



## FY26 CTE Teacher Grant for Certification—CTE Staffing Vacancies/New Hires

### **Purpose:**

RIDE recognizes that an LEA may be in the process of staffing a vacant position in one of its CTE programs, and therefore has not yet identified the specific educator to fill this role. In this case, an LEA may still apply to be considered for funding through the CTE Grant *in anticipation* that a new hire may require CTE certification.

Instead of applying through the regular application link, the following outlines the application process for this unique scenario.

### **Requirements:**

#### **On LEA letterhead, include—**

- Name of Local Program and whether it is a new or existing CTE program.
- [CTE Industry Standard and Career Cluster](#).
- [Required Certificate Area to teach in this program](#).
- [UCOA Code](#) that aligns with this CTE program.
- The number of students that would be impacted by this investment annually (i.e., how many total students will this teacher teach each year?).
- An explanation of the details around this vacancy (e.g., did the previous teacher retire, leave the district; is the program growing? Is this a new program?).
- If available, the School Spring hiring notice for this CTE position—you can link directly in the document or provide as a separate attachment.
- The type of induction supports the school/LEA will offer given that this teacher will be teaching on an emergency certificate and is ostensibly new to the profession.
- The detailed retention strategy that the LEA will implement to ensure that this teacher remains teaching in the district and in this specific program.
- The acknowledgment that the LEA will submit to RIDE all relevant teacher and postsecondary program information once the educator is hired.
- The signatures of both the LEA superintendent and CTE director/administrator.

#### **Additional Information:**

- ✓ Please note that if an educator is not successfully hired by the LEA, the LEA must forfeit this funding opportunity.
- ✓ This application letter is also due on April 11, 2025, by 5pm. Please email as an attachment to [CTE@ride.ri.gov](mailto:CTE@ride.ri.gov) with the subject line “LEA Name\_CTE Teacher Grant\_Vacancy”
- ✓ An LEA may still apply for the CTE Teacher Grant for either certification or professional learning in addition to this process.
- ✓ Please reach out to [CTE@ride.ri.gov](mailto:CTE@ride.ri.gov) for questions about this process.