms of maximum and current tax rate, assessed valuation, bonding power and indebtedness, and an estimate of each participating district's proportionate share of anticipated expenditures;

8) a timetable for completion of principal activities necessary for completion of the project and preparing the facility for operation;

9) a formal request for approval of the proposal by the State Board of Education and authorization to proceed in the development of the area vocational center through the Step III planning period;

10) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

11) an appendix, including copies of the joint agreement duly authorized and certified by each participating district, the membership of all advisory committees, and such other supportive information as may be pertinent.
b) Upon approval of the Program and Facility Needs Plan by the State Board of Education, the rate of reimbursement for continued planning and for movable instructional equipment and the state participation rate for construction, fixed equipment, and related costs are established, and the participating districts are authorized to proceed in the development of an area secondary vocational center through Step III.
Section 254.2082  Step III (Educational Specifications and Finance Program)

a) Local educational agencies electing to continue the development of an area secondary vocational center make application for continued financial support of area vocational center planning activities, establish occupational advisory committees, select an architect, secure an option on a site, develop the Educational Specifications and Finance Program, and authorize the administrative agency to submit a Step III proposal to the State Board of Education. The Step III proposal shall include:

1) an introduction incorporating the educational philosophy, rationale, and goals for the proposed area vocational center and including a summary of activities prior to and following Step II approval;

2) identification of participating districts together with a map indicating district locations;

3) complete and detailed educational specifications for each vocational education program and for the overall facility including--

   A) program description,

   B) emerging trends and occupational opportunities,

   C) program objectives in terms of student performance objectives expressed in measurable terms,

   D) instructional content in outline form based on program objectives,

   E) methods of instruction appropriate to each program,

   F) program organization including single session capacity, length and number of sessions daily, and staff requirements,

   G) relationship between programs in terms of shared facilities, equipment, instruction, and experiences,

   H) detailed space requirements for classroom, laboratories, offices, and storage,

   I) special program facility requirements in terms of architectural, electrical, mechanical, environmental, and other needs,

   J) identification of fixed and movable equipment needs by program and nonprogram areas in terms of quantity, description, electrical and mechanical data, and estimated costs,

   K) specifications for nonprogram areas in terms of function, description, relationship to other areas, space requirements, and architectural, electrical, mechanical, environmental, and other needs,
L) summary sheets of program and nonprogram requirements and spatial relationships, and

M) general facility and site considerations;

4) itemized cost estimates;

5) a finance program setting forth an estimate of the federal, state, and local share of project costs as well as the amount to be provided by each participating district and including documentary evidence of available local funds, necessary referendums, and industrial support;

6) a time schedule of activities necessary to complete the project and ready the facility for operation;

7) a formal request for approval of the proposal by the State Board of Education, official area secondary vocational center designation, and authorization to proceed in the development of the area vocational center through the Step IV planning period;

8) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

9) an appendix, including current certified copies of the joint agreement, community group endorsements, pertinent minutes of the governing board and/or council, referendum statements and results, and such other supportive information as may be pertinent.

b) Upon approval of the Educational Specifications and Finance Program by the State Board of Education, official designation as an area secondary vocational center is conferred, approved educational specifications are transmitted to the Capital Development Board by the State Board of Education, and the participating districts are authorized to proceed in the development of an area secondary vocational center through Step IV. If finance plans include the sale of bonds, the State Board of Education certifies that the project has been designated an area secondary vocational center and that each district's monies budgeted under the joint agreement do not exceed that district's proportionate share.
Section 254.2085 Step IV (Facility Plans and Specifications)

a) Local educational agencies electing to continue the development of an area secondary vocational center make application for continued financial support of area vocational center planning activities and jointly with the Capital Development Board establish a budget for building and equipping the facility, establish a trust fund, and develop the Facility Plans and Specifications. The local educational agencies authorize the administrative agency to submit a Step IV proposal to the State Board of Education. The Step IV proposal shall include:

1) an introduction including a brief historical summary of events leading to the proposal;

2) a listing of participating districts and approximate number of students to be served annually;

3) a summary of space allocations including the number of student stations by instructional program area; the net assignable square footage of each program and nonprogram support area; the square footage of custodial, circulation, mechanical, and construction areas, the total net assignable and gross square footage, and the efficiency factor.

4) an itemized prebid project cost estimate;

5) a complete set of working drawings required to complete the project;

6) complete and detailed facility specifications including engineering specifications, construction and bid documents, and other pertinent information;

7) a listing and an application for approval of movable instructional equipment not included in the Capital Development Board obligation;

8) a formal request for approval of the proposal by the State Board of Education and obligation of funds for movable instructional equipment; and

9) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal.

b) The facility design shall satisfy all requirements of educational specifications approved for the particular area vocational center by the State Board of Education. The facility shall be designed for efficient space utilization—the net overall efficiency factor (net assignable area related to total square footage) shall be at least seventy-five percent. The design and construction of the facility shall conform to the requirements of all applicable construction codes including the following:

1) 23 Ill. Adm. Code 175, Efficient and Adequate Standards for the Construction of Schools.
2) 23 Ill. Adm. Code 185, Building Specifications for Health and Safety in Public Schools.

c) Upon approval of the Facility Plans and Specifications by the administrative agency and the State Board of Education, the Capital Development Board may accept bids for construction and related costs, the participating districts are authorized to complete the development of an area vocational center through Step V and vocational education funds for approved purchases of movable instructional equipment are obligated.
Section 254.2090  Step V (Construct and Equip Facility and Prepare for Operation)

a) The Capital Development Board, in cooperation with the administrative agency, secures bids, awards contracts, and constructs and equips the facility in accordance with approved facility plans and specifications. The administrative agency, on behalf of the participating districts, accepts and occupies the facility, selects and employs administrative and professional staff, determines curricula, purchases movable instructional equipment and supplies, employs non-teaching personnel, prepares and submits a local plan for vocational education, and admits students.

b) Approval of the initial local plan for vocational education of the area vocational center by the State Board of Education, upon concurrence that the programs and facilities are in accordance with the approved Program and Facility Needs Plan, makes the administrative agency eligible for operational reimbursement as an area secondary vocational center.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2092 Criteria for Approval

The State Board of Education will apply the following criteria as a basis for consideration of proposals for the establishment of area secondary vocational centers:

a) evidence that all local educational agencies in the designated area as approved by the State Board of Education have had the opportunity to participate in the area vocational center (multidistrict participation is required for area vocational center designation);

b) evidence of a financial base adequate to support facility construction and operation and future expansion of the proposed area vocational center;

c) evidence that a minimum of 15 programs will be provided with at least one program in each of the five occupational areas: agriculture; business, marketing and management; health; industrial; and home economics; or that a minimum of 12 programs will be provided at an area center serving a geographic area in which all schools within the approved area are participating and their potential enrollment, grades 9-12, is less than 3,500 students; or that a lesser number of programs in the area vocational center would complement other program offerings in the area so that all secondary students in the area would have access to a minimum of 15 programs;

d) evidence of programs consistent with current and projected employment needs;

e) evidence of programs consistent with the needs of the total population of the area to be served by the proposed area vocational center;

f) evidence of guidance and placement services for students;

g) evidence of an appropriate administrative structure defined in the Program and Facility Needs Plan and set forth in the joint agreement for administration of the proposed area vocational center;

h) evidence of direction and supervision of area vocational center development and operation;

i) evidence of early and continued use of advisory councils and groups in determining needs of the area and in planning for the proposed area vocational center.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2095 Proposals for Expansion of Existing Area Secondary Vocational Centers

Proposals for remodeling and/or expansion of existing area secondary vocational centers shall be prepared and submitted in accordance with applicable requirements for the preparation and submission of proposals set forth herein.
Section 254.2098  Continued Approval of Area Secondary Vocational Centers

a) Operational area secondary vocational centers shall be adequately directed and supervised and shall provide appropriate guidance services for students in accordance with the provisions of Subpart I, Vocational Education Programs. Operational area secondary vocational centers shall continue to provide a comprehensive program of vocational education to meet identified needs of the area served by such centers.

b) Continued approval of the program of vocational education offered by an area secondary vocational center and continued designation of such center as an area secondary vocational center will be contingent upon the results of periodic evaluations of such centers conducted and/or coordinated by the State Board of Education. Deficiencies reflected in such evaluations shall be corrected if area center designation is to be continued. Area secondary vocational centers which were designated and approved prior to the adoption of criteria for approval of an area secondary vocational center set forth in these rules shall make such necessary efforts to meet the criteria set forth herein as shall be determined to be sufficient by the State Board of Education. Local educational agencies participating in an area secondary vocational center may elect to seek approval for continued operation under the terms of a joint agreement if area center designation is withdrawn.
SUBPART U: PROGRAM IMPROVEMENT AND SUPPORTIVE SERVICES

Section 254.2110 General

a) Vocational education funds allocated by the State Board of Education for program improvement and supportive services as set forth in this Subpart and for other programmatic or administrative programs, projects, and activities will be allocated on the basis of proposals received by the State Board of Education. The State Board of Education reserves the right to reject any proposals received, whether such proposals shall have been submitted in response to a request for proposals or shall have been initiated by the applicant, for reasons including, but not limited to the following:

1) an activity does not meet the specifications of the request for proposals, and

2) federal and state funds are not available to support an activity.

b) Copies of rejected proposals will be returned only upon written request and at the expense of the proposer.

c) Funds allocated for the purposes of this Subpart will be allocated on the basis of reimbursement up to the full amount of actual expenditures for budget items as set forth in the approved proposal. Reimbursement will be limited to approved expenses incurred in the conduct of the activity after the date of approval by the State Board of Education. No budget changes will be authorized without prior approval of the State Board of Education. Budgetary changes will be approved only when such changes are necessary to accomplish objectives in accordance with the basic proposal.

d) Any publication agreement resulting from work activities related to a proposal accepted and approved for funding shall be as set forth in writing and mutually agreed upon and approved by the State Board of Education and the proposer.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2120 Allocation of Funds for Program Improvement Activities

a) Vocational education funds budgeted by the State Board of Education for the support of program improvement activities will be allocated for --

1) locally directed activities to improve the vocational education programs and services provided by eligible recipients as provided in Section 254.2130; and

2) vocational education program improvement activities having statewide applicability as provided in Section 254.2140.

b) Improvement activities for which funds may be allocated shall include, but not be limited to the following:

1) New programs of vocational education,
2) Exemplary and innovative programs,
3) Vocational education programs to aid in economic revitalization,
4) Industry-education partnership training in high-technology occupations,
5) Cooperative vocational education programs for handicapped and disadvantaged persons,
6) Support of vocational student organizations,
7) Career guidance and counseling services,
8) Evaluation of vocational education programs and activities,
9) Regional planning and development,
10) Curriculum development and modification,
11) Personnel development, and
12) Applied research and development in vocational education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2130  Allocation of Funds for Local Program Improvement Activities

a) Vocational education funds budgeted by the State Board of Education for the support of local program improvement activities will be allocated only to eligible recipients administering a program of vocational education and approved for funding by the State Board of Education in accordance with applicable provisions of this Part.

b) Funds for local program improvement activities will be allocated only for such professional and curriculum development and other activities as will contribute to achievement of the goals and objectives of the State Plan for Vocational Education. Project proposals will be reviewed by professional staff of the State Board for evidence of:

1) a needs assessment by vocational education personnel of the applicant agency;

2) objectives designed to contribute to attainment of a long-term program improvement goal; and

3) a plan for evaluation of the changes which result from the conduct of project activities.

c) Applications for approval and funding of local program improvement activities shall be submitted to the State Board of Education on forms provided by the State Board of Education. Each such application shall include the project title and the following:

1) The name and address of the eligible recipient together with the names and required signatures of responsible officials and the proposed starting and completion dates. A project may begin any time during the fiscal year but it must be completed by June 30 of that fiscal year.

2) A narrative statement detailing a needs assessment identifying the highest priority problem, the general design of the project, and the anticipated effect or impact of the program improvement activities.

3) A project plan identifying project objectives in terms of desired changes relative to the vocational program and describing the activities proposed to bring about the desired changes together with an evaluation component indicating how the changes will be documented or demonstrated.

4) A proposed budget listing anticipated project expenditures within allowable budget items and limitations set forth in the Request for Applications.

A) Allowable costs are:

i) salaries (stipends only),

ii) employee benefits,
iii) purchased services,

iv) staff travel, and

v) supplies and materials

B) Specific costs must be itemized.

C) Only those expenditures in excess of the regular agency or district operational costs and which are necessary to the project should be shown.

D) Project funds may not be used to maintain a recipient's vocational education program.

E) Consultant fees must be stated, and evidence must be presented that they are in accordance with written policy for consultant reimbursement adopted by the applicant.

F) Out-of-state travel may only be used for technical training experiences not available in Illinois. Written approval must be obtained in advance of such travel from the State Board of Education. Participation in out-of-state professional association meetings and conferences will not be considered for approval.

G) Travel costs to be paid must be stated, and evidence must be presented that they are in accordance with written travel policy adopted by the applicant.

H) Records must be kept to demonstrate that staff travel has been limited to the purposes specified in the approved project application.

I) Unless otherwise approved by the State Board of Education, nonconsumable materials such as resource materials, reference books, and reports remain the property of and must be delivered to the State Board of Education at the end of the project funding period.

d) The State Board of Education will reject any application if it determines that the application does not meet all specifications of the program for which it is submitted or if, for any reason, funds are limited or unavailable. Following the review of the application by State Board of Education staff, agencies may be required to redirect or modify the scope of work involved in their application.

e) If changes become necessary in program objectives or procedures/activities in the management of a project, the following steps must be followed to initiate a program revision request:
1) A letter of request must be sent to the State Board of Education outlining proposed changes and including a detailed justification for the revision.

2) If the changes necessitate a budget revision, it must be requested at this time in accordance with the budget revision provisions in subsection (f) of this Section.

3) The revision request must be signed by the project director.

f) The State Board of Education will not approve budget revisions requested during the last thirty days of a funding agreement nor expenses which have already been incurred and are not part of an existing budget line item. Funded agencies may not transfer funds between object codes. If a budget revision is required, the agency must submit a request which contains the following:

1) A detailed justification for each change and the amount of money involved. Indicate items to be decreased to equal requested increases.

2) Submit one copy of the proposed revised budget.

3) The budget revision request must be signed by the project director; the project director is required to notify the agency official of this change. Any requests for an increase or decrease in the project budget must be signed by the same agency official(s) who signed the original proposal submitted to the State Board of Education.

g) Each eligible recipient awarded a grant of funds for program improvement activities on the basis of a Request for Applications shall complete a final report for each project approved under the application. Each such final report shall be submitted on forms provided by the State Board of Education and shall include:

1) The project title and agreement number together with the name and address of the eligible recipient and the names of responsible officials.

2) A project summary identifying the problem areas addressed in the project, the number of individual teachers, counselors, administrators, students, and other persons who participated directly in the project, and the State Board of Education materials and other products used in the project.

3) An assessment of objectives, indicating for each objective set forth in the project application, the degree to which the objective was achieved and the activities completed, together with a description of the changes which occurred in terms of who or what was changed, the extent of change, and how the change was documented or demonstrated.

h) To verify project expenditures, agencies will be sent a report form, with instructions, to complete and forward to the State Board of Education. Semi-annual and end-of-year expenditure reports are required. Only actual, approved expenditures will be reimbursed. The final payment for project expenditures will be made only after all final performance and expenditure reports have been received by the State Board of Education.
(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2140 Allocation of Funds for Statewide Program Improvement Activities

a) Vocational education funds budgeted by the State Board of Education for the support of program improvement activities having statewide applicability will be allocated to eligible recipients on the basis of negotiated funding agreements resulting from proposals received by the State Board of Education in response to a request for proposals. Proposals initiated by the applicant will be considered on an individual basis when the projects or activities proposed by the applicant address unmet needs expressed in current or past requests for proposals.

b) Funds budgeted for the support of a university-based vocational education personnel delivery system will be allocated only to baccalaureate or higher degree-granting institutions in the state administering an educational program for the preparation of professional personnel for administrative, supervisory, teaching, or guidance and counseling assignments in vocational education which is approved by the State Teacher Certification Board in accordance with 23 Ill.Adm. Code 25 (Certification). Such funds will be allocated on the basis of proposals prepared and submitted in accordance with applicable provisions of this Part and set forth in a university plan for vocational education.

c) Except as otherwise provided in this Part and except as may be otherwise specified in individual requests for proposals, applications for approval and funding of programs, activities, and services related to the purposes of this Subpart shall be submitted to the State Board of Education in the form of a proposed funding agreement, incorporating a specific proposal prepared and submitted in accordance with Subpart V of this Part.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2150  Allocation of Funds for Vocational Guidance and Counseling (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2160  Allocation of Funds for Vocational Education Personnel Training  
(Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2170  Allocation of Funds for Activities to Assist in Overcoming Sex Bias
(Repealed)

(Source:  Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2180  Applications for Approval and Funding of Proposals (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2190 Applications for Approval and Funding of University-Based Vocational Education Personnel Delivery System Activities (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2195  Applications for Approval and Funding of Locally-Based Inservice Staff Development Activities (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART V: GUIDELINES AND SPECIFICATIONS FOR PREPARATION
OF PROPOSALS

Section 254.2210  Applicability

Except as otherwise provided in these rules and except as may be otherwise specified for
particular programs, projects, activities, and services, all proposals for funding from vocational
education funds administered by the State Board of Education under the terms of a funding
agreement shall be prepared and submitted in conformity with the guidelines and specifications
set forth in this Subpart and/or with such other requirements as may be established by the State
Board of Education.
Section 254.2220 Submission of Proposals

a) All proposals shall be submitted to the State Board of Education, Department of Adult, Vocational, and Technical Education unless otherwise specified in the request for proposal. Proposals submitted by local educational agencies shall be submitted through the designated transmittal officer. Community colleges must submit proposals to the Illinois Community College Board.

b) Proposals shall be submitted so as to be received by the State Board of Education by such date as may be specified in the request for proposals. Proposals received after the specified deadline date will be rejected. Such rejection will not preclude subsequent resubmission and/or reconsideration upon establishment of a subsequent deadline date and notification to respondents.

c) Ten copies of each proposal shall be submitted except that only four copies are required for a continuing project. Three copies must bear original signatures of the officials authorized to submit the proposal. One copy of each proposal submitted will be retained by the State Board of Education and none will be returned except upon specific request of the proposer and only if the proposer supplies prepaid mailing envelopes sufficient for the purpose.

d) Proposals shall be accompanied by the completed transmittal form provided by the State Board of Education.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2230  Format and Specifications

a) All proposals submitted to the State Board of Education shall be typewritten, double-spaced, on one side of standard 8 1/2" X 11" unruled white paper, with the body of the proposal not to exceed forty pages.

b) All proposals shall include each of the following sections and may include an appendix containing such supportive materials as the applicant may deem appropriate:

1) Funding Agreement Form. The completed funding agreement form for vocational and technical education provided by the State Board of Education. This page will constitute the cover page of the proposal; no other page should precede it.

2) Assurances. The statement of assurances shall be submitted on the form provided by the State Board of Education as outlined in Section 254.2235 of this Part and shall be signed by the responsible agency official. The body of the proposal must indicate agency efforts planned to comply with the assurances.

3) Proposal Abstract. The proposal abstract shall summarize the essential elements of the proposal.

4) Budget. The proposed budget shall conform to budgetary guidelines set forth in Section 254.2245 of this Part.

5) Narrative Description. The narrative description of the proposed activity shall include the following sections:

   A) an introduction, presenting a rationale for the proposed project, including a brief summary of the project goals and anticipated benefits and describing the general design of the project;

   B) the objectives of the proposed project, related to the project goals and stated in precise terms identifying the target population, the outcomes expected, and the conditions of time and place under which the outcomes are to be obtained;

   C) a detailed description of the procedures to be utilized to accomplish each objective, including for each procedure, a cross-reference to the specific objective(s) it is designed to help accomplish, a description of the procedure, the dates when the procedure will be implemented and completed, the names of staff members responsible for the procedure, the materials and equipment or facilities necessary to conduct the procedure, and the target populations to be served;

   D) a description of the specific techniques to be used in periodic assessment of progress toward meeting project goals and in evaluation of the degree to which objectives of the project have
been achieved, indicating for each technique listed, the specific procedures and/or objectives it is designed to evaluate, the dates when the technique will be utilized, and the criteria or standards to be used to assess the accomplishment of evaluated procedures and/or objectives;

E) an outline of plans proposed for the dissemination of products resulting from the project, listing dissemination goals, outcomes, activities, target audiences, staff responsible, and follow-up efforts to collect information related to the effectiveness of each dissemination activity and the extent to which the outcome is used;

F) an impact statement describing the anticipated outcomes of the proposed project in terms of the target populations affected and the precise nature of the intended consequences (e.g., increased employment rates for graduates); and

G) a time-specific, month-by-month chart of events necessary to complete the project, showing the procedures, evaluation techniques, and dissemination activities in the specific month in which they will occur.

6) Qualifications of Project Personnel. The proposal shall identify project and consultative staff by name and title, indicating the pertinent qualifications and project involvement of each, or if staff have not been identified, the proposal shall indicate the qualifications necessary for persons to be selected for specified tasks.

7) Other Resources. The proposal shall identify any special facilities or other resources which are needed or which will facilitate completion of the project. When the cooperation of other companies, organizations, schools or agencies is essential to the conduct of the project, the proposal shall indicate the extent and nature of possible cooperative arrangements.

8) Deliverables. The proposal shall include a detailed description of the project reports and final products to be provided to the State Board of Education, as provided in Section 254.2255(a)(4) and (5).

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2235  Assurance Form

All proposals submitted shall include the following assurances provided on a form supplied by the State Board of Education:

a) The applicant has the necessary legal authority to apply for and to receive the proposed contract. (Attach a copy of the substantiating document.)

b) The activities and services for which assistance is sought under this program will be administered by or under the supervision of the applicant.

c) In planning the program proposed in the application, there has been and, in establishing and carrying out the program, there will be participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.

d) No funds received under this contract shall be used to supplant funds normally budgeted for the planning of services of the same type.


f) The filing of the application has been authorized by the governing body of the applicant, and the governing body's representative has been duly authorized to file the application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with the application.

g) The applicant will submit all required reports and will comply with all graphic and design standards established by the State Board of Education for project publications.

h) The applicant understands and agrees to the following conditions of the proposed contract:

1) The Illinois State Board of Education assumes rights to all materials and/or products developed in the project.

2) Payment of all services and expenses will be made on a reimbursement-of-cost basis. Dates of payment will be negotiated to insure that the State Board of Education reimburses only for completed performance. Further, the applicant understands that the actual payment of contractual expenditures may require 6-12 weeks after an application for reimbursement is submitted to the State Board of Education.

3) The State Board of Education reserves the right to approve all program, budget and staff changes. Changes will be approved if the proposed
distribution of resources or activities would have been approvable within
the original application.

4) Either party may prematurely terminate the contract should funds not
become available or unsatisfactory progress be documented toward
meeting the intended outcomes of the contract (e.g., information from
program reports, site visits, or audit reports indicates failure to perform the
work as agreed and failure to perform the work as agreed and failure to
take timely remedial action as called for in writing by the State Board of
Education).

(Source: Added at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2240 Title Page (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2245 Budgetary Guidelines

All budgets submitted as a part of a proposal for vocational education funding under this Subpart shall be shown in three columns, specifically: Budget Request from Illinois State Board of Education, Local Contribution, and a Total Budget column. Local Contribution includes all auditable project expenditures incurred by an agency. Nonauditable in-kind contributions may be listed on a separate sheet attached to the budget. Local contributions are not required, except as specified by federal regulations, the authority for which will be identified on the application form for the affected program. Where none are provided, a zero must be entered in the budget line. The presence or absence of in-kind contributions where they are not required will be in no way affect the rating of an applicant's proposal. All budget amounts should be rounded up to the nearest whole dollar. Budget must be itemized under the following six budget categories as set forth in 23 Ill. Adm. Code 110 (Program Accounting): Salaries; Employee Benefits; Purchased Services; Staff Travel; Supplies and Materials; and Indirect Costs. An expenditure function code is required for each object code. State Board of Education staff will assist project personnel in determining appropriate expenditure function codes during final contract negotiations. Budgets should be itemized under the allowable budget categories as follows:

a) Salaries--Projected expenditures for salaries, including anticipated annual salary increases for personnel performing direct project services. Indicate job title, percentage of time for the project, and a benchmark such as per day or per month.

b) Employee Benefits--Benefits such as health insurance and retirement contributions.

c) Purchased Services--Anticipated expenditures for services rendered through agreements with an individual or agency. Individuals performing contractual services are not eligible for employee benefits accruing to staff members. They may be eligible to receive consulting fees plus travel, lodging, and per diem at rates in accordance with the applicant's locally adopted policy. Consultant travel must be shown here and not under the travel category. Items rented for use during the term of a funding agreement are considered to be a purchased service. Funds may not be spent to pay for meals served in conjunction with a meeting, conference, or other such gathering required as part of the funded agency's contractual responsibilities to the state.

d) Staff Travel--Anticipated project staff travel. Travel shall be computed according to rates set forth in the applicant's locally adopted policy and include travel, per diem, lodging, and other expenses such as tolls and parking. No out-of-state travel is authorized unless approved in advance by the State Board of Education, Department of Adult, Vocational and Technical Education. If out-of-state travel is a required project activity, detailed budget notes for each trip must be developed to include names of travelers, type of activity planned, date of activity, estimated expenses of trip, and justification for participation in the activity. Out-of-state travel will be approved only if it has direct relationship or benefit to the conduct of a project. For any such trip not included and approved in the original project budget, specific written request must be made and approved prior to the trip occurring.

e) Supplies and Materials--Include anticipated expenditures for those materials and supplies required to conduct the project. Only expenses in excess of the regular
agency operational costs and necessary to conduct the project should be shown. Costs must be itemized. Unless otherwise approved by the State Board of Education, nonconsumable materials such as resource materials, reference books, or reports remain the property of, and must be delivered to, the State Board of Education at the end of the project's funding.

f) Indirect Costs--Indirect costs for universities and private firms are restricted to 8% of the total direct costs. Indirect costs for community colleges and educational service regions are computed at the statewide average. Elementary and secondary schools are limited to their restricted indirect cost rate. Local educational agencies which do not comply with all requirements of the State Board of Education accounting system are not eligible to claim indirect costs against the funding agreement.

(Source: Added at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2250 Assurances (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2255  Stipulations

a)  Each applicant submitting a proposal to the State Board of Education in accordance with the provisions of this Subpart shall agree to the following stipulations:

1)  The State Board of Education reserves the right to reject any proposal received if it is determined that the proposal does not conform to the requirements of Section 254.2230 or if funds should be limited for any reason.

2)  The proposal, as well as all written and/or audio-visual materials produced, shall be gender-neutral in word, image, and inference.

3)  Equal and fair consideration of all populations regardless of race, sex, color, national origin, religion, age, or handicap shall be given in the selection of project personnel, advisory or steering committee members, and in other activities operated as part of the project.

4)  A final report is required for all projects; the number of copies is specified in each Request for Proposals or will be negotiated. Periodic progress reports are to be filed as negotiated. The required number of copies of a final product is specified in the Request for Proposals or will be negotiated.

5)  The State Board of Education is the final approving authority for all reports and products occurring as integral parts of any funding agreement resulting from a Request for Proposals. Their content and standards will be negotiated with the applicant prior to signing the contract.

6)  The State Board of Education reserves the right to copyright any materials developed under funding agreements resulting from a Request for Proposals.

b)  The funded agency may enter into agreements for part of the services or facilities to be provided under the project by other persons, public or private agencies, or institutions. Such agreement shall describe the services or facilities of the subcontractor and shall contain the provision that the funded entity retains supervision and administrative control over the performance of the subcontract with respect to the agreements contained therein.

1)  Services or facilities to be provided by subcontract or agreement shall be specified in the proposal.

2)  Subcontractors shall provide to the funded agency such assurances as are applicable to the service to be provided.

3)  Services provided by subcontractors are not eligible for indirect costs.

4)  If subcontractors are to be used, the proposal must indicate their qualifications and specific duties and responsibilities for the project.
5) Approval of subcontracts will be subject to the same criteria as are applied to the original project application.

(Source: Added at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2260  Itemized Budget (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2270 Proposal Abstract (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2280 Narrative Description of Project (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2290  Qualifications of Project Staff, Consultants, and Subcontractors
(Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2292 Deliverables (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2296 Facilities (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
Section 254.2298 Appendix (Repealed)

(Source: Repealed at 12 Ill. Reg. 2282, effective January 15, 1988)
SUBPART W: VOCATIONAL INSTRUCTION PRACTICUM

Section 254.2310 Applicability

a) The provisions of this Subpart are authorized by Section 2-3.68 of The School Code (Ill. Rev. Stat. 1987, ch. 122, par. 2-3.68), referred to herein as the Vocational Instruction Practicum. This provision of The School Code authorizes the State Board of Education to award grants to specified public vocational education personnel who are placed in short-term employment in the private or public sector during periods outside the school year to improve and update their vocational skills. IN THE CASE OF VOCATIONAL EDUCATION TEACHERS IN THE FIELD OF CORRECTIONS SUCH PLACEMENTS MAY TAKE PLACE DURING THE SCHOOL YEAR AND ANY SUCH TEACHER MAY USE HIS OR HER GRANT TO HIRE ANOTHER QUALIFIED TEACHER TO SUBSTITUTE FOR HIM OR HER AS NEEDED DURING THE TERM OF THE GRANT.

b) For the purposes of this Subpart, the terms "personnel," "individual(s)," and "applicant(s)" mean teachers, counselors, or administrators employed in public school vocational education programs. Teachers and administrators applying under this program must spend more than fifty percent of their time in vocational education in order to be eligible.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2320 Allocation of Funds

The State Board of Education will allocate funds to the Education Service Centers, established pursuant to 23 Ill. Adm. Code 500, for the participation of individuals in the Vocational Instruction Practicum. The allotment for each Center shall be proportional to the amounts received by school districts within each Educational Service Center's jurisdiction for the prior year's vocational education reimbursement in relation to the total pool of funds available for vocational education formula distribution. Separate allotments will be computed in the same manner for postsecondary agencies that receive formula funding for Vocational Education served by each Educational Service Center. Grants awarded by the State Board of Education to secondary and postsecondary public school vocational education personnel shall be in amounts not to exceed $2,000 per individual.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2330 Submission of Applications

a) Individuals shall submit applications, on forms provided by the State Board of Education, for grants for the Vocational Instruction Practicum to their respective Educational Service Centers. In the case of secondary school personnel, applications shall be made to the Educational Service Center which serves their district. In the case of postsecondary personnel, applications shall be made to the Educational Service Center which serves the area within which the agency's main campus is located. No less than forty-five days shall be allotted for public school personnel to complete the vocational application form prior to the due date established by the State Board of Education for receipt of applications.

b) Applications may be submitted by individual schools, area vocational centers, and postsecondary agencies on behalf of their vocational education personnel in the manner prescribed in subsection (a) of this Section.

c) Each completed application must be signed by the applicant(s) and employer(s) and must contain at least the following information for each applicant.

1) Name and home address.

2) Present employment, including job title, and the name and address of the employing public school.

3) A completed Education Plan in accordance with Section 254.2340(a)(5) and (6).

4) A statement of the amount of the grant award requested, not to exceed $2,000 per individual and including:

   A) terms of payment, (i.e., weekly or bi-monthly) not to exceed $50 per day; and

   B) where applicable (See Section 254.2350(c)(4) of this Subpart), the amount to be paid by the employer directly to the teacher, counselor, or administrator, or directly to the state, by means of a check payable to the State Board of Education and forwarded to the Board's Springfield office.

d) Applications shall be reviewed by the Educational Service Centers and recommended for the approval of the State Superintendent of Education in accordance with the procedures set forth in Sections 254.2340 and 254.2350 of this Subpart.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2340 Administration

a) The Educational Service Centers will be responsible for administering the Vocational Instruction Practicum including, but not limited to:

1) promoting the program with vocational education personnel, local school districts, and postsecondary agencies as well as the private and public sectors;

2) encouraging the involvement of universities in the grant recipient’s practicum experience;

3) disbursing grants to personnel for participation in the program;

4) conducting evaluation activities for making annual improvements in the program;

5) the use of a standard application form provided by the State Board of Education for Vocational Instruction Practicum applicants which includes an Education Plan. The Education Plan shall contain the information necessary to:

   A) ASSESS THE APPLICANT’S POTENTIAL TO ACQUIRE PRACTICAL KNOWLEDGE AND SKILLS which will improve his or her performance in the vocational education program;

   B) ASSESS THE APPLICANT’S COMMITMENT BASED ON PRIOR PARTICIPATION IN PROFESSIONAL DEVELOPMENT EXPERIENCES directly related to his or her area(s) of instruction; and

   C) ASSESS THE RELEVANCE OF THE PRACTICUM EXPERIENCE TO THE APPLICANT’S PROFESSIONAL DEVELOPMENT as a teacher, counselor, or administrator and/or to new and emerging programs in the applicant’s local area.

6) Each applicant shall provide the following descriptions in his or her Education Plan, which will be used by the review panel to rate the application relative to subsections (A), (B), and (C) above pursuant to the scale presented in subsection (7):

   A) A description of the professional development experiences within the last five years which have helped the applicant to improve teaching, counseling, or administrative skills.

   B) A description of the inservice training need which the applicant wishes to address while on-site.

   C) A description of what the applicant expects to know or be able to do as a result of participation in the Vocational Instruction Practicum.
D) A description of how participation in the Vocational Instruction Practicum will contribute to the improvement of the applicant's teaching, counseling, or administrative assignments.

7) The use of standard evaluation forms provided by the State Board of Education to judge Vocational Instruction Practicum applications. Based on the information supplied by each applicant in his/her Education Plan, the review panel (see subsection (a)(8) of this Section) will rank applications and recommend them for funding according to the following procedures and standards:

A) Each member of the review panel will complete a rating scale for the responses to each of the four statements in the applicant's Education Plan (see subsection (a)(5)(C)). Responses to the statements will be rated from one (low) to five (high).

B) The following standards apply to the rating of each response:

i) For statement one, a rating of one through five shall be assigned which relates to the number of professional development experiences described by the applicant which in the judgment of the rater, have helped improve his/her teaching, counseling, or administrative skills.

ii) For statement two, a rating of four or five shall be assigned if in the rater's judgment the applicant specifically details the inservice need(s) to be addressed; a rating of two or three shall be assigned if in the rater's judgment the applicant generally details the inservice need(s) to be addressed; and a rating of one shall be assigned if in the rater's judgment the applicant insufficiently details the inservice need(s) to be addressed, while on-site.

iii) For statement three, a rating of four or five shall be assigned if in the rater's judgment the applicant specifically details what he or she expects to know or be able to do; a rating of two or three shall be assigned if in the rater's judgment the applicant generally details what he or she expects to know and be able to do; a rating of one shall be assigned if in the rater's judgment the applicant insufficiently details what he or she expects to know and be able to do, as a result of participation in the Vocational Instruction Practicum.

iv) For statement four, a rating of four or five shall be assigned if in the rater's judgment the applicant specifically details how participation will contribute to the improvement; a rating of two or three shall be assigned if in the rater's judgment the applicant generally details how participation will contribute to the improvement; and a rating of one
shall be assigned if in the rater's judgment the applicant insufficiently details how participation will contribute to the improvement of his or her teaching, counseling, or administrative assignments.

C) Review panel members list the total score for the four statements. The total scores earned serve to rank each applicant compared to all other applicants. Decisions to fund or not to fund a given applicant are made based on these rankings. The State Board of Education will allocate funds for approved applications based upon overall rankings, in the order of highest to lowest, up to the extent of funds available for this purpose, except that no applicant scoring fewer than eight points shall qualify for funding.

8) The use of a regional panel to provide assistance to the Center for the selection of personnel to participate in the Vocational Instruction Practicum. The panel shall include two practicing vocational education teachers, one counselor, and one vocational administrator to represent secondary and postsecondary agencies; and one or more commerce, industry, and labor representatives from each education for employment system served by the Center. An education for employment system means a consortium of public high schools, area vocational centers, and local community college(s) whose members have agreed to foster areawide vocational education programs.

9) The use of education for employment system personnel and postsecondary staff to provide advice, counsel, and promotion, and to work with local commerce, industry, and labor representatives in identifying sites for the practicum experiences needed by grant award recipients.

10) Submitting the following required reporting forms:

   A) distribution, collection, and compilation of program evaluation/reporting information, and

   B) filing final expenditure claims and program reports.

b) Each Educational Service Center shall, through a letter of agreement, submitted to the State Board of Education not later than April 30 of each year, request an allotment of funds equal to the sum of the recommended individual grant awards. Each letter of agreement submitted to the State Board of Education by an Educational Service Center shall specify the allotment amount as determined by recommended individual grant awards. Each letter of agreement shall be approved by the State Superintendent of Education if it includes the following information.

   1) A copy of all applications recommended for approval.

   2) A statement of assurance that in preparing recommendations for grant awards the Educational Service Center has followed the procedures and
applied the criteria established in Section 254.2340 of this Subpart, and has records to substantiate this assurance.

3) A list showing the amount of each recommended grant award, including a separate indication of the amount of an employer's contribution where applicable, and the sum of the grant awards requested.

4) A statement that grant awards which an Educational Service Center has not expended by August 31 in any calendar year shall be returned to the State Board of Education by the Center within 45 calendar days of that date, including the information required by Section 4 of the Grant Funds Recovery Act (Ill. Rev. Stat. 1987, ch. 127, par. 2301 et seq.).

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)
Section 254.2350  Payment of Grant Funds

a) Allocations to each Educational Service Center will be based on the allotment provided for in Section 254.2320 of this Subpart and the amount requested in the letter of agreement submitted by each Center pursuant to Section 254.2340 of this Subpart. Allotment amounts not requested or utilized by Educational Service Centers will be reallocated on an equal basis to other Centers whose requests exceed their allotments.

b) Funds for grant awards shall be issued to Educational Service Centers by May 30 of each year.

c) Payment of grant awards by an Educational Service Center to vocational education personnel selected to participate in the Vocational Instruction Practicum is subject to the following provisions:

1) Payment may only be made to public vocational education teachers, counselors, or administrators;

2) Grant award and payment of funds to personnel participating in the Vocational Instruction Practicum shall be made:
   A) at a rate not to exceed $50 per day up to a total of $2000. A practicum day is defined as the standard working day for the business or industry, and it must not be less than five nor more than eight hours of continuing education time; and
   B) on the basis of weekly or bi-monthly submission of an application by the grant recipient to the Educational Service Center for reimbursement on forms to be provided by the State Board of Education; the forms shall be signed by the grant recipient and employer as evidence of the recipient’s participation in the program. These forms shall be kept by the Educational Service Centers for a minimum of three (3) years to substantiate personnel participation in the program.

3) In those instances where the employer will benefit from an individual’s employment, the individual’s grant application shall indicate the nature and degree of benefit to be derived and shall be signed by the employer, who thereby agrees to contribute an amount, to be specified on the application, to that individual’s award or directly to the state. This amount shall not be less than 30% of the total award requested (e.g., $1400 from the state and $600 from the employer). The private employer shall be deemed to benefit when the grant recipient will participate, in excess of the time required for a normal learning experience as determined by the employer, in the routine production of a product or service which will benefit the employer.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)