KANSAS STATE DEPARTMENT OF EDUCATION

USER'S GUIDE

KANSAS CTE SCHOLAR GUIDE

Senior Level Status, CTE Credits, CTE Course GPA

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, 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 assessment/certification for completer status (industry-recognized certification or a passing score on a third-party, end-of- pathway assessment) found on the Kansas Pathway Assessments and Credentials (K-PAC).
- Earned an Excel in CTE Qualifying Recognized Credential aligned to the Pathway recorded on the Kansas Pathway Assessments and Credentials (K-PAC).
- Earned nine (9) + college hours leading to completion of a certificate, or post-secondary program aligned to the Pathway's Program of Study. **(official or unofficial college transcript required)**
- Completed a high-quality work-based learning experience based on the Kansas Work-Based Learning Continuum in the Pathway selected (as defined in the Kansas Work-Based Learning Personalized Learning Plan).

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 service to the community. 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 hours must benefit the community directly (school volunteer activities not included).

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, volunteer hours accepted: FCCLA hosts a pancake breakfast to feed the community or to raise money for the local rescue mission. Volunteer hours not accepted: Pancake breakfast to raise money for CTSO's trip to a conference.

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, 2027.

CTE Scholar Application on KSDE Website

For more information, contact:

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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 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 CHECKLIST

Application due March 1, 2027

Student Name: _____

School District Number and Name: _____

School Contact Name (Counselor, Instructor or CTE Coordinator) _____

School Contact 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 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

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

- Earned an end of pathway assessment/certification for completer status (industry- recognized certification or a passing score on a third-party, end-of- pathway assessment) recorded on the Kansas Pathway Assessments and Credentials (K-PAC).
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- Earned nine (9) + college hours leading to completion of a certificate, or post-secondary program aligned to the Pathway's Program of Study. **(official or unofficial college transcript required)**
- Completed a high-quality work-based learning experience based on the Kansas Work-Based Learning Continuum in the Pathway selected (as defined in the Kansas Work-Based Learning Personalized Learning Plan).

☐ 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
- **detailed** description of the activity
- number of hours completed
- date of activity completion
- name of activity supervisor.

There is an attached service hour log that can be submitted

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KANSAS CTE SCHOLAR

Student Name:

CTE CREDITS

I have completed a minimum of three (3) secondary level credits in the pathway stated below. At least two (2) of those credits being a combination of technical-level and application-level courses.

Pathway selected: _____

CTE Credits earned at the end of the present semester are _____credits.

List classes (with credits) taken in this pathway: _____

_____

_____

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 Printed Name and Title: _____

School Official verification signature: _____

** 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: _____

Course #2 Title: _____

Yes, this student is passing the course listed.
Teacher Signature: _____ Date: _____

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KANSAS CTE SCHOLAR

Student Name:

Community Service/Civic Engagement Log

Name of Activity	Description of Activity	Hours Completed	Date of Activity	Activity Supervisor

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