

## CTE Reporting

(The following should be submitted to your administration on specific dates as noted below and throughout the guide.)

**1. Master School Schedule: Due September 30 in BRP.**

This is used to verify the classes that are being taught this school year. ND CTE only reimburses approved Agricultural Education courses for grades 9-12.

**2. All Teacher Contracts: Due September 30 in BRP.**

Includes signed and official regular nine-month contract, extended contract, and FFA contract.

**3. Summer Schedule: Due September 30 in BRP.**

The schedule is used to verify the reimbursement of your extended contract. This is a good way to show your administration that your extended contract is necessary and justified. Again, the format you submit to CTE is very flexible but should outline the days you are using your extended contract and for what purpose. The report can be in lists or calendar layout form.

**4. Course Outline: Units taught for the current school year. Due September 30 in BRP.**

A course outline identifies what you are teaching for the current school year and helps you as a guide for instruction. As a state-funded program, there are minimum expectations of topics and student competencies that should be covered in each class. Reference the class frameworks on the CTE website for these. The details required and suggested format to submit to ND CTE is located on page 21 & 22.

**5. Travel Reimbursement Claim completed each month and submitted to your business manager (or other designated school contact) to upload to BRP.**

Travel reimbursement is allowed for instructors only. NO personal student/member travel costs will be covered. It is important to do these promptly (preferably monthly). Discuss with your school business manager/administration for details on how bills must be submitted to the school. For example-do they require receipts for meals, or should mileage be reported on a separate travel form than meals/lodging/misc. expenses? Do they follow state reimbursement guidelines?

When filling out travel forms be sure to use the current state rates and specifically what type of vehicle you are driving and whether it was in or out of state travel. Only your trip to State Convention and one other State Leadership Activity can be reimbursed at \$0.95/mile if you took a 16-passenger bus or larger. Go to <https://www.nd.gov/cte/forms/docs/TravelPerDiemGuide.pdf> for all the reimbursement rules. This includes meals, lodging, mileage, and reimbursable activities. For the national FFA convention, the in-state mileage rate is used for in-state miles plus the first 300 miles out of state (round trip). The remaining miles for the trip are calculated at \$0.18/mile. Official ND CTE Travel Expense Report Fillable PDF: <https://www.nd.gov/cte/forms/docs/TravelExpenseReport.pdf>

a. Excel version of travel reimbursement: <https://www.ndffa.org>

b. A sample travel reimbursement form is included on page 23.

**6. Advisory Committee Form SFN (15256): Due June 30 in BRP. <https://www.nd.gov/cte>**

The completed form should list the members for the current school year, all questions are answered, and the form is signed by the chairperson.

**7. Advisory Committee Minutes: Due June 30 in BRP.**

To receive state funding from ND CTE, your agricultural education program is **required** to complete two advisory committee meetings each year. This can be a stand-alone committee for just your agriculture program, or it can be a shared committee with other CTE programs in your school. Quality minutes need to be taken by the instructor at each meeting and submitted to CTE at the end of each year. For samples and all the information you need on running a successful advisory committee, go to: <https://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf>