

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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DATE: June 12, 2013

MEMO: CEP 13-09

TO: CTE Transitions Project Directors

FROM: Debra Jones, Ed.D.  
Dean, Career Education Practices Unit

SUBJECT: CTE Transitions 2012-13 Final Claim Instructions

**Submission Requirements:** CTE Transitions 2012-13 Final Claims process requires an electronic submission of the program narrative and the online certification of the 2012-13 final expenditures in the year-to-date quarterly reporting database.

**Program Narrative:** The final program narrative report consists of four questions that provide descriptions of how the CTE Transitions allocation focused on:

1. Transition between secondary and postsecondary education;
2. Successful progress through their community college career technical education program;
3. Transition into the world of work; and
4. Identifying and describing those aspects of the project that were unique, and/or particularly effective.

The narrative must be submitted electronically by August 31, 2013 to [ctetransitions@cccco.edu](mailto:ctetransitions@cccco.edu)

**2012-13 Final Expenditure Report:** The Final Claim of Expenditure will be certified online by your CBO by August 31, 2013 in the Career Technical Education (CTE) Transitions Year-to-Date Expenditures and Progress report system located at:  
<https://misweb.cccco.edu/ctetransitions/Prod/logon.cfm>

**NOTE:**

- (1) Any allocation recipient needing "pre-approved" budget changes must file those using the Career Technical Education (CTE) Transitions Year-to-Date Expenditures and Progress report system before June 30, 2013.
- (2) If monitor approval was not required for budget changes between the 4<sup>th</sup> quarter report and the Final Claim of Expenditures in the Career Technical Education (CTE) Transitions Year-to-Date Expenditures and Progress report system, please explain the changes at the end of the Program Narrative section requested above.

After completion of the two submission requirements listed above, your final claim for CTE Transitions will be complete and ready for review by your monitor.

Please contact your project monitor with any questions. Contact information for regional project monitors can be found at:

<http://extranet.cccco.edu/Portals/1/WED/CEP/PerkinsIV/CEPStaffRegions.pdf>.

cc: Occupational Deans (via email)  
Career Education Practices Unit Staff (via email)

# **CTE Transitions**

## ***Final Narrative Report Instructions***

The final report for CTE Transitions consists of filling out the final expenditure report on the YTD Quarterly online reporting system and a narrative that contains a response to the following four questions. The responses to each of these four narrative questions should be no more than one page each.

Provide a description of how the CTE Transitions allocation focused on:

1. Student transitions between secondary and postsecondary education;
2. Students' successful movement through their community college career technical education program; and
3. Students' ultimate transition into the world of work.
4. Identify and describe those aspects of the project that were unique and/or particularly effective.

**NOTE:** If you have made budget changes within the online year-to-date quarterly system between your 4<sup>th</sup> quarter and the final claim of expenditures (that did not require pre-approval), please explain these changes to your monitor at the bottom of the narrative responses.