Chapter 74 Intent to Apply Form

**Disclaimer:** Sections of law, regulations and guidelines are referenced in this document. The official copies of the law, regulations and guidelines as filed with the Massachusetts Office of the Secretary of State are implemented by the Massachusetts Department of Elementary and Secondary Education (DESE). The Massachusetts Department of Elementary and Secondary Education does not represent this document as a replacement for the official law, regulations and guidelines documents.

This form is designed to provide school districts considering application for a new Chapter 74 program a simple and direct mechanism to signal an intent to apply for Chapter 74 status. It also provides the DESE Office for College, Career, and Technical Education with information needed to advise potential applicants on the viability of a potential application.

**School districts must submit a separate Intent to Apply form for each Chapter 74 program under consideration.**

The Application for Career Technical Education (CTE) New Program Approval is submitted by a school district that seeks approval of a new career technical education program pursuant to Massachusetts General Law Chapter 74 (M.G.L.c.74) (Chapter 74) and the Career Technical Education Regulations (603 CMR 4.00). \*\*The application consists of \*\*Intent to Apply**, Preliminary (Part A) and Concluding (Part B)**. An approved program is known as a Chapter 74-approved career technical education program. **State aid is calculated on enrollment in programs that have approval status on November 1 of any given year.** The Massachusetts Department of Elementary and Secondary Education cannot retroactively approve programs after November 1 for state aid or any other purpose.

**A Concluding (Part B) application is not to be submitted unless the district has been notified in writing by the Department to proceed.**

School districts planning the submission of an application for a new Chapter 74 career technical program must provide DESE with notice of Intent to Apply no later than **5:00 PM** on the **first Monday in October** of any application year. For dates for the current submission year, see <https://www.doe.mass.edu/ccte/cvte/programs/timeline.html>. Submission of an Intent to Apply occurs through this online submission portal. The portal will also be used to for the application itself (Parts A and B).

Before Submitting Your Intent

Before submitting an Intent to Apply, school districts should undertake the following tasks:

1. *Begin to assemble a program advisory committee*. The program advisory committee, including representatives from industry, postsecondary education, and organized labor (if applicable) will offer guidance and insight as potential applicants explore the feasibility of opening any new program. This body should play a leading role in examining labor market demand and student demand data in the context of other local considerations. The strongest new program applications are those where industry experts and other partners are involved from the earliest stages of new program development.
2. *Research and analyze the labor market demand and other sources of supply for occupations aligned to the program*. As part of this effort, the school district should consult with [MassHire Workforce Boards](https://www.mass.gov/service-details/local-workforce-development-boards" \t "_blank) in the region.
3. Also review the **Massachusetts School Finder Statewide Planning Tool**, found at [**https://profiles.doe.mass.edu/search/masspathwaysview.aspx**](https://profiles.doe.mass.edu/search/masspathwaysview.aspx) that helps you see what other Chapter 74 programs exist in your region and statewide.

In the **Preliminary (Part A)** application, applicants will be required to provide a compelling data-driven rationale for proposed programs that *do not align* with regional occupational priorities. **See the Chapter 74 New Program Preliminary (Part A) application** for additional information regarding consultation with local MassHire Boards.

1. *Consult with*
   * MassHire for your region
   * any vocational technical school district of which the applicant is a member;
   * representatives from district member towns if you are a RVTSD
   * Norfolk County Agricultural School District or Bristol County Agricultural School District if the prospective applicant is located within one of these counties and the proposed program duplicates one offered there; and
   * any school district in your MassHire workforce region that is currently offering the same program, within **approximately** 5 miles if east of Route 495, 10 miles if west of 495 or to the east border of Berkshire County, and **approximately** 20 miles if in Berkshire County.

**PLEASE NOTE:** OCCTE routinely monitors labor market trends and the workforce needs of the Commonwealth. Programs clearly aligned with regional priority or critical industries and/or occupations will be considered for approval to submit a Concluding (Part B) application. Applications for programs that are not clearly aligned will be considered case by case, and the Department may not move all applications forward.

Basic Information

What is the NAME and ROLE of the contact person for this Intent to Apply? \*



What is the telephone number of the contact person for this Intent to Apply? \*



xxx-xxx-xxxx

What is the email address of the contact person for this Intent to Apply? \*



username@provider.xxx This will be the email account associated with this application

What is the name of your school district? \*



LEA# \*



The 4-digit state identifier for the school district

What program is the district intending to propose? \*



**PLEASE NOTE:** The Board of State Examiners of Plumbers and Gas Fitters regulates the practice of plumbing occupations in the Commonwealth of Massachusetts. For more information, please see the document *State and Federal Board and Agency Approvals* at

http://www.doe.mass.edu/ccte/cvte/programs/timeline.html.

Will this program be offered as a SECONDARY program or a POSTSECONDARY program?

SecondaryPostsecondary

What is the name of the school where the program would be offered, if approved? \*



Will this be the first Chapter 74 program offered at the school listed above? \*

YesNo

**PLEASE NOTE:** The Board of Elementary and Secondary Education, in June 2021, adopted new Chapter 74 admissions policies Regulations. Please refer to 4.03(6) of the Massachusetts Vocational Technical Education Regulations and related Application Process and Admissions Policies and Practices guidelines for more information. Note that admission policies are not submitted in this application.

Schools that are developing a SECONDARY or POSTSECONDARY admission policy for the first time should contact Marnie Jain in the Office for College, Career, and Technical Education.

Schools that are applying for a Practical Nursing program (available to be offered at the postsecondary level only) should contact Marnie Jain in the Office for College, Career, and Technical Education. PN programs typically require a program-specific admission policy.

Is the school district's Intent to Apply associated with a Massachusetts School Building Authority (MSBA) application? \*

NoYesUnknown

In what month and year do you expect the MSBA construction or renovation project to be completed? \*



mm/yyyy

In what school year does the district intend to open the program, if approved? \*

2024-25Other

This Intent to Apply form is designed to collect information on potential applications for the 2024-25 school year and for prospective programs in other years that are connected to MSBA funding.

Is the proposed program currently being offered to students as a non-Chapter 74 Perkins-funded program? \*

NoYes

Will this program, if approved, replace another Chapter 74 program currently being offered at the same location? \*

NoYesWe're not sure

Answer YES to this question if the school district intends to submit a closure plan for an existing Chapter 74 program in order to open the program being considered.

Webinar Series

OCCTE is offering a series of webinars to assist applicants with various aspects of the Chapter 74 New Program Application process. Use the links available at <https://www.doe.mass.edu/ccte/cvte/programs/timeline.html> to register for these opportunities. Each webinar is offered twice.

**Chapter 74 New Program Preliminary (Part A) Application Webinar**  
This webinar guides prospective applicants through the elements comprising the Chapter 74 New Program Preliminary (Part A) application. It is designed for any school and school district personnel involved in developing a Chapter 74 New Program application.

**Chapter 74 Program Advisory Committee Webinar**  
This webinar is designed for school and school district administrators and for industry experts assisting in the development of a Chapter 74 New Program Preliminary (Part A) application. The webinar will present several considerations for the development of a program-specific Advisory Committee.

**Chapter 74 New Program Concluding (Part B) Application Webinar**  
This webinar guides prospective applicants through the elements comprising the Chapter 74 New Program Concluding (Part B) application. It is designed for any school and school district personnel involved in developing a Chapter 74 New Program application.

**Chapter 74 New Program Safety & Health Plan Webinar**  
This webinar guides prospective applicants through the elements comprising the Chapter 74 New Program Safety & Health Plan. It is designed for any school and school district personnel involved in developing a Chapter 74 New Program application.

**Chapter 74 New Program Designing for Equity Webinar**  
This webinar guides prospective applicants through strategies to understand and address barriers that impact student success and approaches to equitable recruitment and access to Chapter 74 new programs. It is designed for any school and school district personnel involved in developing a Chapter 74 New Program application.

Submission Statement

I understand that submission of this form may initiate assistance from the Office for College, Career, and Technical Education in advance of our submission of a Preliminary (Part A) application.

I understand that permission to submit a Concluding (Part B) application is contingent upon DESE’s approval of our Preliminary (Part A) submission.

I understand that final approval of our application is dependent upon our district or charter school meeting all requirements outlined in the Preliminary (Part A) and Concluding (Part B) applications by deadlines specified at <https://www.doe.mass.edu/ccte/cvte/programs/timeline.html>. These requirements include, but are not limited to:

* A DESE safety, health, and accessibility review of the facilities where the program will operate and remediation of all items identified as a result of that inspection;
* A meeting between the proposed program’s Advisory Committee and DESE staff during which the Advisory Committee will demonstrate knowledge of and engagement with various aspects of the program; and
* Evidence that personnel in the career technical education program have an appropriate educator license (and endorsement, if needed) or a current waiver (see <https://www.doe.mass.edu/ccte/cvte/programs/waivers.html>) in accordance with the requirements set forth in 603 CMR 4.00;

Lastly, I understand that submission of this form in no way requires our school district to submit an application, but also that our Intent to Apply will expire should we not submit a Preliminary (Part A) application by 5 pm on the Friday in November immediately preceding Thanksgiving Day (see <https://www.doe.mass.edu/ccte/cvte/programs/timeline.html> for the exact date for this application cycle).

I understand and agree with the Submission Statements directly above. \*

I do not understand and/or agree with the above statements.I understand and agree with the above statements.

Submission Date

