## Senior Level Status, CTE Credits, CTE Course GPA

KANSAS STATE DEPARTMENT OF EDUCATION

USER’S GUIDE

KANSAS CTE SCHOLAR GUIDE

CTE Scholar candidates must be a graduating senior. Work can be and is expected to have begun prior to your senior year; however, recognition is limited to seniors.

Students must have completed (or upon successful completion of current course enrollment) a minimum of three (3) secondary level credits in the pathway selected in question #G1, with at least two (2) of those credits being a combination of technical and application-level courses?

GPA in CTE courses must be 3.5 or higher.

Verification of CTE credits with the completion of the attached form and CTE GPA is required via submission of the student’s transcript.

**Please use the CTE Scholar Credits & GPA form at the end of this document.**

## Technical Skill Attainment

A minimum of one of the following technical skill attainment options must be earned and verified:

* Earned an end of pathway (aligned with pathway selected in question

#G1) assessment/certiﬁcation for completer status (industry- recognized certiﬁcation or a passing score on a third-party, end-of- pathway assessment) recorded on the K-PAC (Kansas Pathway Assessments, Credentials or Certiﬁcations) columns eight (8) and nine (9).

* Earned an Excel in CTE Qualifying Recognized Credential aligned to the Pathway selected in Question #G1.
* Earned nine (9) + college hours leading to completion of a certiﬁcate, or post-secondary program aligned to the Pathway's Program of Study that was selected in Question # G1. (present college transcript)
* Completed a high-quality work-based learning career preparation experience, Kansas Work-Based Learning Continuum, in the Pathway selected in question #G1 deﬁned in [Kansas Work-Based Learning: Personalized Learning Plan Guidance Document (ksde.org](https://www.ksde.gov/LinkClick.aspx?fileticket=szVq7xaja08%3d&tabid=1494&portalid=0&mid=6093)).

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SEPTEMBER 8, 2022

## Civic Engagement or Outstanding Community Service

Civic engagement leadership refers to a student selecting an issue of concern and providing leadership through project-based actions to improve their community, state, or nation. You must have been the main leader of the project and work. Others can be involved, but you must have been the leader in all aspects of the project. A typed letter of validation is required from a person who can verify the work completed, outcomes achieved, and roles you served within the project. The letter must be from a non-relative.

Or

Outstanding community service requires a minimum of 40 hours of volunteer experiences. Community service hours can be cumulative over your high school years. This can be more than one event, location, or organization. Documentation of 40 hours with adult signature(s) is required. Community service must benefit your community.

Acceptable examples: CTSO, club or organization completes a project in which the beneficiary is outside the CTSO, club or organization.

Unacceptable examples: assistant to sports team, hours completed for credit in WBL activities in CTE courses, fundraising for your own organizations, Projects where student’s church, club or CTSO is the beneficiary.

For example, acceptable: Pancake breakfast to feed the community or to raise money for the community. Unacceptable: Pancake breakfast for donations to CTSO’s trip to a conference is not community service.

## Kansas CTE Scholar Recognition

Students who earn Kansas CTE Scholar will be recognized in the following ways:

* Certificate with student’s name
* Graduation honor cord
* Commemorative pin
* Statewide news release
* KSDE website recognition
* Sample award script will be provided for local use

Additional local recognition is encouraged. Examples include:

* Award ceremony at CTE Senior Night or all-school assembly
* Local newspaper feature
* Local board of education recognition
* Listing of achievement on Scholar’s transcript (strongly encouraged)

## Kansas CTE Scholar Application

**Online application with documentation is due by March 1, 2026.**

[Kansas CTE Scholar Application](https://ksde.sjc1.qualtrics.com/jfe/form/SV_bgb8ELrbXskJYnY)

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| For more information, contact:Natalie Clark Assistant DirectorCareer, Standards and Assessment Services(785) 296-4351ndclark@ksde.org |  | Kansas State Department of Education 900 S.W. Jackson Street, Suite 102Topeka, Kansas 66612-1212 [www.ksde.org](http://www.ksde.org/) |
| The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handleinquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201. |

KANSAS CTE SCHOLAR CHECKLIST

**Application due March 1, 2025**

Student Name: School District Number and Name:

School Contact (Name, phone number, and email): Pathway Alignment (minimum of one): Parent/Guardian Name:

Are you a graduating senior?  Yes

Students must have completed (or upon successful completion of current course enrollment) a minimum of three (3) secondary level credits in the pathway selected in question #G1, with at least two (2) of those credits being a combination of technical and application-level courses?  Yes

GPA in CTE courses must be 3.5 or higher.  Yes

Student’s Transcript (official or unofficial) is attached for verification  Yes

Verification of CTE credits and CTE GPA is required. **Please use the CTE Scholar Credits & GPA form at the end of this document.**

## Technical Skill Attainment

The student has met a minimum of one of the four criteria below:

* Earned an end of pathway (aligned with pathway selected in question#G1) assessment/certification for completer status (industry-recognized certification or a passing score on a third-party, end-of-pathway assessment) recorded on the K-PAC (Kansas Pathway Assessments, Credentials or Certifications) columns eight (8) and nine(9).
* Earned an Excel in CTE Qualifying Recognized Credential aligned to the Pathway selected in Question #G1.
* Earned nine (9) + college hours leading to completion of a certificate or postsecondary program aligned to the Pathway's Program of Study that was selected in Question # G1.
* Completed a high-quality work-based learning career preparation experience, Kansas Work-Based Learning Continuum, in the Pathway selected in question #G1 defined in Kansas Work-Based Learning: Personalized Learning Plan Guidance Document (ksde.org).

 Attach letter, certificate, or other documentation of skill achievement

## Civic Engagement or Outstanding Community Service

 Attach verification letter of civic engagement leadership project OR

 Attach documentation of 40 hours of community service with adult verification signature.

Documentation must include:

* name of activity
* description of the activity
* number of hours completed
* date of activity completion
* initials of activity supervisor.

There is an attached service hour log that can be submitted

KANSAS CTE SCHOLAR

**Student Name:**

#  CTE CREDITS

I have completed a minimum of three (3) secondary level credits in the pathway selected in question #G1, with at least two (2) of those credits being a combination of technical-level and application-level courses.

CTE Credits earned at the end of the present semester are credits. Pathway selected in question #G1: School Official verification signature: Title:

#  CTE CREDITS

I have a CTE GPA of 3.5 or above in CTE courses (not all courses, just CTE courses).

My CTE GPA is .

School Official verification signature: Title:

\*\* Note: if currently enrolled in CTE courses to meet the 3.0 credit minimum, verify passing status of currently enrolled CTE courses at the time of for submission with your teacher(s) verification of your grade:

Course #1 Title: Yes, student is passing the course listed.

Teacher Signature: Date: (duplicate as needed)

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Kansas State Department of Education | 900 S.W. Jackson Street, Suite 102 | Topeka, Kansas 66612-1212 | (785) 296-3201 | [www.ksde.org](http://www.ksde.org/)

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

KANSAS CTE SCHOLAR

**Student Name:**



 Community Service/Civic Engagement Log

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| --- | --- | --- | --- | --- |
| Name of Activity | Description of Activity | Hours Completed | Date of Activity | Initials of Activity Supervisor |
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