

The Oklahoma Department of Career and Technology Education

dic • tion • ar • y

career **tech**
good **for**
Oklahoma



March 1, 2004

Dear Educators:

We are pleased to give you a copy of *The Oklahoma Department of Career and Technology Education dic•tion•ar•y*. As we communicate internally and with our partners, we find the definitions of terms and acronyms are not consistent. This dictionary was created to facilitate communication and to provide you with the Department's definitions.

We solicit your comments and suggestions for improvement and hope that *The Oklahoma Department of Career and Technology Education dic•tion•ar•y* will be a valuable resource for you.

Sincerely,



Phil Berkenbile, Ed.D.
State Director

Acknowledgments

Developing a dictionary like this requires the contributions of many individuals. We appreciate the efforts of the following state program administrators who provided the information compiled for this publication.

Eddie Smith	Agricultural Education
Michelle Keylon	Business and Information Technology Education
Edna Ruth Mahaffey	Family and Consumer Sciences Education
Lara Skaggs	Health Careers Education
Lettie Dilbeck	Marketing Education
Dennis Ruttman	Technology Education/Trade and Industrial Education
Kelly Arrington	Career and Support Services
David Jinks	Educational Technology Resources
Janet Cooper	Federal Legislation
Kimberly Sadler	Instructional Systems
Robin Schott	School-to-Work

We also recognize the contributions of the many staff members in Educational Services who assisted in compiling material. In addition, we thank Gloria Koch, Kathryn Anderson, and Bob Davis from the Creative Services Division for their contribution to this dictionary's completion.

Oklahoma Department of Career and Technology Education

dic•tion•ar•y

AAFCS: American Association of Family and Consumer Sciences.

Ability to Benefit: A designation given to a student who does not have a high school diploma or GED but has demonstrated the ability to benefit from the education offered by a postsecondary institution by making a passing score on a test approved by the U.S. Secretary of Education so that the student may be awarded federal aid.

ABM: Agricultural Business Management, an Ag Ed program for adult students.

Academic Credit: The unit of measurement an institution awards when the determined course or subject requirement(s) are fulfilled.

Academically Disadvantaged: Individuals who score at or below the 25th percentile on a standardized achievement aptitude test or whose secondary school grades are below 2.0 on a 4.0 scale (where the grade “A” equals 4.0) or who fail to obtain minimal academic competencies.

Accommodation Plan: A plan developed in cooperation with the qualified person with a disability (as defined by the ADA or Section 504) designed to address the reasonable accommodations needed in order for the individual to participate in a career and technology education program.

Accreditation: Status of public recognition that an accrediting agency grants an educational institution or program that meets the agency’s established standards and requirements.

Accredited Program: A *CareerTech* program offered in an accredited institution approved by the Oklahoma Department of Career and Technology Education and/or the State Department of Education. Accredited programs are a minimum of 600 clock-hours.

Accrediting Agency: An agency that establishes operating standards for educational institutions and programs and that determines the extent to which the standards are met. Its findings are publicly announced.

ACD: See Adult and Career Development.

ACE CREDIT: The American Council on Education’s College Credit Recommendation Service allows students in selected programs to gain a college credit recommendation for *CareerTech* studies. This recommendation can be used nationally and internationally.

Achievement Tests: Tests designed to measure the degree of success in a past learning activity and predict probable future academic success.

ACOG: Association of Central Oklahoma Governments.

ACT: See American College Testing Program.

ACTE: See Association for Career and Technical Education. Formerly AVA.

ACTE Region IV: The regional division of the Association for Career and Technical Education that the Oklahoma Vocational Association belongs to. The states in the region include Louisiana, Texas, New Mexico, Arkansas, and Oklahoma.

ADA: Americans with Disabilities Act.

ADA: See Average Daily Attendance.

Adult and Career Development (ACD): A division of the Oklahoma Department of Career and Technology Education that provides leadership and resources for adult training programs that offer career and professional development, upgrade and skill specific training, continuing education, and personal enrichment training opportunities at technology centers.

Advanced Placement (AP): Credit and/or advanced standing in certain course sequences that postsecondary institutions may offer to high school students who have taken high-level courses and passed certain examinations.

Advanced Standing Agreement: An agreement between the State Regents for Higher Education, a technology center, and a college or university to grant advanced placement.

Ag Ed: See Agricultural Education.

Agricultural Education (Ag Ed): An occupational division of the Oklahoma Department of Career and Technology Education that administers agricultural education programs which prepare students for careers in production agriculture, agribusiness, and other emerging occupations.

ALC: Air Logistics Center.

ALD: Advanced Leadership Development, an FFA program.

All Aspects of an Industry: Includes, with respect to a particular industry that a student is preparing to enter, planning, management, finances, technical and production skills, underlying principles of technology, labor and community issues, health and safety, and environmental issues related to that industry.

Alternative Assessment: An approved substitute for an ODCTE-developed competency assessment that aligns to a specific skills standard list and measures occupational readiness.

American College Testing Program (ACT): Provides measures of educational development and readiness to pursue college-level coursework.

AP: See Advanced Placement.

Apprentice Programs: A combination of school and work-based learning in a specific occupational area designed to lead to a related postsecondary program, entry-level job, or a registered apprenticeship program.

Appropriation: An amount received from or made available to an institution through an act of a legislative body.

Aptitude Tests: Tests designed to predict success in future learning activities, particularly in skill areas in which little or no instruction has taken place. They are generally less dependent on past school experience than achievement tests and measure a broader range of capabilities.

Articulation Agreement: The linking of two or more educational systems to help students make a smooth transition from one level to another without experiencing delays, duplication of courses, or loss of credit.

ASCD: Association for Supervision and Curriculum Development.

ASCOG: Association of South Central Oklahoma Governments.

ASD: Associate State Director.

ASE: Automotive Service Excellence.

Assessment: The use of standardized instruments, interviews, or other means to determine factors that may contribute to the success of students in career and technology programs. These factors may include interest, aptitude, academic achievement, work experience, learning style, work values, and other traits. Assessment may also be administered to determine progress attained by students during training or areas of need to address educationally.

Association for Career and Technical Education (ACTE): The national professional association for *Career*Tech educators. Formerly AVA.

ASTD: American Society of Training Development.

Average Daily Attendance (ADA): The aggregate attendance of a school during a report period divided by the number of days school is in session during the period.

AYES: Automotive Youth Educational Systems.

Basic Skills: Basic academic and tutorial services designed to increase literacy levels, upgrade literacy, and improve listening and speaking skills. Also referred to as Pre-*Career*Tech skills.

Best Practices: Examples of how high-performing schools, programs, or strategies are achieving success.

BIA: Bureau of Indian Affairs.

Bid Assistance Center: See Oklahoma Bid Assistance Center.

BISCP: See Business and Industry Services CORE Certification Program.

BITE: See Business and Information Technology Education.

BITS: See Business and Industry Training Services.

BLS: Bureau of Labor Statistics.

BPA: See Business Professionals of America.

Business and Industry Services CORE Certification Program (BISCP): A professional development program for Business and Industry Services coordinators in technology centers.

Business and Industry Training Services (BITS): The division of the Oklahoma Department of Career and Technology Education that partners with Oklahoma businesses and industries to provide resources for executive, management, and employee training. The focus is on all aspects of organizational development, including strategic planning, leadership development, organizational needs, assessment, pre-employment assessments, supervisory training, skills training, etc.

Business and Information Technology Education (BITE): The occupational division of the Oklahoma Department of Career and Technology Education that administers business and information technology education programs in technology centers and comprehensive high schools. The division provides products and services to promote the development of a comprehensive delivery system that is customer-focused and client-based for business and information technology industries.

Business Professionals of America (BPA): The Career and Technology Student Organization for students enrolled in Business and Information Technology Education.

Cafeteria Plan: An insurance plan that provides the option of selecting a combination of health care and insurance benefits.

Capital Outlay: Funds for the acquisition of land and buildings; building construction, remodeling and additions; the initial installation or extension of service systems and other built-in equipment; and site improvement. The category also encompasses architectural and engineering services, including the development of blueprints.

Career Academy: A high school program that organizes curriculum and instruction in academic subjects and career and technical courses around an industry theme — for example, agri-science,

health, biotechnology, construction, engineering — enabling students to fulfill requirements for college entrance in addition to acquiring work-related knowledge and skills.

Career and Support Services: The division of the Oklahoma Department of Career and Technology Education that oversees statewide career guidance, High Schools That Work, Tech Prep programs, Civil Rights, Carl Perkins, Career Clusters, Resource Center, and Career Resource Network.

Career and Technology Student Organization (CTSO): Student organizations designed to support the *CareerTech* goals of students and prepare members to be the leaders of the future.

Career Assessment: Process of measuring vocational aptitude, career interest, and academic and vocational achievement. It may also include such factors as work history, physical capacity, work values, and temperament. *Career assessment* may be accomplished through formal, standardized instruments or through informal means such as interviews or observing work samples.

Career Awareness: Activities designed to assist students to understand the role of work, one's own uniqueness, and basic knowledge about career clusters and of different occupations within those clusters.

Career Cluster: Occupations that are grouped together by common job duties and characteristics.

Career Concentration: Foundation, core, and specialized courses or programs that help students succeed in work and further education.

Career Counseling: Communication that takes place between counseling professionals and their clients concerning issues of preference, competency, achievement, self-esteem, and the array of factors that facilitate or inhibit personal planning.

Career Development: A lifelong process involving the development of work values, establishment of a career identity, learning about opportunities, and trying out plans. The process is designed to help individuals understand their relationship to the world of work. Career development is generally accepted as including a person's total lifestyle — occupations, education, social responsibility, family life, leisure activities, etc.

Career Exploration: Activities designed to assist students in discovering their individual interests, abilities, career values, and needs by exploring occupations and the world of work.

Career Planning, Preparation, and Application: Helps students acquire specific preparations, including the development of occupationally specific skills, application of academic theory to work-based situations, and the mastery of workplace basic skills.

Career Portfolio: A lifelong, student-managed collection of achievements that show progress toward career goals.

Career Practicum: A career practicum is a planned program of work-site learning experiences relevant to a student's chosen career major or plan of study. A career practicum is coordinated with the student's academic or school-based preparation.

Career Resource Network (CRN): The entity of the Oklahoma Department of Career and Technology Education that provides current and comprehensive occupational, career development, and labor market information to Oklahoma in both electronic and printed formats.

CareerTech: Career and Technology Education.

CareerTech Connect: A Web site that provides professional development information and activities for *CareerTech* teachers:
www.okcareertech.org/careertechconnect

CareerTech Learning Network (CTLN): A state-wide online learning distribution system for use in the Oklahoma *CareerTech* system. It offers a wide range of online services such as custom portals, content delivery, and student management.

Carl Perkins Vocational and Technical Education: Federal legislation that provides funding to states to develop more fully the academic, vocational, and technical skills of secondary and postsecondary career and technology education students by promoting the integration of academic and vocational technical instruction, including links to secondary and postsecondary education for participating students. Eligible recipients are public schools with vocational programs, technology

centers, and community colleges. The Act establishes allowable expenditures by federal statute and requires each state to develop measures of accountability.

Carnegie Unit: Credit that may be given for the successful completion of a course that meets 40 minutes a day, five days a week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year.

CBE: Competency-Based Education.

CBI: Computer-Based Instruction.

CBITS: See Customized Business and Industry Training Services.

CBT: Computer-Based Training.

CCS: See Curriculum Customer Service.

CDA: Child Development Associate, a national credentialing program.

CDE: Career Development Event, an FFA program.

Certificate: The formal acknowledgment of successful completion of a particular program or course of study, particularly in a *CareerTech* school, trade school, or junior college.

Certification: Granted to a person who has fulfilled the educational and performance requirements and meets the standards established by a professional organization or government agency that regulates a particular career.

CESI: See Computerized Enrollment System for Instructors.

CEU: See Continuing Education Unit.

CIM: Computer Integrated Manufacturing.

CIMC: See Curriculum and Instructional Materials Center.

CIP Code: See Classification of Instructional Program Code.

Civil Rights Compliance: Nondiscrimination on the basis of race, color, national origin, sex, age, or disability.

Classification of Instructional Program (CIP)

Code: A federally defined code that identifies instructional program specialties.

CLEP: See Comprehensive Local Education Plan.

CLEP: See College-Level Examination Program.

Clinical Coordination: Planned, supervised work-site learning experiences that are aligned with the curriculum and allow health occupations education students to practice skills.

Clock Hour: The unit of measurement some institutions give for fulfilling course requirements.

CNA: Certified Network Administrator.

CNA: Certified Nurse Aide.

CNC: Computer Numerical Control.

Coherent Sequence of Courses: A series of courses in which *CareerTech* and academic education are integrated and directly related to both academic and occupational competencies.

College-Level Examination Program (CLEP):

A series of examinations demonstrating a student's proficiency in a subject area for which some postsecondary institutions offer credit.

College Preparatory Program: Courses in academic subjects that stress preparation for college or university study.

COMM: See Communication and Marketing.

Communication and Marketing (COMM): The division of the Oklahoma Department of Career and Technology Education that provides internal and external communication services to promote *CareerTech* Education.

Competency: An underlying, performance-based capability that can be applied to new situations and environments. Competency can be a determination of occupational readiness.

Competency Assessment: A summative assessment that measures how well occupational skills have been mastered. When used with performance evaluations, competency tests provide useful indicators of occupational readiness.

Competency-Based Education: A system of education that is founded on industry-identified skill standards and educational outcomes.

Comprehensive Local Education Plan (CLEP):

A four-year plan for a school that is required by the State Department of Education (SDE). For technology centers, the plan is submitted to the ODCTE and covers school improvement, professional development, and capital improvement. For comprehensive high schools, it must also include alternative education and reading sufficiency and be submitted to the SDE.

Computerized Enrollment System for Instructors (CESI):

An Internet-based system for comprehensive school teachers to use to submit accurate student enrollment data to the Information Management Division of the Oklahoma Department of Career and Technology Education.

Consortium for Entrepreneurship Education:

Leaders, across all levels of education and disciplines, who are interested in entrepreneurship education, join together for leadership, technical assistance, advocacy, networking, and the sharing of materials.

Contextual Learning:

Academic content and skills taught by utilizing real-world problems and projects to help students understand the application of knowledge.

Continuing Education Unit (CEU):

Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Contract for Ongoing Career and Technology Education Programs:

All comprehensive school districts approved by the State Board to receive reimbursement for *CareerTech* secondary and full-time adult programs must submit the signed Contract for Secondary and Full-Time Adult Career and Technology Education Programs, which includes a listing of programs being funded. Approval and return of the contract and the Salary and Teaching Schedule by the school district to the Department indicates the school district's willingness to comply with all terms set forth in the contract.

Cooperative Agreement: Agreements between technology centers, the Regents for Higher Education, and junior, community, and four-year colleges. Under a cooperative agreement, institutions grant college credit for technical training received at a local technology center.

Core Content: A set of competencies common to the occupations within a career cluster.

Correctional Institution: Any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center, or any similar institution designed for the confinement or rehabilitation of criminal offenders.

Course: A single subject described in an institutional catalog or bulletin.

COVE: Council on Vocational Education.

Creative Services: A division of the Oklahoma Department of Career and Technology Education that designs and produces computer-generated and hand-illustrated art for printed products, visual presentations, Web pages, CDs, trade show booths, and videos produced by ODCTE.

Credit: A quantitative measurement assigned to a course and awarded upon successful completion of the coursework.

Credit or Credit Hour: A unit of measurement some institutions award for fulfilling course requirements.

Criminal Offender: Any individual who is charged with or convicted of any criminal offense, including a youth offender or a juvenile offender.

CRN: See Career Resource Network.

CTSO: See Career and Technology Student Organization.

Curriculum and Instructional Materials Center (CIMC): The entity of the Oklahoma Department of Career and Technology Education that develops competency-based instructional products and services for *CareerTech* programs.

Curriculum Customer Service (CCS): The entity of the Oklahoma Department of Career and Technology Education that sells both MAVCC and CIMC competency-based instructional products.

Curriculum Materials: Instructional and related or supportive materials designed to prepare the individual for employment or to upgrade occupational competencies. Appropriate counseling and guidance materials are included.

Customized Business and Industry Training Services (CBITS): Individualized upgrade training for the employees of businesses and industries that might include technical skills, team skills, quality/TQM/ISO processes and skills, job profiling, safety training, computer training, and other skills and services.

DECA — An Association for Marketing Students (DECA): The Career and Technology Student Organization for Marketing Education students.

DECA FLC: The fall leadership conference for DECA members.

DECA CDC: The state career development conference for DECA members.

DHS: Department of Human Services.

Dislocated Worker: An adult individual who has been terminated, laid off, or has received notice to that effect and is unlikely to return to their previous industry or occupation; has been terminated or received notice of termination as a result of permanent closure of a plant or facility; has been unemployed for a long term (15 to 26 weeks) and has limited opportunities for reemployment in the same or a similar occupation in the area in which such individuals reside and may have substantial barriers by reason of age.

Displaced Homemaker: An individual who has worked primarily without remuneration to care for a home and family and, for that reason, has diminished marketable skills, has been dependent on the income of another family member but is no longer supported by that income, is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of the Social Security Act, or is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Distance Learning: A system and a process that connects learners with distributed learning resources and is characterized by separation of place and/or time between instructor and learner, among learners and/or between learners and learning resources and connectivity, interaction, or engagement between the learner and instructor, among learners, and/or between learners and learning resources and conducted through one or more media.

DOC: Department of Commerce.

DOC: Department of Corrections.

DOD: Department of Defense.

DOE: Department of Education.

DOE: Department of Energy.

DOL: Department of Labor.

DOT: Dictionary of Occupational Titles.

DOT: Department of Transportation.

DSPT: Dietetic Support Personnel Training.

E-Business: Business conducted via electronic connections.

ECAO: Early Childhood Association of Oklahoma.

E-Commerce: Business conducted via electronic connections.

Economically Disadvantaged (Including Foster Children): Any person who is eligible for or receiving Aid to Dependent Children under Part A of Title IV of the Social Security Act, benefits under the Food Stamp Act of 1977, is counted for purposes of Section 1005 of Chapter 1 of Title 1 of the Elementary and Secondary Education Act of 1965, participating in a program assisted under Title II of JTPA, receiving a PELL grant or assistance under a comparable state program, or determined as low-income according to the Department of Commerce or the Department of Health and Human Services' Poverty Guidelines.

Education Enhancement Center (EEC): EEC's, located in technology centers, are designed to provide academic instruction at all achievement levels to assist students in their acquisition of technical skills.

Educational Equity: Activities carried out in the *CareerTech* educational system to reduce gender bias, gender stereotyping, and gender discrimination.

Educational Technology Resources (ETR): The Educational Technology Resources Division at the Oklahoma Department of Career and Technology Education provides technical assistance to improve the quality of career and technology education in Oklahoma by using appropriate instructional technologies and media to enhance the delivery of instruction. The staff provides products, services, assistance in the areas of video production, video conferencing, and distance learning, graphics design, streaming media, on-line instruction, and teacher and administrator training.

EEC: See Educational Enhancement Center.

EEO: See Equal Employment Opportunity.

EEOC: Equal Employment Opportunities Commission.

EES: Educational Equity Services.

EETC: Equipment and Engine Train Council — National Program Certification for power products.

Employability Skills: Skills and ability level needed to perform a given job satisfactorily. It includes not only reading, writing, arithmetic and mathematics, speaking, and listening but also learning to learn, problem solving, creative thinking, goal setting, interpersonal skills, teamwork, etc.

Entrepreneurship Education Consortium: Non-profit organization committed to promoting excellence in entrepreneurship education and supporting the infusion of entrepreneurship education across all levels of career-technical and academic education.

EODD: Eastern Oklahoma Development District.

EOE: See Equal Opportunity Employer.

EPAS: Educational Planning and Assessment System is an integrated series of assessments (PLAN, EXPLORE, and ACT) and reporting services that supports educators as they help students set and reach goals for life after high school.

Equal Employment Opportunity (EEO): Workplace rules, policies, practices, and behaviors that are fair and do not disadvantage people because they belong to particular groups. All workers are valued and respected and have opportunities to develop their potentials.

Equal Opportunity Employer (EOE): An agency or institution that practices the belief that customer satisfaction is earned and quality is never compromised, and that an employer-employee relationship is based upon mutual respect, a committed work ethic, and recognition of each individual's importance and value.

Equipment Matching Funds: The Oklahoma Department of Career and Technology Education may match the cost of equipment acquired for existing programs when funding is available.

ES: Employment Service.

ETA: Employment and Training Administration, a federal agency.

ETR: See Educational Technology Resources.

Existing Industry Training: Customized training provided to businesses and industries free of charge by local technology centers. Funding for this training is available through the ODCTE and requires prior approval.

FACSED: See Family and Consumer Sciences Education.

Family and Consumer Sciences Education (FACSE): The occupational division of the Oklahoma Department of Career and Technology Education that administers Family and Consumer Sciences programs in comprehensive high schools and technology centers.

Family, Career and Community Leaders of America (FCCLA): The Career and Technology Student Organization for students enrolled in Family and Consumer Sciences Education.

Family Educational Rights and Privacy Act (FERPA): Protects the privacy of parents and students regarding access to records and the release of records maintained by educational agencies receiving funds from the U.S. Department of Education. The Act gives postsecondary students and parents of students under age 18 the right to inspect the student's school files and prohibits the release of any information or material in the file without written consent from the parent or student aged 18 and over.

FCCLA: See Family, Career and Community Leaders of America.

Federal Legislation Assistance (FLA): An entity of the Oklahoma Department of Career and Technology Education that coordinates activities related to Carl Perkins and Civil Rights legislation.

Feeder School: A comprehensive high school that is a member of a technology center school district.

Feeder School Code: A number that indicates the home high school of a student. It is used in the collection of secondary enrollment data.

FEI: Federal Employer Identification Number.

FERPA: See Family Educational Rights and Privacy Act.

FFA: The career and technology student organization for students enrolled in Agricultural Education.

Finance and Internal Audit: An entity of the Oklahoma Department of Career and Technology Education that maintains the budgeting, accounting, auditing, and reporting responsibilities, ensuring that resources are used efficiently, effectively, and in compliance with regulatory requirements.

Financial Aid: A general term that describes any source of student assistance outside the student or the student's family. Funds awarded to a student to help meet postsecondary educational expenses. These funds are generally awarded on the basis of financial need and include scholarships, grants, loans, and employment.

Financial Aid Services: Technical assistance provided to schools by the Oklahoma Department of Career and Technology Education to assist them in establishing and strengthening their financial aid programs and related services for post-secondary students.

Fiscal Year (FY): The annual financial cycle for the Oklahoma Department of Career and Technology Education that begins July 1 and ends June 30. It is designated by the ending year. For example, July 1, 2010, to June 30, 2011, would be FY-11.

FLA: Federal Legislation Assistance.

Follow-up: The collection of data on students who were enrolled in a *CareerTech* program that is used to evaluate the effectiveness of a program, school, and/or system.

Form 2: A document submitted to the ODCTE for approval of additions, deletions, or changes to Career and Technology Education programs.

Fringe Benefits: Supplementary or deferred compensation other than salary, including retirement, social security taxes, etc.

FTA: Full-Time Adult.

FTE: See Full-Time Equivalent.

Full-Time Equivalent (FTE): The number of full-time faculty, employees, or students plus the equivalent of part-time faculty, employees, or students.

FY: See fiscal year.

FYI: “For Your Information.”

GAO: General Accounting Office.

GED: See General Education Development.

General Education Development (GED): A process for acquiring a high school diploma.

GFOA: Government Finance Officers of America.

Grant: A type of financial aid that does not have to be repaid. It is usually awarded on the basis of need.

Guidance: An entity of the Career and Support Services Division of the Oklahoma Department of Career and Technology Education that develops and disseminates products, offers inservice training, and provides technical assistance and leadership for career guidance.

Guidance Curriculum: Refers to classroom activities and group guidance.

H.323: A protocol of commands to enable video conferencing over the Internet.

HCP: See Health Certification Project.

Health Certification Project (HCP): A joint project between the ODCTE and the Oklahoma State Department of Health that coordinates the development and administration of certification tests for nurse aide, medical micropigmentation, sanitarian, and related occupations.

Health Occupations Education (HOE): The occupational division of the Oklahoma Department of Career and Technology Education that provides leadership to Health Occupations Education programs across the state.

Health Occupations Students of America (HOSA): The Career and Technology Education student organization for students enrolled in Health Occupations Education.

High School (HS): A secondary school offering the final years of school work necessary for graduation, usually including grades 9,10, 11 and 12.

High Schools That Work (HSTW): A framework of goals, key practices, and key conditions that schools implement to raise student achievement and meet higher standards. The primary goals are to raise the mathematics, communication, problem-solving, and technical achievement of students and to blend the essential content of traditional college-preparatory studies with quality career and technical studies.

HOE: See Health Occupations Education.

HOSA: See Health Occupations Students of America.

HR: See Human Resources.

HS: See High School.

HSTW: See High Schools That Work.

HUD: Housing and Urban Development.

Human Resources (HR): The entity of the Oklahoma Department of Career and Technology Education that coordinates hiring and orientation activities, provides professional growth opportunities, and specific training programs for staff members and maintains the compensation, benefits, and performance review systems.

IAW: “In Accordance With.”

IC: See Industrial Coordinator.

ICE Individualized Cooperative Education: A program within an educational discipline that provides students with supervised work-site experiences related to classroom instruction.

IDEA: Individuals with Disabilities Education Act.

IEP: See Individualized Education Program.

IFB: Invitation For Bid.

ILP: Individual Leadership Plan.

IMD: See Information Management Division.

INCOG: Indian Nations Council of Governments.

In-District Student: One who is a legal resident of a school district and is thereby entitled to reduced tuition charges.

Individual Planning: A process involving individual advisement, assessment, career guidance, and counseling. Responsive services include consultation, short-term personal and crisis counseling, small-group counseling, and referral.

Individual Transition Plan (ITP): The ITP is a component of the Individualized Education Program and provides the written documentation that specifies the activities and services to be undertaken to prepare a student to move smoothly from high school to postsecondary activities.

Individualized Education Program (IEP): A written statement for each child with a disability identified under the IDEA, that is reviewed and revised at least annually and contains information about the child’s present levels of performance, measurable goals and benchmarks, and other services needed in order for the child to participate and advance in the general curriculum.

Individual With a Disability: An individual with any disability as defined by the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act, or the Individuals with Disabilities Education Act (IDEA).

Industrial Coordinator (IC): Industrial Coordinators, located in technology centers, are responsible for building relationships with local businesses and industries and meeting their needs for training.

Industry Specific Training: Training customized to meet the needs of employees of a specific business or industry. Enrollment in the program is limited to the employees of that industry.

Information Management Division (IMD): The Oklahoma Department of Career and Technology Education’s entity that collects, processes, and analyzes *Career*Tech student data and information for program management, planning, and decision-making.

Innovative Initiatives and Services (IIS): The IIS Division provides benchmarks of excellence, resources, and technical assistance to improve school structures and foster partnerships that support exemplary CTE programs, academic achievement, and student transitions from middle school to high school to postsecondary education/training and/or a career. Division responsibilities include Carl Perkins, Career Clusters, Civil Rights, High Schools That Work, Research, Resource Center, TANF, Tech Prep, and identifying and securing grant projects.

Instructional Materials Marketing: A division of the Curriculum and Instructional Materials Center (CIMC) responsible for conferences, exhibiting, advertising, and marketing.

Instructional Materials Warehouse: A division of the Curriculum and Instructional Materials Center (CIMC) responsible for maintaining, shipping, and handling all inventory products. Also responsible for receiving and handling all incoming packages into the Oklahoma Department of Career and Technology Education.

Instructional Services (IS): The entity of the Oklahoma Department of Career and Technology Education responsible for implementing a comprehensive statewide staff development program for *CareerTech* educators and partners. The program includes instructional management, leadership programs, teacher recruitment and retention, and conference and meeting planning coordination.

Instructional Systems: The functional area of the ODCTE responsible for curriculum/test/art development, printing, sales, warehousing, marketing, and distribution.

Instructional Systems Division: Develops and publishes quality standards, instructional materials, and assessments for *CareerTech* programs. These materials are industry-driven, competency-based, current, accessible, and affordable.

Integrated Academics: The incorporation of mathematics, science, written communication, and reading into *CareerTech* curriculum and technical information into academic content for the purpose of improving student understanding.

Integrated Postsecondary Education Data System (IPEDS): A system of surveys designed to collect data from all primary providers of postsecondary education.

Interest Inventory: Carefully constructed questionnaires that enable an individual to identify preferred activities that are then correlated to career clusters.

International DECA Career Development Conference (ICDC): The international career development conference for DECA members.

Internship: Secondary or postsecondary work-based learning in which a three-way partnership is established between the school, an employer or business, and the student for the purpose of providing practical education to the student through productive work opportunities. Experiences take place in

a workplace setting and offer teachers and students the opportunity to see a relationship between school courses and career choices.

Inventory Group: The entity of the Oklahoma Department of Career and Technology Education that provides information and technical assistance on inventory and inventory control, conducts equipment audits, tags new and transferred equipment, and oversees the transfer of equipment titles to technology centers and comprehensive high schools.

IPEDS: See Integrated Postsecondary Education Data System.

IS: See Instructional Services.

ITEA: International Technology Education Association.

ITP: See Individual Transition Plan.

IVD: Instructional Video Disc.

JATC: Joint Aeronautic Training Center.

JIT: “Just-in-Time.”

Job Placement: Assistance that is provided to students to obtain employment upon leaving an educational institution.

Job Readiness Competitive Events: Competitive events for special populations enrolled in *CareerTech* programs.

JOBS: Job Opportunities and Basic Skills Training Program.

Job Shadowing: Career awareness opportunities for students to observe individuals in the workplace.

LAN: Local Area Network.

LEA: See Local Education Agency.

Learning Management System (LMS): A resource available from the CTLN to support teacher management of student learning when using online resources.

LEO: Local Elected Official.

LEP: See Limited English Proficiency.

Licensure: A process whereby a government agency authorizes individuals to work in a given occupation. Obtaining and retaining licensure usually requires a person to complete an approved education program, pass an exam, and maintain standards.

Lifelong Learning: A concept that supports the desire and necessity to continue to learn throughout life.

Limited English Proficiency (LEP): Secondary students, adults, or out-of-school youths who have limited ability in speaking, reading, writing, or understanding the English language and whose native language is a language other than English, or live in a family or community environment in which a language other than English is the dominant language.

Local Application for Ongoing Career and Technology Education Programs: Any comprehensive school district or other eligible recipient requesting funds for *CareerTech* education programs, services, and/or activities must submit an annual Local Application for Secondary and Full-Time Adult Career and Technology Education Programs, which includes a listing of programs being funded and assurances of compliance. Approval and return of the assurances of compliance to the Department indicates the school district's intent to form a contract for *CareerTech* programs and comply with all terms set forth in the local application. The local application gives school districts the opportunity to verify ongoing programs, request new or expanded programs, or request the deletion or reduction of programs.

Local Education Agency (LEA): A public board of education or other public authority legally constituted within a state for either administrative control of, direction of, or to perform service functions for public elementary schools, secondary schools, and technology centers.

Maintenance and Plant Services: An entity of the Oklahoma Department of Career and Technology Education that provides a clean and safe working environment for staff and customers, including building and custodial maintenance, plant services, and emergency procedure implementation and training.

MarkED Conclave: An annual professional development conference for individuals who teach economics, marketing, management, and entrepreneurship.

MarkED Consortium: An association of state education departments and other educational groups interested in economics, entrepreneurship, business management, and marketing.

Marketing Education (ME): The occupational division of the Oklahoma Department of Career and Technology Education that supports comprehensive high schools and technology centers offering Marketing Education programs.

MAVCC: See Multistate Academic and Vocational Curriculum Consortium.

MBDC: Minority Business Development Center.

MC&T: Municipal Clerks and Treasurers.

MCTFOA: Municipal Clerks, Treasurers, and Finance Officials Association.

ME: See Marketing Education.

Memorandum of Training: A written understanding between the *CareerTech* teacher, the employer, and the student or parent that designates each party's responsibilities for work-site learning to take place.

Mentor: An experienced person who provides guidance and support by being a role model, guide, tutor, coach, or confidant to the developing novice.

Metal Working Skills, Inc.: Provides National Program Accreditation.

MFE: Made for Excellence, an FFA program.

MIS: Management Information System.

MIS Code: A four-digit number assigned to each program submitted to Business and Industry Training Services or Training for Industry for reimbursement.

MTA: Municipal Treasurers Association.

Multistate Academic and Vocational Curriculum Consortium (MAVCC): A nonprofit consortium of states formed to develop mutually needed, competency-based instructional materials.

NAAE: National Association of Agricultural Educators.

NAAE Region II: The region of the National Association of Agricultural Educators to which OAETA belongs.

NAB: National Alliance of Business.

NACETA: National Association of County Employment and Training Administrators.

NACVE: National Advisory Council on Vocational Education.

NAEP: National Assessment of Educational Progress.

NAEYC: National Association for the Education of Young Children.

NAISPD: National Association of Industry Specific Program Directors.

NAISTD: National Association of Industry Specific Training Directors.

NASAE: National Association of Supervisors of Agricultural Education.

NASAFACS: National Association of State Administrators for Family and Consumer Sciences.

NATEF: National Automotive Technicians' Education Foundation, Inc.

NATFACS: National Association of Teachers of Family and Consumer Sciences.

National Association of State Directors of Career Technical Education consortium (NASDCTEc): Founded in 1920, the National Association of State Directors of Career Technical Education Consortium is the Washington, D.C.-based professional society of the state and territory agency heads responsible for career technical education. The state directors are committed to leadership and results and quality education at the secondary, postsecondary, and adult levels.

National Career Development Guidelines (NCDG): A competency-based approach to career development designed to help plan quality career guidance and counseling.

NBIA: National Business Incubator Association.

NCLB: No Child Left Behind. Federal education initiative focusing on accountability and quality teaching.

NEA: National Education Association.

NEO: New Employee Orientation.

NET: National Employment and Training Association.

NGA: National Governors' Association.

NIMS: National Institute for Metal Working Skills

NIST: National Institute of Standards and Technology.

NNCCVTE: National Network for Curriculum Coordination in Vocational and Technical Education.

NOEDA: Northern Oklahoma Economic Development Association.

Nontraditional Training and Employment: Preparation for employment in an occupation or field of work in which individuals from one gender comprise less than 25 percent of those employed in that occupation or field of work.

NRS: New and Related Services, a division of Oklahoma Association for Career and Technology Education.

NTMA: National Tooling and Machining Association.

OAETA: Oklahoma Agricultural Education Teachers Association, a division of the Oklahoma Association for Career and Technology Education.

OATFACS: Oklahoma Association of Teachers of Family and Consumer Sciences, a division of the Oklahoma Association for Career and Technology Education.

OBAN: See Oklahoma Bid Assistance Network.

OBIA: Oklahoma Business Incubator Association.

OCAS Code: See Oklahoma Cost Accounting System.

OCAST: Oklahoma Center for the Advancement of Science and Technology.

Occupation: Job titles that are recognized by business and industry or the other recognized labor market sources.

Occupational Competency: An industry validated skill within a job.

Occupational Pathway: A plan of study leading to a specific occupation or job title.

Occupational Program: A program of study designed to provide the student with sufficient knowledge and skills to perform in a specific job.

Occupationally Specific Program: An instructional program designed to prepare individuals with entry-level skills and training for employment in a specific trade, occupation, or profession.

OCR: Office of Civil Rights.

OCTP: Oklahoma Commission for Teacher Preparation.

ODCTE: Oklahoma Department of Career and Technology Education.

ODLA: Oklahoma Distance Learning Association.

ODOC: Oklahoma Department of Commerce.

OEA: Oklahoma Education Association.

OEDA: Oklahoma Economic Development Association.

OESC: Oklahoma Employment Security Commission.

OHOETA: Oklahoma Health Occupations Education Teachers' Association.

OIC: Opportunities and Industrialization Center.

OJT: On-the-Job Training.

OKACTE: Oklahoma Association for Career and Technology Education.

OKEC: See Oklahoma Electronic Commerce.

OKIM: Oklahoma Instructional Materials. A section of New and Related Services Division of OKACTE that addresses development of instructional materials and assessments.

Oklahoma Association for Career and Technology Education: Oklahoma ACTE seeks to provide the kind of foresight and direction needed to develop a productive and competitive workforce for Oklahoma. The association is recognized as a dynamic educational leadership organization anticipating and fulfilling the professional needs of its members and their customers in developing a competitive workforce.

Oklahoma Bid Assistance Center: An entity of the Small Business Development Services that supports a network between technology centers to provide state companies timely access to information and assistance in competing for government contracts.

Oklahoma Bid Assistance Network (OBAN): Comprised of the Bid Assistance Centers located in technology centers and the Oklahoma Bid Assistance Center.

Oklahoma Cost Accounting System (OCAS): Codes defined by the State Department of Education that are used by schools to account for the expenditure of funds.

Oklahoma Electronic Commerce Connection (OKEC): An entity of Small Business Development Services that provides training to support the growth of electronic business in Oklahoma.

OKTAM: Oklahoma Techniques of Alcohol Management.

OMB: Office of Management and Budget.

OML: Oklahoma Municipal League.

One Voice Campaign: A common objective or goal that the membership of all career and technology student organizations unite to accomplish.

Open Admission: A policy whereby a school accepts any student that applies.

Open Entry, Open Exit: An education system in which students can enter a program at any point an opening occurs, progress at their own pace, and exit when the content has been successfully completed.

OSDH: Oklahoma State Department of Health.

OSETA: Oklahoma State Employment and Training Association.

OSF: Office of State Finance.

OSHA: Occupational Safety and Health Administration.

OTEA: Oklahoma Technology Education Association.

PAC: Political Action Committee.

PASS: See Priority Academic Student Skills.

Passport: An Oklahoma Department of Career and Technology Education-issued, school-validated document demonstrating that a student has met state and/or national competency standards in at least one occupation. Passport recipients are encouraged to seek industry-issued credentials, certificates, or licenses to include in the passport.

PC: Personal Computer.

PC: Programmable Controller.

PD: See Professional Development.

PEF: See Program Enrollment Form.

PELL Grant: A U.S. Department of Education grant program for needy postsecondary students who have not yet received a baccalaureate or first professional degree.

Perkins: See Carl Perkins Vocational and Technical Education.

PET: See Pre-Employment Training.

PIA: Printing Industries of America. Professional organization of printers nationwide.

PIC: Private Industry Council.

PID Number: See Program Identification Number.

Plan of Study: A plan of study is a planned, coherent sequence of coursework, four to six years in duration, that leads to or supports a career goal.

PLC: Programmable Logic Controller.

Portfolio: A lifelong, student-managed collection of achievements and progress toward career goals.

Postsecondary: Students beyond the compulsory age for high school who are enrolled in an educational program.

PPA: Professional Photographers of America.

PPT: Pre-Production Training.

Pre-CareerTech Skills: Basic academic and tutorial services that are provided to increase literacy levels, upgrade literacy, and improve listening and speaking skills. Also referred to as basic skills.

Pre-Employment Training: Preparation in interviewing techniques, writing resumes, letters of application, follow-up letters, listening techniques, and learning-to-learn skills.

Printing Plant: The entity of the Oklahoma Department of Career and Technology Education that provides printed material, print estimates, and technical assistance in pre-press production.

Priority Academic Student Skills (PASS): State Department of Education benchmarks of the skills and competencies that must be met in an academic program.

Production Work Activities: The production of a product by students under contract with a second party for remuneration to the school. Such activities align with the objectives and purpose of the program.

Professional Development: The growth process of educators learning together to collaboratively find solutions to instructional problems and improve instructional effectiveness and student achievement.

Program: A combination of courses and related activities organized for the attainment of an educational objective.

Program Assistance Grant: Annual grants provided to *CareerTech* programs located in comprehensive schools for the purpose of supporting the additional costs of the *CareerTech* program, including the purchase of equipment, instructional supplies, and staff development.

Program Capacity: The number of students the Oklahoma Department of Career and Technology Education approves for enrollment in a *CareerTech* program.

Program Enrollment Form (PEF): A form used to submit enrollment data for TIP programs to Business and Industry Training Services.

Program Identification (PID) Number: A five-digit identification number assigned to every *CareerTech* program.

Program Standards: Comprehensive benchmarks established by the State Board of Career and Technology Education to identify quality programs. Program funding is contingent upon programs meeting the standards or making satisfactory progress toward meeting those standards.

ProStart School to Career Program: FACSSED's high-quality, industry-relevant curriculum for high school juniors and seniors that includes both school-based and work-based learning.

PTA: Part-Time Adult.

Purchasing and Plant Services: The entity of the Oklahoma Department of Career and Technology Education responsible for purchasing services and vendor relations, telephone systems, management of facilities and records, grounds beautification, and agency vehicles.

RA: See Regional Administrator.

RAO: See Regional Accreditation Officer.

R&D: Research and Development.

RDI: Regional Development Initiative.

Region IV: See ACTE Region IV.

Regional Accreditation Officer (RAO): A representative of the State Department of Education who evaluates comprehensive high schools.

Regional Administrator (RA): Serves as a liaison between comprehensive school superintendents, communities, other agencies, and administrative entities involved with the delivery of *CareerTech* programs and services.

Registration: A credential offered by a regulatory body that administers examinations and maintains a registry or list of qualified personnel.

REI: Rural Enterprises Incorporated.

Research: A service of the Oklahoma Department of Career and Technology Education that is responsible for conducting and assisting research on innovative programming, development, and evaluation activities that address local and state *CareerTech* initiatives.

Resource Center: A collection of print and multimedia for loan to Oklahoma educators. The scope of the collection includes career and technology education curriculum, School-to-Work, career education, teaching and learning styles, technology in education, business management, and more.

RFP: Request For Proposal.

RM: Resources Management.

Rural Enterprises, Incorporated (REI): A non-profit rural economic development corporation with a business incubator program for start-up and expanding Oklahoma businesses, administers business, housing and micro loans, and services for assisting rural Oklahoma entrepreneurs with the opportunity to enter and expand their position in the state and international marketplace.

SAE: Supervised Agricultural Experience, an Ag Ed program component.

Safety and Health Training: An entity of the Oklahoma Department of Career and Technology Education that partners with business and industry to provide a variety of customized safety and health training.

Salary and Teaching Schedule: This document is a part of the Contract for Ongoing Career and Technology Education Programs. Comprehensive school districts, technology centers, and other recipients must complete and return the “Salary and Teaching Schedule” for each *CareerTech* teacher in the school. The form must be completed to indicate teaching schedule, numbers of students enrolled, teacher salary, beginning and ending date of employment, and expiration date of teacher’s certificate. The form must be signed by the appropriate individuals and returned to the Department by September 15 before any funding can be provided.

Sales and Marketing Executives International, Inc. (SMEI): A non-profit professional association for sales and marketing professionals and entrepreneurs.

SAT: See Scholastic Aptitude Test.

SBCTE: State Board of Career and Technology Education.

SBDC: Small Business Development Center.

SBDS: See Small Business Development Services.

SBIR: Small Business Innovation Research.

SBM: See Small Business Management.

SCAA: Solicitation Cooperative Agreement Application.

SCANS: Secretary’s Commission on Achieving Necessary Skills.

Scholastic Aptitude Test (SAT): An examination to predict the facility with which an individual will progress in learning college-level coursework.

School-Based Enterprise: An enterprise, such as a school store, which provides a laboratory for students to practice academic and related career skills. The enterprise is aligned with the objectives and purpose of the program.

School Climate: The social system and culture of a school, including the organizational structure of the school and the values and expectations within it.

School Dropout: An individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.

School Interoperability Framework (SIF): The set of standards that provides the framework for vertical and horizontal information reporting across multiple school information systems. The SIF framework is embodied in HB1646, which specifies that school information meet the standards by the 2005-06 school year.

School-to-Work (STW) System: Designed to assist young people to progress smoothly from school to work by making connections between their education and career. The system is a cooperative effort of elementary, secondary, *CareerTech*, and higher education to engage all youth in the life-long acquisition of knowledge, skills, and attitudes necessary to pursue meaningful, challenging, and productive career pathways into high-skill, high-wage jobs.

SCSS: Skills Center School System.

SDA: Service Delivery Area.

SDCS: See Systems Design and Computer Services.

SDE: State Department of Education.

Seamless Education: An alignment of educational opportunities to enable students to transition from one level of education to another without loss of time, credit, or repetition.

SEC: FCCLA State Executive Council.

Secondary CareerTech Student: A student that is currently enrolled in a *CareerTech* program at a comprehensive high school or at a technology center with the intent of completing the required objectives or coursework. For financial accounting and accountability in certain categories, additional requirements must be met.

Section 504: A commonly referred to section of the Rehabilitation Act that identifies and helps provide accommodations for high school students with disabilities not eligible for special education sources and/or adult students with disabilities.

Self-Employment Training (SET): A division of the Small Business Development Services that provides support to the SET programs in the technology centers. The SET programs offer professional assistance to persons interested in starting a new business in Oklahoma.

Self-Paced Instruction: An educational delivery system that allows students to progress at their own rate.

Service Center: The entity of the Oklahoma Department of Career and Technology Education that provides warehousing, office supplies, transportation, material handling, and audiovisual checkout and handling for agency staff.

Service Learning: A program in which students participate in meaningful, needed service that uses their academic and social skills and knowledge. Participants receive credit toward graduation.

SET: See Self-Employment Training.

Shareable Content Object Reference Model (SCORM): A set of standards that provides the framework for online content development so that it may be shared across multiple learning management systems.

Single Parents: Individuals who are unmarried or legally separated from a spouse and have a minor child or children for which the parent has either custody or joint custody.

Single Pregnant Women: Individuals who are unmarried or legally separated from a spouse and are pregnant.

Skill Assessment: The process of measuring performance against a set of standards (through examination, practical test, performance observation, and/or the completion of portfolios of work and assignments).

Skill Set: An established group of competencies that lead to entry-level employment or advanced standing.

Skills Centers: *CareerTech* programs provided in state-owned correctional facilities, private prisons,

state-operated juvenile detention centers and private juvenile group homes. The Skills Centers are a division of the Oklahoma Department of Career and Technology Education.

Skills Center Student: A student in a skills center setting who is working on a plan of study leading to successful employment upon release.

Skills Standard: An industry-driven document that lists the skills, knowledge, and abilities needed to perform an occupation successfully. Skills standard lists are used to identify or develop instructional materials and guide competency test development.

SkillsUSA: The Career and Technology Student Organization for students enrolled in Trade and Industrial Education programs.

Small Business Development Services (SBDS): The entity of the Oklahoma Department of Career and Technology Education that provides leadership and resources to technology centers to ensure the success of Oklahoma businesses. The resources include Self-Employment Training, Small Business Management, The Oklahoma Bid Assistance Network, and the Oklahoma Electronic Commerce Connection.

Small Business Management (SBM): A function of Small Business Development Services that provides support to the SBM programs in technology centers. The SBM programs offer a step-by-step process for creating and developing a successful business.

SME: Subject Matter Experts.

SMEI: See Sales and Marketing Executives International, Inc.

SODA: Southern Oklahoma Development Association.

Soft Money: A term that refers to funds that are not a part of the general operating budget of an institution. The funds may be from government agencies or private foundations.

SPC: Statistical Process Control.

Special Populations: A populace comprised of individuals with disabilities, economically disadvantaged individuals (including foster children), individuals preparing for nontraditional employment, single parents (including single pregnant women), displaced homemakers, and individuals with limited English proficiency.

SPPR: See Strategic Planning and Policy Research.

SSN: Social Security Number.

Standard: The level or rate of an outcome.

STAR: See Students Taking Action With Recognition.

Strategic Planning and Policy Research (SPPR): The entity of the Oklahoma Department of Career and Technology Education that addresses strategic issues with direct implications for the ongoing success of workforce development in Oklahoma.

Student Accounting System: A system for collecting data relating to *CareerTech* programs.

Student Internship: Opportunities for students to practice their skills in an actual work situation that is aligned to the student's career goals and the program. See Internships.

Student Service Strategy Plan: Documentation of a student's identifying information, educational goals, career goals, evaluation history, financial aid, interagency services, employment preparation, and other information pertinent to providing services to adequately prepare the student for the workplace.

Students Taking Action With Recognition (STAR): A National FCCLA competitive event.

STW: See School-to-Work System.

Supplemental Assessment: An assessment or certification that documents attainment of specific skills but does not assess occupational readiness as outlined in the skills standard. Supplemental tests are not suitable substitutes for ODCTE-developed competency tests.

Supplemental Services: Services that assist educational agencies to implement auxiliary, ancillary, and intervention programs and services to ensure special populations are provided full access to *CareerTech* education, recruitment, assessment, appropriate *CareerTech* program placement, guidance, and transition services. The services might include assessment, curriculum, equipment, classroom modification, supportive personnel, and instructional aids and devices.

SWODA: South Western Oklahoma Development Authority.

System Design and Computer Services (SDCS): The System Design and Computer Services Division at the Oklahoma Department of Career and Technology Education provides design and implementation of information systems, training, and technical assistance in the application of computer technology to assist the ODCTE in meeting its stated goals and objectives.

System Support: Refers to support services provided to educational entities by the Oklahoma Department of Career and Technology Education such as research, staff development, program management, and technical assistance.

TAA: Trade Adjustment Assistance.

TABE: Test of Adult Basic Education.

TANF: See Temporary Assistance to Needy Families.

T&I: See Trade and Industrial Education.

TC: Technology Center.

TCS: See Technology Center Services.

TDD: Telecommunication Device for the Deaf.

TE: See Technology Education.

T.E.A.C.H.: Teacher Education and Compensation Helps, by the Early Childhood Association of Oklahoma.

Teacher Certification Program: A program designed to prepare students to meet the requirements for certification as teachers.

Teacher Internship: Opportunities for academic teachers to spend time within an industry to determine how their subject area is integrated into the employment setting.

Teacher Salary Supplement: The Oklahoma Department of Career and Technology Education reimburses comprehensive schools to augment the salary of each *CareerTech* teacher on a 10-month contract.

Teachers-as-Advisors (TAA): Program that provides educational and career planning with parental involvement for all students by matching student groups with a teacher advisor for a certain period of time.

TechConnect: Programs within the Technology Education Division that provide hands-on experiences promoting technological literacy. Designed for students in Grades 9-10 in comprehensive schools.

Technical Assistance: Services provided by the Oklahoma Department of Career and Technology Education to *CareerTech* programs to ensure compliance with standards and state and federal regulations and to assure the quality of the programs.

Technology Center Services (TCS): The division of the Oklahoma Department of Career and Technology Education that serves as the liaison between technology center administrators and the Department.

Technology Education (TE): The occupational division of the Oklahoma Department of Career and Technology Education that supports programs provided in comprehensive schools in Grades 6-10 that provide hands-on career exploration experiences and improve technological literacy.

Technology Learning Activity (TLA): Curriculum modules used in Technology Education classrooms.

Technology Student Association (TSA): The Career and Technology Student Organization for students enrolled in Technology Education.

Tech Prep (TP): A program of study, assisted under the Carl Perkins Vocational and Technical

Education Act that includes two years of post-secondary education; strengthens the applied academic component of *CareerTech* programs; provides technical preparation; builds student competence in math, science, and communications; and leads to an associate degree or certificate in a specific career field and to employment.

Temporary Assistance for Needy Families (TANF): A program that provides up to one year of vocational training to eligible welfare recipients of Temporary Assistance for Needy Families (TANF). In addition to vocational training, the TANF students have access to intensive support services, basic academic education, life skills, employability skills, employment services, and employment retention services.

Testing Division: A division of the Oklahoma Department of Career and Technology Education that develops, maintains, and analyzes competency tests for occupational programs and licensing agencies.

Testing Liaison: The person in a comprehensive high school, technology center, or skills center who coordinates communication of information regarding competency testing issues between the Testing Division and *CareerTech* instructors at that facility.

TGI: Tribal Government Institute.

TIP: See Training for Industry Programs.

TLA: See Technology Learning Activity.

TP: See Tech Prep.

Trade and Industrial Education (T&I): The occupational division of the Oklahoma Department of Career and Technology Education that oversees the training of students in a wide variety of occupational areas.

Training for Industry Programs (TIP): Training provided to companies involved in manufacturing or processing whose national or regional offices are creating new employment opportunities for Oklahomans.

Training Plan: A list of observable duties and tasks that an intern or worksite learning student can master while participating in an internship or work-based experience.

Transportability: The ease by which project activities and results may be replicated at other sites, such as through the development and use of guides or manuals that provide step-by-step directions for others to follow in order to initiate similar efforts and reproduce comparable results.

TSA: See Technology Student Association.

Tuition: The amount of money charged to postsecondary students for instructional services.

USDOL: United States Department of Labor.

VA: Veterans' Administration.

VCL: See Vocational Class Level.

Vested Retirement: After employment with the Oklahoma Department of Career and Technology Education for 5 years, the full amount of the contributions by the institution with accumulations thereon, are made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal.

Veteran's Administration (VA): Some Armed Forces veterans are eligible for education benefits at technology centers. Technology center staff process the application, and benefits are determined and approved by the Department of Veteran's Affairs.

Videoconferencing: Two-way audio and video conferencing via electronic connections.

Vocational Class Level (VCL): A code used in the collection of enrollment data that pertains to the course or year of the program in which the student is enrolled.

Vocational Related Academics: Basic and accelerated academics and skills related to specific *CareerTech* training.

WC: Worker's Compensation.

WEEAP: Women's Education Equity Act Program.

WIA: Workforce Investment Act.

WIT: Workforce in Transition.

WLC: Washington Leadership Conference, an FFA program.

Work-Based Learning: The purpose is to provide students with work experiences that provide instruction in such things as positive work attitudes, employability skills, and participative skills. These experiences may occur within the classroom or the workplace.

Workforce Investment Act: The Workforce Investment Act of 1998 reforms federal employment, adult education, and vocational rehabilitation programs to create an integrated, "one-stop" system of workforce investment and education activities for adults and youth. Entities that carry out postsecondary vocational and technical education activities assisted under the Perkins Vocational and Technical Education Act are mandatory partners in this one-stop delivery system.

Work-Site Learning: Planned learning experiences for students, under the guidance of a workplace mentor, to develop specific technical competencies and general workplace competencies. Experiences may also occur in a school-based enterprise, simulation, or special project.

Work-Study Program: A provision of the Higher Education Act to provide grants to institutions for partial reimbursement of wages paid to postsecondary students who are employed part-time by the institution. The funds are intended to help with educational expenses.



Oklahoma Department of Career and Technology Education

1500 West Seventh Avenue • Stillwater, OK 74074-4364

www.okcareertech.org • 1.405.377.2000