**Promising Practices in CTE**

NC3T is working with the Bureau of Career and Technical Education (BCTE) and the Pennsylvania Association of Career and Technical Administrators (PACTA) to develop profiles that document promising practices in CTE. Specifically, we are looking for promising practices that address one of the following six topics:

* **Adult Career Technical Education** – Establishing Partnerships, Apprentice & Pre-Apprenticeship Programs, Recruitment & Retention of Instructors, Marketing & Branding
* **Serving “Special Populations” Students** – Practices and policies that help students achieve success in CTE
* **Cooperative Education** – Onboarding New Employers as Cooperative Education Sites
* **Employer Involvement with CTE Programs and Occupational Advisory Committees**
* **Recruitment and Retention of CTE Instructors**
* **Students Occupationally and Academically Ready (SOAR**) - Where is SOAR Working Well

If you would like to submit a promising practice, please complete this form and submit it to Michelle Hebert-Giffen at [Michelle@nc3t.com](mailto:Michelle@nc3t.com).

**CTC:**

**Name of Person Filling Out Form:**

**Job Title:**

**Contact Person (if different than above):**

**Job Title of Contact Person (if different):**

**Email:**

**Phone Number:**

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**Title of Best Practice:**

**At a Glance –** One- or two-sentence overview of practice:

**Goals/Objectives:** What did you hope to achieve by implementing this practice? Why did you implement the practice? What issue were you trying to address?

**Description of Best Practice:** How was the practice developed and implemented?

* **What** did you do and **how** did you do it? What were the **essential conditions** that made this project successful?
* **Who** was involved in helping to implement the practice? How were they involved (specific roles)?
* What was the **timeline** for developing and then implementing the practice?
* Were there any **challenges** when trying to implement the practice? If so, how were they addressed?
* How was the **practice funded**?
* Do you expect the practice to continue? If so, will any changes be made?

**Results, Evaluation Tools & Procedures-** How did this project make affect stakeholders, such as students, community members, employers? (BE SPECIFIC)

**Suggestions and Tips** for those who may want to implement the practice

**Additional Comments/Notes**

**Resources and Other Related Information** Websites, pictures, documents and attachments

**Send completed document to Michelle Hebert-Giffen at** [**Michelle@nc3t.com**](mailto:Michelle@nc3t.com)**.**