



## Pathways in Technology Early College High School (P-TECH) Frequently Asked Questions

### General Information about P-TECH

- 1. What are the entrance requirements for the P-TECH program?**

The P-TECH program's administration is required to reserve at least 50% of the available space for students who meet the free and reduced price meal income criteria. There are no other specific entrance requirements for the P-TECH program. If interest in the program exceeds the number of seats available, the school system should consider admitting students by lottery.
- 2. *Are there consequences if a student decides to drop out of the P-TECH program?***

Provided that the student is on track to earn their high school diploma, there are no consequences for the student if they choose to drop out of the P-TECH program. However, the student will no longer be eligible for the free college tuition.
- 3. *Can students begin the P-TECH program after 9th grade, or must they all start when in 9th grade?***

The intent is for P-TECH students to start together as a 9<sup>th</sup> grade cohort. The industry focus and identified associate degree is introduced to students in that first year.
- 4. What if a student cannot complete the associate degree within six (6) years?**

P-TECH students are afforded up to six (6) years to earn both the associate degree and the high school diploma. The P-TECH program model requires partners to provide the supports students need to complete the program in the time allowed. Funding to support these efforts is only available for six years; however, students may finish in less time if they complete the requirements.
- 5. For how many years is the six (6) week paid internship required and in what years?**

The P-TECH program requires that, at a minimum, all students have at least one (1), six (6) week paid internship while participating in the P-TECH program. The timing of the internship is not specified and will most likely be determined by student and employer readiness.



- 6. Do all P-TECH classes have to take place at one location, or can some be at a designated high school and some at the college?**  
P-TECH classes can be held on the high school campus, the college campus, or both.
- 7. If a P-TECH program is established within an existing high school and a current Assistant Principal for the existing high schools is assigned as the P-TECH program administrator, is it expected that as enrollment in the P-TECH program grows the duties of that administrator will become full-time in support of the P-TECH program?**  
Yes, during the year of planning and even during the first year of enrollment of students in the P-TECH program, the administrator may or may not be full-time. However, as enrollment increases each year, it is expected that the P-TECH administrator be the full-time principal of the P-TECH program.
- 8. Are other colleges, such as 4-year colleges and universities, part of the P-TECH program partnership team as well?**  
Four-year colleges and universities may be included in the formal partnership but are not a required partner. If there is a planned four-year partnership, any Memorandums of Understanding (MOUs) or transfer agreements between the community college and the four-year institution(s) should be included in the application. Four-year college representatives can also participate on the P-TECH steering committee to ensure a smooth transition from the associate degree program to a four-year degree program for P-TECH students who choose to pursue further education.

## **Awarding of the High School Diploma to P-TECH Students**

- 9. When should P-TECH students be awarded the high school diploma?**  
The P-TECH program requires students be awarded their associate degree prior to their high school diploma in order to complete the program. In some cases, it may take students up to six (6) years to complete both the high school and the associate degree requirements. When a student has met the P-TECH program requirements (earned the associate degree and the high school diploma), then they should be awarded both of them. However, it is recommended that P-TECH students meet all Maryland high school graduation requirements by the 4th year of the program. Thus, it is not recommended that required high school courses be held back. For students who will need additional time to earn the associate degree, the high school diploma should be kept “on file” with the local school system until the associate degree has been earned.



- 10. Should local school systems hold back a course required for graduation from P-TECH students who have not yet earned the associate degree by the 4th year of high school?**  
P-TECH students should meet all Maryland high school graduation requirements by the 4th year of the program, thus it is not recommended that required high school courses be held back. (See question #9). The high school diploma should be kept “on file” with the local school system until the associate degree has been earned.
- 11. What graduation year should be recorded on the P-TECH student’s transcript?**  
The year the student actually completes their high school graduation requirements should appear on the official transcript.
- 12. Can P-TECH students who have completed all high school graduation requirements but who have not yet completed all the P-TECH program requirements (earned the associate degree) participate in graduation ceremonies (“walk the stage”) with their peers?**  
Yes, according to COMAR 13A.03.02.09 (5), if a student participates in a graduation ceremony prior to the completion of the student’s education program (for P-TECH students this means the earning of the associate degree) at the ceremony, the local school system shall issue to the student a Certificate of Achievement or other similarly titled certificate in place of a diploma.
- 13. What if a P-TECH student, who is the 5<sup>th</sup> or 6<sup>th</sup> year of the program, needs proof that they have met high school graduation requirements?**  
In a case such as this, it is recommended that a letter from the school principal or the local school system’s superintendent be generated. The letter should explain that the student is enrolled in an early college program and has met all high school graduation requirements but will not receive an actual diploma or official high school transcript until the student has met all the program requirements which include earning an associate degree.

## **P-TECH Accountability**

- 14. Should P-TECH programs be reported as distinct schools or should the students enrolled in P-TECH programs be reported with the home or host school?**  
Data on P-TECH students will be reported as part of the home or host school. However, P-TECH programs will be given a distinct Classification of Instructional Programs (CIP) code assigned by MSDE. MSDE has also developed methods and tools, along with



specific P-TECH program enrollment codes to ensure that data collected on P-TECH students is attributed to the P-TECH program. (See question #19 for how P-TECH students may impact the host school's cohort graduation rate).

15. ***P-TECH programs must report on multiple measures designated in the Pathways In Technology Early High School Act (P-TECH) of 2017. How will this data be collected and reported? When will local school systems need to submit this data to MSDE?***

MSDE developed a collection tool similar to the CTE data collection tool that encompasses all data points collected for CTE students along with additional data points for P-TECH program purposes. It is an electronic collection process. By April 30th of each year, local school systems will submit the required CTE and P-TECH program data elements in the full enrollment file for the academic year being completed. MSDE will compile this data into an annual report to the Governor and State Legislature by December of each year.

16. ***What measures will P-TECH programs be required to report for the purposes of academic attainment?***

Local school systems should report PARCC scores for English 10 and Algebra I or scores for any substitute assessments, such as Advanced Placement (AP) or International Baccalaureate (IB) used to demonstrate ELA and Math proficiency.

17. ***One of the P-TECH program reporting measures is the number of P-TECH students employed after completion of the P-TECH program pathway. Is the reporting requirement the number of P-TECH students employed with a P-TECH program industry partner or is it employed in general after completion of the P-TECH program pathway?***

It is both and MSDE has designed the collection tool so that P-TECH programs can indicate whether or not the employer of the P-TECH student is an industry partner (signatory to the MOU).

18. ***How are P-TECH students in years five (5) and six (6) of the program eligible for the public school full-time enrollment (FTE) funding in the K-12 State Aid Formulas? How will P-TECH students be accounted for in local school system and state enrollment files?***

As per the Pathways in Technology Early College High School Act (P-TECH) of 2017, in year five (5) of the program, a local school system can claim 50% of the FTE for the P-



TECH student. In year six (6), a local school system can claim 25%. MSDE will develop special enrollment reporting codes for P-TECH students that will allow for these students to remain in the enrollment count for the purpose of calculating the FTE for the 5<sup>th</sup> and 6<sup>th</sup> year. The special enrollment reporting codes, developed by MSDE, for P-TECH students will include the following:

- High School Completed and P-TECH Continuing: did not yet earn the associate degree, did meet high school graduation requirements. *(These students are continuing on to earn the associate degree).*
  - These students will not be awarded the actual high school diploma document, but it will be held “on file” for them until they earn the associate degree.
  - They will still be counted in the FTE.
- P-TECH Completed and Exited: earned the associate degree and met high school graduation requirements. *(These students met all P-TECH program requirements).*
  - These students will be awarded both the associate degree and the high school diploma documents.
  - They will no longer be counted in the FTE.
- High School Completed and Exited: did not earn the associate degree, but did meet high school graduation requirements *(These students are choosing not to continue on to earn the associate degree).*
  - These students will be awarded the high school diploma.
  - They will be no longer counted in the FTE.
- P-TECH not Complete and Exited: did not earn the associate degree, did not meet high school graduation requirements
  - These students will not be awarded a high school diploma document or an associate degree.
  - They will be no longer counted in the FTE.

**19. How will the six-year P-TECH program eligibility impact the cohort graduation rate?**

Since it is recommended that P-TECH students meet all Maryland graduation requirements by the 4<sup>th</sup> year of the program (see Question #5), and the enrollment codes developed by MSDE will account for P-TECH students who have completed all high school graduation requirements, the graduation cohort of the host school will not be negatively impacted unless the P-TECH student, has not met graduation requirements by the 4<sup>th</sup> year of the program.



20. ***If a student completes high school graduation requirements and leaves P-TECH before earning the associate degree, can they get their high school diploma?***

Yes, they will be awarded the high school diploma at that time; however, they will no longer be eligible for the free college tuition through the P-TECH program if they choose to leave the P-TECH program and pursue an associate degree on their own.

21. ***Can P-TECH students finish their programs of study early (less than two years extra beyond high school)?***

Yes, students can earn both the associate degree and the high school diploma within four (4) years. In the national P-TECH program model, students are given up to six (6) years to complete both the associate degree and the high school diploma. The P-TECH program CTE scope and sequence should provide pathways for students who will complete the associate degree and high school diploma in as few as four (4) years and for students who will need an additional one (1) to two (2) years to complete the associate degree. However, it is recommended that P-TECH students meet all Maryland high school graduation requirements by the 4th year of the program.

## **P-TECH Funding Mechanisms - Planning Grants**

22. ***Will the state issue any more P-TECH Planning Grants?***

No, as per the P-TECH Act of 2017, no new P-TECH Planning Grants will be released until the first cohort of P-TECH students, who began the program as freshman in SY 2016-2017, complete it and the P-TECH program is shown to be successful in preparing students for the workforce or for further postsecondary education. This accounts for P-TECH students taking up to six (6) years to complete the requirements.

23. ***Can P-TECH Planning grant funds be used for salaries?***

Providing that it does not create an audit exception such as supplanting, maintenance of effort, or violate any existing requirement related to position funding, planning year grant funds may be used for up to 30% of a salary for the P-TECH program administrator. For the planning year and for the first year of implementation, the identified administrator can be part-time but must transition to full-time as enrollment grows. Please note that fringe benefits are included in the 30% cap. The opportunity exists to offset the salary of an existing administrator instead of hiring a new one.



## P-TECH Funding Mechanisms – Formula Funding and Supplemental Grants

### 24. ***What funding streams exist to support P-TECH programs?***

There are multiple funding streams that support P-TECH programs. Each is explained below:

- Formula Funding
  - K-12 Foundation Program funding formula for public schools
    - Under P-TECH law, P-TECH students in the 5th and 6th year of the program must be retained in the public school full-time enrollment (FTE) count which is used to calculate the K-12 Foundation Program funding.
      - i. 50% for year five students
      - ii. 25% for year six students
    - As explained in Question #14, MSDE will develop special enrollment reporting codes for P-TECH students that will allow for these students to remain in the enrollment count for the purpose of calculating the FTE for the 5<sup>th</sup> and 6<sup>th</sup> year.
  - Senator John A. Cade funding formula for Community Colleges and the Baltimore City Community College funding formula
    - Student credit hours earned at a community college by a P-TECH student must be included in the FTE calculation for the Cade Community College funding formula and the BCCC funding formula.
- P-TECH Supplemental School Grants
  - Annual grants (targeted, non-competitive) from MSDE to school systems with P-TECH programs
    - \$750/student (based on P-TECH program enrollment data as submitted to MSDE by September 30<sup>th</sup> of each year for the beginning academic year)
    - Allowable expenditures as designated in the P-TECH Act of 2017 (*see Allowable Expenditures listed on pages 10-11 of the P-TECH FAQ*)
    - Local school system must match 100% (in-kind matching is allowable) of supplemental school grant funds.
- P-TECH Supplemental College Grants
  - Annual grants (targeted, non-competitive) from MSDE to P-TECH College Partners
    - A P-TECH Supplemental College Grant is an amount equal to the tuition and mandatory fees that would normally be charged for the classes in which P-TECH students are enrolled.



- The state share of a P-TECH Supplemental College Grant shall be calculated and distributed by the state to college partners and equals:
  - 50% for counties that received a Disparity Grant in the prior fiscal year; or
  - 25% for counties that did not received a Disparity Grant in the prior fiscal year.
- As per the P-TECH Act of 2017, if the funds distributed to the college from the state are not enough to cover the costs of tuition and fees, then the local share of a P-TECH Supplemental College grant shall be calculated and distributed by a county board, to college partners and equals the amount not paid by the state.

Note that P-TECH students are not considered dually enrolled students, thus any tuition agreements that local school systems have with community colleges for dually enrolled students may not apply to P-TECH students.

**25. *Will the P-TECH supplemental school and college grants be available beyond FY 2018?***

Yes, according to Title 7, Subtitle 18 of the Education Article (Sections 7-1801-7-1808) and absent of a change in existing law, supplemental P-TECH grant funds will be provided for in the Maryland State Budget.

## **P-TECH Scope and Sequence**

**26. *Must the associate degree programs that are implemented as part of the P-TECH program pathway sequence already be approved by MHEC and be on MSDE's List A or can the community college in consultation with the business partner(s) develop associate degree postsecondary programs?***

If demand exists, then new associate degrees may be developed to align with the needs of the industry partner(s). However, any new associate degree programs must be approved by MHEC and added to MSDE's List A prior to any students enrolling/ participating in a P-TECH program (i.e., program approval from MHEC must be obtained during the planning year). Furthermore, if the content of an approved associate degree is changed by more than 33%, the college must seek approval from MHEC as well.

**27. *Must the secondary Career and Technology Education (CTE) program of study that is implemented as part of the P-TECH program pathway sequence already be approved by MSDE (List A) or can school systems in partnership with the community college and***



***business partner develop new CTE Programs?***

The secondary CTE program that is part of the P-TECH program scope and sequence may be one that is already offered at the school and on MSDE's List A. It is recommended that P-TECH students receive transcribed or articulated credit for the college courses that are part of associate degree scope and sequence. Another recommendation is to develop a new secondary CTE program of study comprised of four (4) technical courses from the college's associate degree; these courses should be offered for dual credit. This new CTE program of study must be submitted to MSDE for approval. In both cases, MSDE will assign a special P-TECH program CIP code to these programs.



## **Allowable expenditures as designated in the P-TECH Act of 2017 in P-TECH Supplemental School Grants**

### ***Instructional Support Services***

- Teacher planning and coordination for work performed outside the regular work day. This includes coordination between high school and college faculty, curriculum development and training specific to the CTE pathways, and other P-TECH requirements. Teacher stipends, paid at the current local negotiated contract rate, not to exceed the current local school system's daily rate. (Stipends are only allowable for work performed outside the regular work day).
- Substitute teacher fees to support P-TECH teachers participating in P-TECH activities.
- Purchasing of materials needed for college courses and related instruction (such as textbooks and/or lab fees). Specify the courses and materials for which the items are being purchased.

### **Student Support Services, Extended Day and Year Programs**

- Tutoring services for students, in addition to current school-based services. These may be through extended day or extended year services.
- Light refreshments for P-TECH students participating in extended day and/or extended-year P-TECH activities
- Enrichment activities (e.g. fieldtrips) for P-TECH students and staff.

### **Student textbooks, materials, or technology that is required as part of the CTE P-TECH Pathway Sequence**

- Materials and supplies to support curriculum development, program outreach and professional development. This may include materials for the Steering Committee and partnership meetings

### **Transportation Services**

- Transportation as needed for additional services such as work-based learning, work site visits and coordination with the college program



Reimbursement for travel expenses cannot exceed state per diem rates which are:

- Mileage: \$0.535/mile for in-state travel
- Breakfast: \$9
- Lunch: \$11
- Dinner: \$25

Administrative costs not to exceed 5% of the total grant, including indirect costs.