



Resource Guide for Operating Adult CTE Education Programs in Pennsylvania

June 2021

Table of Contents

INTRODUCTION	2
COMMON ACRONYMS/TERMS	2
PROGRAM APPROVALS & REPORTING REQUIREMENTS	5
Pennsylvania Bureau of Career and Technical Education	5
Commonwealth Workforce Development System	5
Accrediting Agencies/Organizations:	6
Related Organizations and Agencies.....	8
Additional Reporting Requirements	9
FUNDING SOURCES AND FINANCIAL AID	10
PENNSYLVANIA WORKFORCE DEVELOPMENT BOARD	12
PENNSYLVANIA’S LOCAL WORKFORCE SYSTEM	13
CTC BASED ADULT CAREER & TECHNICAL/CONTINUING EDUCATION PROGRAMS	19
PACTA RESOURCES: BEST PRACTICES IN ADULT CTE	22

INTRODUCTION

In Pennsylvania, Adult Career and Technical Education programs provide industry-aligned career training and experiences empowering adults by assisting them with acquiring the employable skills necessary to assimilate into the 21st-century workforce. Adult students benefit from industrial connections, on-site technical training, and job-related certifications to become more knowledgeable, and successful employees. The Pennsylvania Department of Education (PDE), Bureau of Career and Technical Education (BCTE) facilitates an ongoing statewide initiative intended to increase the quality and impact of CTE programs and assure that they align with the commonwealth's economic and workforce development priorities. Today, approximately 1,000 postsecondary CTE programs (two-year degree programs) and 344 adult CTE programs (offering less than a two-year degree) are in operation.

This publication provides fundamental information about operating adult education programs at a career and technical center in Pennsylvania. It is a resource guide to assist in navigating the requirements from both the Pennsylvania Department of Labor and the Pennsylvania Department of Education – two essential State departments for the successful operation of adult education programs.

COMMON ACRONYMS/TERMS

Accreditation – the act of granting recognition to an educational institution or program that meets and maintains specific, prescribed standards.

BCTE – Bureau of Career & Technical Education, a bureau within the Pennsylvania Department of Education focused on CTE.

BWDP – Bureau of Workforce Development Partnership

CIP – Classification of Instructional Programs

CIP-SOC Crosswalk – Align CIP code (Classification of Instructional Program) to SOC (Standard Occupational Code). Essential for program approval on CWDS.

CJT – Customized Job Training

CWIA – Center for Workforce Information and Analysis

CWDS – Commonwealth Workforce Development System

DOL - United States Department of Labor

ESL or ESOL – English as a Second Language

FERPA – Family Education Rights and Privacy Act

JOC – Joint Operating Committee. The governing board for local career & technical education; comprised of members from the CTC’s sending school districts.

IPEDS – Integrated Postsecondary Education Data System

L & I - PA Department of Labor & Industry

LEP – Limited English Proficiency

NIMS – National Institute of Metal Working Skills issues credentials in the precision machine field for manual and CNC machining. It is the end-of-program test for machining programs in lieu of NOCTI.

NOCTI – National Occupational Competency Testing Institute. An end-of-program test given to career and technical education students. If the students successfully pass the NOCTI test, they earn a NOCTI certificate which is an industry recognized credential. Students who score advanced/proficient also receive a Pennsylvania Skills Certificate.

O-NET – Online tool for career exploration and job analysis with detailed descriptions of job titles, necessary skills, and wage and employment information for each occupation. O-Net is a valuable tool for educators, job seekers, workforce development and human resource professionals, students, researchers, and more.

OAC – Occupational Advisory Committee. Advisory committees are a vital link between the career and technical education program and business and industry. Meetings are held twice per year. Comprised of active business and industry representatives, the main purpose of an occupational advisory committee is to strengthen the career and technical education program by making recommendations for program improvement and providing technical assistance to assure the most up-to-date curriculum content, equipment, and that appropriate applications of technology are being utilized.

OVR – Office of Vocational Rehabilitation. Provides training funds for eligible students.

PACTA – Pennsylvania Association of Career & Technical Administrators

PDE – Pennsylvania Department of Education

Perkins – The Carl D. Perkins grant program is a program that provides funding to schools to develop Programs of Study. There are both Secondary and Postsecondary Perkins dollars. To be eligible to receive Postsecondary Perkins dollars, a school must be accredited and receive Title IV funds.

PIMS – Pennsylvania Information Management System. This is the State system for reporting adult education student data annually.

RFP – Request for Proposal (grants)

SAM – System for Awards Management. Registration is required in this official U.S. Government system to receive federal grant funding and other government contracts. There is no fee to register. *Annual renewal is required.

SGA – Solicitation for Grant Application

SOC – Standard Occupational Classification

Title IV – Federal Financial Aid regulations fall under Title IV of the Higher Education Act (HEA). Therefore, when someone refers to Title IV, they are speaking of federal financial aid programs such as Pell grants and Stafford student loans.

TRA/TAA – Trade Readjustment Allowances/Trade Adjustment Assistance. Trade Act benefits are federal funds used to help individuals who become unemployed because of foreign trade coming into the U.S. markets or production being shifted to other foreign countries.

USDE – United States Department of Education

VA – Veterans Administration provides training funds for veterans; requires program approval prior to students accessing funds at your CTC.

WDB – Workforce Development Board

WEDnet – The Workforce and Economic Development Network of Pennsylvania (WEDnetPA). It was created to make companies across the Commonwealth of Pennsylvania more competitive by updating and improving the skills of their employees to meet specific company needs. May be helpful to companies contracting for CJT.

WIOA – Workforce Innovation & Opportunity Act (WIOA) is the nation's largest single source of federal funding for workforce development activities. The passage of the new WIOA legislation on July 22, 2014, authorized Congress to fund federal workforce programs between fiscal years 2015-2020.

6.88 – Common term used when speaking about annual subsidy funding for adult education programs. It is the amount of subsidy paid for each instructional hour in eligible programs.

4049s – Forms submitted to receive 6.88 money; reports instructor hours for adult education programs that are eligible to receive subsidy.

PROGRAM APPROVALS & REPORTING REQUIREMENTS

Pennsylvania Bureau of Career and Technical Education

The following systems and programs fall under PDE's purview for program approval and reporting: [PDE](#)

CATS - Career and Technical Education Information System, also known as the Adult Affidavit Program Registration and PDE 286, the CATS system is an online system through which PDE approves adult-only programs including short term, full-time, and PDE accredited programs. All approved programs that run and meet the minimum enrollment and academic requirements are eligible to receive a reimbursement of \$6.88 per each instructor hour. (If a school is accredited through PDE, the school's accredited programs are also listed in this system.)

PIMS Reporting - Pennsylvania Information Management System; formerly VEMIS & PAAPSA. Annually, you must submit student data to PDE for all adult-only programs. PIMS was implemented for Postsecondary schools in 2009-10 and became the required method for all Adult Programs beginning in 2010-11. The data reported is used to support your school's request for the Adult Education Instructor subsidy (\$6.88 funds) and for the Post-Secondary PERKINS grant allocations and performance data. This report must include Practical Nursing student data since PN data is used in determining your school's PS Perkins allocation and performance. PDE has eliminated the requirement to report nursing instructors and their hours worked since your school does not receive the \$6.88/hour subsidy for PN hours.

Commonwealth Workforce Development System

The following systems and programs fall under CWDS's purview for program approval and reporting: [CWDS](#)

State Approved Training Provider Program List: Located on the State CWDS webpage, this list contains all training programs statewide that are approved to receive WIOA and Trade

dollars. This list is a statewide list, so your local WDB may choose not to approve a client for a particular program since the selected program may not be applicable to your region.

Reporting for CWDS – Annually, you must submit student data along with the program approval request to have your programs re-evaluated for approval for the upcoming year. If the data submitted along with a program approval request does not meet the Required Performance Indicators, then the program can be denied by WDB. The student data is not required for new programs and programs with less than ten students enrolled.

WIOA Title 1 Statewide Eligible Training Provider List: This is a resource guide to all public trainings. [ETPL Guide](#)

Accreditation: This is the first step in the process by which schools become eligible to process and receive Title IV Federal Financial Aid. During the accreditation process, the accrediting agency generates a list of approved, or accredited, programs. Only programs that are accredited are eligible for Title IV funds. Accreditation is generally an approval period of five to seven years. Although the accreditation approval is good for five to seven years, schools are required to regularly submit changes and updates as needed to the accrediting agency on a regular basis. Your accrediting agency will identify what changes must be reported to them and when. A school can be accredited by two separate accrediting agencies such as PDE and NLNAC. However, only one accrediting body will be designated as the “Gate Keeper” to the U.S. Department of Education if a school is approved for Title IV funding.

Accrediting Agencies/Organizations:

PDE Accreditation: The Pennsylvania State Board for Career and Technical Education is recognized by the United States Department of Education as an authority for the approval of public postsecondary career and technical education (PPCTE) institutions and programs offered at career and technical education institutions that are not offered for college credit. This recognition establishes the State Board as the accrediting body for PPCTE in Pennsylvania. It further requires the State Board to establish policies and standards pertaining to the accreditation process.

In response to its mission to lead and serve the educational community to enable each individual to grow into an inspired, productive, and fulfilled lifelong learner, the Pennsylvania

Department of Education (PDE) is accrediting postsecondary institutions and programs in the commonwealth whose programs equal or exceed 300 instructional hours, have credentialed instructors, and are administered separately from the secondary programs. [PDE Accreditation](#)

- CATS Questions: [Tammy Keisling](#)
- Adult Affidavit Program or Accreditation Questions: [Beth Marshall](#)

Middle States Accreditation: The Middle States Association Commission on Secondary Schools accredits both **ADULT** (postsecondary, non-degree granting) and **SECONDARY** Career & Technical Schools across the country. The Middle States Commission on Secondary Schools (MSA-CSS) is recognized by the U.S. Secretary of Education in all 50 states as a reliable authority as to the quality of education or training provided by the postsecondary institutions it accredits. Therefore, MSA-CSS accredited postsecondary, non-degree granting career and technical institutions may use their Middle States accreditation to establish eligibility to participate in federal Title IV student loan programs for adult students. The Commission on Secondary Schools is now recognized by the U.S. Department of Education as a gatekeeper for eligibility for Title IV funding for postsecondary, non-degree granting institutions and distance education throughout the United States. Career and technical institutions that provide education and training to secondary and/or adult students are eligible to seek candidacy for accreditation and to be accredited by the Commission. Postsecondary institutions seeking accreditation for Title IV purposes may not offer programs that lead to an associate or higher degree. [Middle States Commission](#)

The Council on Occupational Education: The Council on Occupational Education (hereinafter referred to as the Council or COE) came into existence initially in 1971 as the Commission on Occupational Education Institutions (COEI) of the Southern Association of Colleges and Schools (SACS), a regional accrediting association that serves institutions in an 11-state region. Operating as a unit of SACS, COEI provided accreditation services to postsecondary occupational education institutions located, with a few special exceptions, in the SACS region. The Commission composed of 19 members functions as the governing board and the decision-making body for all accreditation actions of the Council. Throughout its history, the Council and its predecessor agency have been recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. [Council on Occupational Education](#)

Reporting: If accredited, your accrediting agency defines what data must be submitted on an annual basis. Some agencies require a written report, while others require a written report and performance data.

Related Organizations and Agencies

Bureau of Apprenticeship and Training: The Bureau of Apprenticeship and Training is responsible for approving any apprenticeship or pre-apprenticeship program your school may run. Apprentice programs are eligible for approval in the CATS system and are eligible to receive subsidy reimbursement through the PIMS report. [Bureau of Apprenticeship & Training](#)

Reporting: The school must make sure that students receive 144 hours of training per year. It is up to the employer to keep track of and report hours to the Bureau of Apprenticeship.

State Board of Nursing: Practical Nursing programs must be licensed through the State Board of Nursing. [PA State Board of Nursing](#)

Reporting: Practical Nursing programs must submit a quarterly report for reimbursement of student contact hours. Because this subsidy is received by the PN program, schools will not receive the \$6.88 reimbursement for instructor hours.

State Board of Cosmetology: Cosmetology programs must be licensed through the State Board of Cosmetology. [PA State Board of Cosmetology](#)

Reporting: Instructors record and then sign off on the hours of training each student receives, the report is notarized and submitted to the State Board of Cosmetology.

Veterans Administration: The VA approves programs at both accredited and non-accredited schools thus allowing veterans to use their Veteran's Education benefits, including Post 911 benefits which were approved on October 1, 2011, while attending your school. Veterans are eligible to use their Veteran's benefits for career & technical, nursing, or truck driving at approved schools. [Veteran's Administration](#)

Reporting: Annual reporting is not required. However, the Veteran’s Administration does visit the school annually to review/audit Veterans’ records and review and re-approve programs.

Additional Reporting Requirements

Title IV (Federal Financial Aid): Prior to a school being eligible to process aid for a particular program, the program must be Accredited through an approved accrediting agency and must then be added to the Eligibility and Certification Approval Report through the USDE. Once USDE approves the program, a school can process and receive Federal PELL Grants, Stafford Student Loans, and Parent Plus Loans. New Gainful Employment reporting regulations now require schools to provide additional information when requesting a new program approval through the USDE. Schools must describe how they determined the need for this program, how the program was designed to meet local market needs, how the program was approved, and provide a wage analysis. [Title IV](#)

IPEDS Reporting: Annually, your school must submit multiple reports to the USDE to maintain authorization to process Federal Financial Aid. These reports are submitted at three different times throughout the school year (September through April). The reports include Completion, 12-month Enrollment, Human Resources, Fall Enrollment, Business Office Finance, 100% to 150% Graduation Rates, 200% Graduation Rates, and Student Financial Aid. [IPEDS Reporting](#)

Gainful Employment Report: The Higher Education Act (HEA) requires that all career education programs receiving federal student aid “prepare students for gainful employment in a recognized occupation.” The HEA does not define “gainful employment,” but in 2014 the Education Department adopted the gainful employment (GE) rule defining how career training programs could demonstrate they met this requirement. Annually, all Title IV schools were required to submit student data, including enrollment dates, enrollment status, tuition charges, balances due, and alternative loan data directly to the U.S. Department of Education through the NSLDS system.

On July 1, 2019, in electronic announcement #122, the Department of Education published their final regulations (the “Final Rule”) rescinding reporting requirements for programs that are eligible for Title IV federal student financial aid based on preparing students for gainful

employment (GE) in a recognized occupation. The Final Rule became effective July 1, 2020.
[Gainful Employment 2020](#)

Campus Safety and Security Reporting: Annually, your school must submit the federal Campus Safety and Security Report. Under the Clear Act, institutions are required to provide crime and fire statistics for the prior three years to the Department. Beginning with the 2015 Campus Safety and Security Report, schools are now required to include crime statistics compiled under the Violence Against Women Act (VAWA). This data must be included in the school's Annual Security Report (ASR) that must be made available to students and employees no later than October 1st of each year. [Campus Safety Reporting](#)

EZ-Audit Report: Annually, your school must submit its local audit (A-133) for review by the U.S. Department of Education. [EZ Audit](#)

FUNDING SOURCES AND FINANCIAL AID

Alternative Loans: These are personal, credit-based loans that students can apply for, and if approved, receive through a private lender to help cover the cost of training.

CATS/PIMS: It is a process through which the school is reimbursed of \$6.88 per each instructor hour for approved programs.

Employer Sponsored Tuition: Employers may offer education benefits in a few different ways. The most common are tuition reimbursement, tuition assistance, and employer-sponsored scholarships.

- **Tuition reimbursement:** Tuition reimbursement is a contractual agreement between an employer and employee in which a company agrees to help pay for an employee to further his or her education. While each company will have its own tuition reimbursement system, there are some common features. With tuition reimbursement, employees pay the up-front cost of tuition, and their employers pay them back. For the most part, companies will only reimburse tuition upon completion of the course. The employee will either need to pay tuition out of pocket or take out a loan.

Some companies will also require that the employee achieve a certain grade in the course before reimbursing them for tuition costs.

In rarer cases, some companies will pay the tuition bill on behalf of the employee, with the agreement that they are to reimburse *the company* if they fail to pass the course.

- **Tuition assistance:** Employees who receive employer-paid tuition assistance can exclude up to \$5,250 of the benefit from federal income taxes each year, as long as certain qualifications are met. Employees who receive more than \$5,250 in one year for education assistance generally must include the excess amount in their taxable income. However, the excess amount is tax-free if it represents a working condition fringe benefit. A working condition fringe benefit is an expense that would be deductible as an employee business expense if the employee had paid for it. This includes education to improve employee's current job skills and continuing education courses.

Tax-free employer tuition assistance must be used toward an employee's education.

This includes undergraduate and graduate courses, and continuing education. Eligible courses are not required to be part of a degree or certificate program, and students do not have to be enrolled full-time.

- Employer tuition assistance programs vary. Some employers only offer tuition assistance for courses taken in specific fields, and many require the employee to earn A's or B's to qualify for reimbursement. An employee may be required to pay back tuition assistance if they resign from the company within a certain time.
- Eligible expenses include:
 - Tuition and fees
 - Books
 - Supplies and equipment
- **Employer-sponsored scholarships:** Employer-sponsored scholarship programs offer scholarship awards specifically to employees or dependents of eligible employees. Benefits of employer-sponsored programs include indirect advancement of a trade or industry by targeting certain fields of study, demonstration of a company's community spirit, and goodwill. Employer-sponsored scholarship programs are usually administered by company-created private foundations.

Institutional Scholarships: These are school sponsored scholarship programs.

OVR – Office of Vocational Rehabilitation: Students with a documented disability are often eligible for tuition assistance for retraining through the OVR.

Pennsylvania 529 College and Career Savings Program: Programs must be Title IV eligible.

Self-paying students

Title IV (Federal Financial Aid): Before a school is eligible to process aid for a particular program, the program must be accredited through an approved accrediting agency and must then be added to the Eligibility and Certification Approval Report through the USDE. Once USDE approves the program, a school can process and receive PELL grants, Stafford Student loans, and Parent PLUS loans.

- **PELL Grants:** Money given to a student for training through the Federal PELL grant program. Students are not required to repay grant dollars.
- **Stafford Student Loans:** A federal loan program for students. Loans are guaranteed to all students, payments are deferred while the student is in school, and students receive a six-month grace period after graduation before entering repayment.
- **Parent Plus Loans:** A federal loan program for parents of students. Loans are credit-based applications and payments can be placed in forbearance while the student is in school.

TRA/TAA - Trade Readjustment Allowances/Trade Adjustment Assistance: Tuition paid through the BWDP for students who are unemployed since their company has moved their operation outside US borders.

VA Benefits: Veterans Administration Programs approved through VA allow veterans to use their GI Bill benefits including Chapters 30, 33, 1606, 1607, 35, 32, and 31, Post 911 GI Bill and VRAP (Veteran's Retraining Assistance Program) as well as other veteran programs while attending your school.

WIOA: Tuition paid through the local agency identified by the Local Workforce Board (CareerLink) to manage WIOA program activities for eligible customers.

PENNSYLVANIA WORKFORCE DEVELOPMENT BOARD

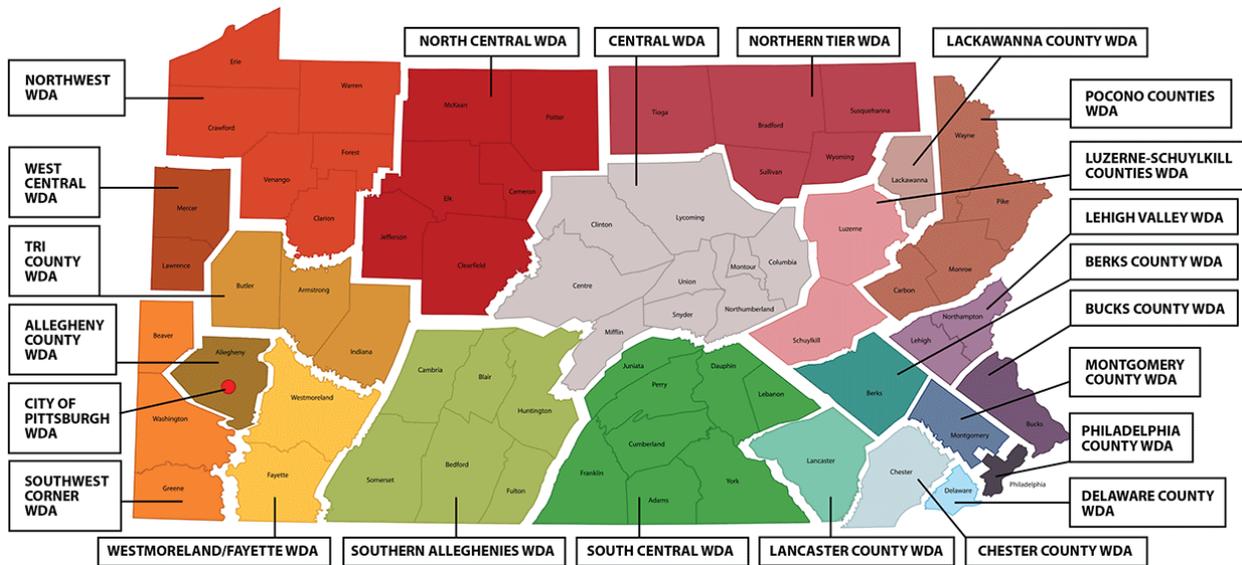
The Pennsylvania Workforce Development Board (PA WDB) is the Governor's principal private-sector policy advisor on building a strong workforce development system aligned with state

education policies and economic development goals. Its members are appointed by the Governor and represent a cross-section of business executives, labor officials, education leaders, economic development practitioners, and local elected officials. Additionally, the cabinet secretaries of five state agencies, as well as four members of the general assembly, serve on the board. [PA Workforce Development Board](#)

PENNSYLVANIA'S LOCAL WORKFORCE SYSTEM

The federal government funds a nationwide infrastructure to assist all individuals looking for a new job or to advance their careers, as well as employers who need to fill vacancies with skilled workers or to train their workforce. These federal programs provide a vast array of services to fulfill these functions. They are based on a community implementation model to ensure that programs are locally driven to serve their communities with guidance from employers, as well as other community stakeholders.

Workforce Development Areas – Pennsylvania's workforce development system is divided into 23 countywide or regional Local Workforce Development Areas (LWDA). Each LWDA has a Workforce Development Board (WDB), except for the City of Pittsburgh and Allegheny County, which share one WDB. Local WDBs develop workforce policies and regional strategies. They provide oversight and coordination for the workforce services provided in their region and the overall operation of the storefront delivery of these services, the state's 60+ PA CareerLink® centers. Nationally, these centers are referred to as "one stops," because they were created to serve as local one-stop centers for the delivery of a multitude of government services that support the employment and training of individuals. These centers are part of the nation's American Job Centers. [PA Local Workforce Areas](#)



Workforce Development Boards (WDBs) are regional entities created to implement the Workforce Innovation and Opportunity Act of 2014 (WIOA), which authorizes and funds employment and training programs in the United States. Every community in Pennsylvania is associated with a local WDB. For each WDB, a chief elected official (a county commissioner or the mayor of a major city) appoints members to sit on the WDB. These appointed positions are unpaid. A majority of a WDB’s membership must come from private businesses. There are also designated seats for representatives of labor and educational institutions, such as community colleges. Beyond these basic guidelines, many aspects of how an individual WDB operates can vary. The WDB’s main role is to direct federal, state, and local funding to workforce development programs. WDBs conduct and publish research on the needs of the regional economy. They also oversee the PA CareerLink® locations, where job seekers can get employment information, find out about career development training opportunities, and connect to various programs in their area. [PA Local Workforce Systems](#)

Pennsylvania CareerLink or PA CareerLink is Pennsylvania’s one-stop service for job seekers. PA CareerLink resources include job listings, directory of local offices, unemployment information, social services, and training resources.

CareerLink’s serve: Job Seekers, Employers, Training Providers

CareerLink’s are locally comprised of a combination of:

- Training providers
- Private Organizations

- Public Agencies
- Community-Based Organizations

CareerLink Operator:

- Local agency or consortium of agencies selected by the Local Workforce Development Board to operate the CareerLink.

Typical training funding sources within the CareerLink:

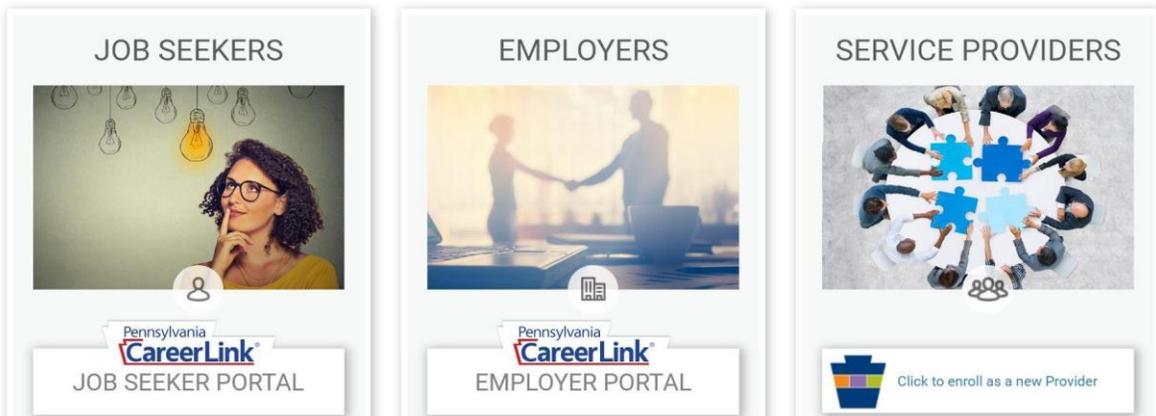
- Title I (WIOA) and Department of Human Services (TANF) - program operator selected by the LWDB
- Bureau of Workforce Development Partnership – TRA/TAA -Trade Act funding
- Office of Vocational Rehabilitation (OVR) manages funding for its customers

[PA CareerLink](#)



Commonwealth Workforce Development System (CWDS) provides access to Pennsylvania workforce development and independent living services provided by the Departments of Labor & Industry and Human Services. Who uses CWDS? Participants are Job seekers and other individuals seeking services. They can create resumés and match their skills, requirements, and backgrounds with job openings. Employers can use CWDS to find qualified job applicants. Service or Training Providers can use CWDS to receive referrals from those seeking the services, programs, or training they provide. Agency Staff use CWDS to track service delivery. This shared system streamlines service provision and provides a comprehensive view of services provided to any individual.

State Approved Program List – Located on the CWDS webpage, this list contains all training programs statewide that are approved to receive WIOA and Trade dollars. Keep in mind that this list is a statewide list, so your school’s local WDB may choose not to approve a client for a particular program since the selected program may not be applicable to your region. [CWDS](#)



Pennsylvania Industry Clusters - Since 2004, Pennsylvania has defined industry clusters in the commonwealth to serve as the basis for data-driven workforce development policies. An industry cluster includes industries linked by common products, labor pools, technologies, supplier chains, and training needs. They take on strategic importance for long-term economic planning as changes that benefit one group member will generally impact other members of the cluster. Industry clusters are comprised of specific six-digit North American Industry Classification System, or NAICS, codes. They are mutually exclusive so that no two clusters contain the same NAICS code. Along with total employment and average wages, the strength of a cluster is often evaluated using a location quotient, or LQ, which compares a cluster's share of local employment with its share of national employment. An LQ greater than one indicates that the cluster has, on average, more employees locally than typically expected implying a possible competitive advantage.

***Local Workforce Development Areas define their own Targeted Industry Clusters.**

CWIA Center for Workforce Information and Analysis - Valuable labor market information on workforce and employment can be found on the website. [PAWORKSTATS](#)

The following screenshots are the CWIA homepage, followed by some examples of the data available on the website.

About Us

What is PAWORKSTATS?

PAWorkStats is the website for the Center for Workforce Information & Analysis (CWIA).

Who is CWIA?

CWIA is a bureau staffed by statisticians, analysts, and economists within the PA Department of Labor & Industry designated by the Governor's Office as the primary source of labor market information for the commonwealth. Our mission is to produce and provide timely, objective, and credible workforce and economic statistics and analysis to help our customers make informed policy, business and career decisions that strengthen Pennsylvania's economic security. We hope you find the information contained in this website useful and informative.

					
Media Center	Glossary	Products A to Z	Products by Geography	LMI Forum	What's New?

POPULAR ON WORKSTATS.DLI.PA.GOV

Last 24 Hours	Last 7 Days	Last 30 Days	Last 365 Days
County Profiles	High Priority Occupations (HPOs)		
Weekly UC	Monthly News Releases		
Research & Historical Data	Top 50 Employers & Industries		
Career Guide	Occupational Wages		
Products A to Z	PA Unemployment Compensation Activity		

Next Generation Industry Partnerships – Partnerships of businesses, from the same industry and in a shared labor market region, who work with education, workforce development, economic development, and community organizations to address competitive needs of the targeted industry and put businesses at the center of a coordinated workforce and economic development system that reacts to businesses' defined opportunities and priorities. [Next Generation Industry Partnerships](#)

Pennsylvania's Next Generation Industry Partnerships

Pennsylvania is leading the way in workforce, education, economic development and community collaboration.

Through the Next Generation Industry Partnerships (Next Gen IPs), businesses are partnering to build stronger, more competitive industries through training, networking, recruitment and collaboration to raise career and industry awareness.

Next Gen IPs help businesses with the following priorities:

- Identifying their workforce, education & training, and economic development needs
- Coordinating regional support teams
- Identifying public and community resources
- Identifying opportunities for collaboration

High Priority Occupations – Identified by the State based on wage and job opening data obtained through CWIA (Center for Workforce Information Analysis).

Regional High Priority Occupations List – Multiple lists developed by the State identifying High Priority Occupations by region. Upon receipt of the Regional list, training providers should review the listed occupations. If you believe certain occupations should be on the list and are not currently shown, petition your local WDB immediately. Check with your Local WDB for petitioning procedures and timelines for petitions. [High Priority Occupations](#)



Media Center



Glossary



Products A to Z



Products by
Geography



LMI Forum



[What's New?](#)

[PAWorkStats](#) > [Products](#) > High Priority Occupations (HPOs)

High Priority Occupations

High Priority Occupations (HPOs) are one component of Pennsylvania's industry-driven approach to workforce development. The purpose of the HPO lists is to align workforce training and education investments with occupations that are in demand by employers, have higher skill needs and are most likely to provide family sustaining wages. Combining statistical data with regional expert input allow for a complete picture of the actual workforce needs of the commonwealth!

[2020 HPO Lists](#)

CTC Based Adult Career & Technical/Continuing Education Programs

LEA Name	Contact Person	Email	Website
Admiral Peary AVTS	Andy Paronish	Email Andy Paronish	Admiral Peary AVTS Website
Beaver County CTC	David Wytiaz	Email David Wytiaz	Beaver County CTC Website
Berks CTC	Kim DeHart	Email Kim DeHart	Berks CTC Website
Bethlehem AVTS	Dana Huber	Email Dana Huber	Bethlehem AVTS Website
Bucks County Technical High School	Kevin Ody	Email Kevin Ody	Bucks County Technical High School Website
Butler County AVTS	Stacey Burk	Email Stacy Burk	Butler County AVTS Website
Carbon Career & Technical Institute	Francine Kluck	Email Francine Kluck	Carbon Career & Technical Institute Website
Career Institute of Technology	Eric Kahler	Email Eric Kahler	Career Institute of Technology Website
Central Montco Technical High School	Seth Schramm	Email Seth Schramm	Central Montco Technical High School Website
Central PA Institute of Science & Technology	Todd Taylor	Email Todd Taylor	Central PA Institute of Science & Technology Website
Central Westmoreland CTC	Michelle DeLuca	Email Michelle DeLuca	Central Westmoreland CTC Website
Chester County Technical College HS	Andrea Vaughn	Email Andrea Vaughn	Chester County Technical College High School Website
Clarion County Career Center	Traci Wildeson	Email Traci Wildeson	Clarion County Career Center Website
Clearfield County CTC	Holly Ryan	Email Holly Ryan	Clearfield County CTC Website
Columbia-Montour AVTS	Tracy Gillespie	Email Tracy Gillespie	Columbia-Montour AVTS Website
Crawford County CTC	Michael Costa	Email Michael Costa	Crawford County CTC Website
Cumberland Perry AVTS	Sarah Knipe	Email Sarah Knipe	Cumberland Perry AVTS Website
Dauphin County Technical School	Stephanie Hanford	Email Stephanie Hanford	Dauphin County Technical School Website
Delaware County Technical High School	Chris Hansen	Email Chris Hansen	Delaware County Technical High School Website

LEA Name	Contact Person	Email	Website
Eastern Center for Arts & Technology	Leon Thurlow	Email Leon Thurlow	Eastern Center for Arts & Technology Website
Eastern Westmoreland CTC	Todd Weimer	Email Todd Weimer	Eastern Westmoreland CTC Website
Erie County Technical School	H. Fred Walker	Email H. Fred Walker	Erie County Technical School Website
Fayette County Career & Technical Institute	Maria Lovat	Email Maria Lovat	Fayette County Career & Technical Institute Website
Forbes Road CTC	Ed McMullen	Email Ed McMullen	Forbes Road CTC Website
Franklin County CTC	Jim Duffey	Email Jim Duffey	Franklin County CTC Website
Fulton County AVTS	Erik Damgaard	Email Erik Damgaard	Fulton County AVTS Website
Greater Altoona CTC	Julie Patosky	Email Julie Patosky	Greater Altoona CTC Website
Greater Johnstown CTC	Tricia Rummel	Email Tricia Rummel	Greater Johnstown CTC Website
Greene County CTC	Jennifer Nix	Email Jennifer Nix	Greene County CTC Website
Hazleton Area Career Center	Lori Herman	Email Lori Herman	Hazleton Area Career Center Website
Huntingdon County CTC	Laura Hicks	Email Laura Hicks	Huntingdon County CTC Website
Indiana County Technology Center	Kayla Fuller	Email Kayla Fuller	Indiana County Technology Center Website
Jefferson County-DuBois AVTS	Megan N. Bundy	Email Megan N. Bundy	Jefferson County-DuBois AVTS Website
Lancaster County CTC	Amber Kreger	Email Amber Kreger	Lancaster County CTC Website
Lebanon County CTC	Julia Ansel	Email Julia Ansel	Lebanon County CTC Website
Lehigh Career & Technical Institute	Wendy Harris	Email Wendy Harris	Lehigh Career & Technical Institute Website
Lenape Technical School	Kelly Kirsch	Email Kelly Kirsch	Lenape Technical School Website
Mercer County Career Center	Tony Miller	Email Tony Miller	Mercer County Career Center Website

LEA Name	Contact Person	Email	Website
Middle Bucks Institute of Technology	Kristin Feeney	Email Kristin Feeney	Middle Bucks Institute of Technology Website
Mifflin County Academy of Science and Technology	Michael McMonigal	Email Michael McMonigal	Mifflin County Academy of Science and Technology Website
Mon Valley CTC	Vern Stouffer	Email Vern Stouffer	Mon Valley CTC Website
North Montco Tech Career Center	Denise Collins	Email Denise Collins	North Montco Tech Career Center Website
Northern Tier Career Center	Gary Martell	Email Gary Martell	Northern Tier Career Center Website
Northern Westmoreland CTC	Jill Awes	Email Jill Awes	Northern Westmoreland CTC Website
Schuylkill Technology Center North	Shannon Brennan	Email Shannon Brennan	Schuylkill Technology Center North Website
Schuylkill Technology Center South	Chris Groody	Email Chris Groody	Schuylkill Technology Center South Website
Somerset County Technology Center	Heidi Petrosky	Email Heidi Petrosky	Somerset County Technology Center Website
Steel Center for Career and Technical Education	Chery Fischetti	Email Chery Fischetti	Steel Center for Career and Technical Education Website
SUN Area Technical Institute	Thomas Boyer	Email Thomas Boyer	SUN Area Technical Institute Website
Susquehanna County Career and Technology Center	Tammi Mowry	Email Tammi Mowry	Susquehanna County Career and Technology Center Website
The Career Technology Center of Lackawanna County	Colleen Stepanovich	Email Colleen Stepanovich	The Career Technology Center of Lackawanna County Website
Upper Bucks County Technical School	Michael Herrera	Email Michael Herrera *UBCTS paused their Adult Education program	Upper Bucks County Technical School Website
Venango Technology Center	Mario Fontanazza	Email Mario Fontanazza	Venango Technology Center Website

LEA Name	Contact Person	Email	Website
Western Area Career and Technology Center	Dennis Dull	Email Dennis Dull	Western Area Career and Technology Center Website
Wilkes-Barre Area CTC	Rose Frati	Email Rose Frati	Wilkes-Barre Area CTC Website
York County School of Technology	Kirk D. Schlotzhaur	Email Kirk D. Schlotzhaur	York County School of Technology Website

PACTA RESOURCES: BEST PRACTICES IN ADULT CTE

2020-2021

- **Schuylkill Technology Centers:** [Active Learning Templates Used in Practical Nursing Program](#)
- **Berks Career and Technology Center:** [Apprenticeship Training Programs](#)
- **Greater Johnstown Career & Technology Center:** [Satellite Programs in Adult Education](#)
- **Lenape Technical School:** [Providing Technical Education During a Pandemic](#)
- **Fayette County Career Center:** [Creating a New Barbering Program to Meet Local Needs](#)

2019-2020

Best Practices in Adult CTE Guide: [Best Practices Adult CTE 2019-2020](#) features five programs that exemplify best practices in developing partnerships, branding and marketing, recruitment of retention of both students and instructors, and more.

- **Mifflin County Academy of Science and Technology: Partnerships - Nurse Aide Consortium**
- **Greater Altoona Career and Technology Center: Intergenerational Programs**
- **York County School of Technology: Branding and Marketing Adult CTE**
- **Lenape Technical School: Post-Secondary Student Marketing and Outreach**
- **Lancaster County Career and Technology Centers: Building High School to Adult CTE Pathways**

Promising Practices in Adult CTE: The Best Practice TAP Profiles Webcast Series

- **Central Pennsylvania Institute of Science & Technology:** [Intergenerational Training through Alternative Scheduling](#)

