

**PATHWAYS TO CAREER OPPORTUNITIES GRANT-
Grow Your Own Teacher Registered Apprenticeship Program**

Project Concept Instructions

Program Name

Pathways to Career Opportunities Grant (PCOG) Grow Your Own Teacher Registered Apprenticeship Program

Bureau / Office

Division of Career and Adult Education

Total Funding Amount

\$3,248,913

Budget / Program Performance Period

July 1, 2024 – June 30, 2025

Specific Funding Authority(ies)

2024-25 General Appropriations Act, Appropriation Item 121, Aid to Local Governments – Grants and Aids – PCOG from General Revenue Fund.

1. The recurring funds from the General Revenue Fund in Specific Appropriation 121 are provided for the PCOG Program. The Florida Department of Education (FDOE) shall administer the grant, identify projects, solicit proposals, and make funding recommendations to the Commissioner of Education, who is authorized to approve grant awards. PCOG GYO grantees may include public Florida College System (FCS) institutions, State University System (SUS) institutions and independent colleges and universities (ICUF) institutions with a baccalaureate-level state approved educator preparation program (EPP) approved by the Florida Department of Education that have partnered with Florida school districts to create an innovative partnership for a no cost pathway to the teaching profession for registered teacher apprentices.
 - a. The funds may be used to develop the related technical instruction component for school districts intending to participate in the FDOE sponsored Grow Your Own Teacher Apprenticeship Program (also known as the pre-baccalaureate registered teacher apprenticeship program).
 - b. An individual applicant may not receive more than 10 percent of the total amount appropriated.
 - c. Applicants must provide projected enrollment, projected graduates and projected costs for the EPP to administer the related technical instruction component.

- d. The department shall give priority to programs with demonstrated regional demand.
- e. Grant funds may be used for funding the cost of providing related technical instruction, instructional design and equipment, supplies, personnel, student services, and other expenses associated with the related technical instruction component. As a condition of participating in this grant program, no costs for participation shall be passed along to a participating teacher apprentice (i.e. instructional materials, tuition and fees (if applicable)).
- f. Grant funds may not be used for administrative or indirect costs.
- g. Grant recipients must submit quarterly reports in a format prescribed by the department.

2. [Rule 6A-20.046](#) PCOG Program

Funding Purpose / Priorities

The funds may be used to develop the related technical instruction component for school districts intending to participate in the FDOE Grow Your Own Teacher Apprenticeship Program (also known as the pre-baccalaureate registered teacher apprenticeship program).

While eligible applicants are limited to public FCS institutions and SUS institutions as well as ICUF institutions with baccalaureate-level state approved educator preparation programs (EPPs) approved by the Florida Department of Education, the purpose of the PCOG GYO grant is to create a teacher pipeline for Florida's school districts and to encourage innovative partnerships between EPPs and participating school districts to provide innovative, no cost pathways to the teaching profession by increasing the supply of qualified teachers.

The PCOG GYO program will require commitments from both the EPP (eligible applicant) and the partnering school district(s). EPPs must include letter(s) of support from school district partner(s), who commit to participating in the FDOE Pre-Baccalaureate Registered Apprenticeship Program and agrees to have their identified teacher apprentices receive their related instruction from the eligible applicant at no cost to the teacher apprentice. This is a core condition of this grant opportunity and partnering school districts must sign participating employer agreements with the FDOE Grow Your Own Teacher Apprenticeship Program within 90 days of the applicant's project award notification.

Funded projects may be required to use grant funds for technical assistance and support available through the National Center for Grow Your Own, a 501(c)(3) non-profit organization which provides technical assistance to entities interested in launching "Grow Your Own" (GYO) programs in partnership with educator preparation providers (EPPs).

FDOE seeks projects that emphasize the following funding priorities:

- Project plan produces qualified graduates to meet the needs of the participating school district(s)—as opposed to prioritizing high enrollments.

- Project plan identifies more than one certificate subject that will prepare teacher apprentices in partnering school district(s) through this funding opportunity or targets certification in an identified high-demand area.
- Project plan conveys strategic and innovative partnership between the eligible applicant and partnering school district(s). Project plan accounts for academic credit that will be awarded toward the baccalaureate degree for the teacher apprentice's on-the-job training.
- Project plan incorporates the use of evidence-based instructional materials that are grounded in the science of reading.
- Project plan demonstrates project sustainability after the grant period ends.
- Project plan reduces the cost of obtaining teaching certification.
- Project plan provides flexibility to participating districts, including allowing districts to work with multiple EPP's.

Target Population(s)

Apprentices registered in the FDOE administered Grow Your Own Teacher Apprenticeship Program.

Applicants are highly encouraged to recruit apprentices from Workforce Innovation and Opportunity Act (WIOA) eligible population groups such as those individuals with a barrier to employment as defined in [WIOA Section 3\(24\)\(A-N\)](#).

Eligible Applicant(s)

- Florida College System (FCS) institutions
- State University System (SUS) institutions
- Independent Colleges and Universities of Florida (ICUF) institutions

All eligible applicants must have a baccalaureate-level state approved educator preparation program approved by the Florida Department of Education.

Allowable Expenses

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance.

Examples of allowable expenditures:

- Instructional costs such as curriculum design, development and delivery
- Academic and professional supports to ensure teacher apprentice success
- Teacher apprentice onboarding and orientation
- Credentialed faculty to teach the course work
- FTCE licensure examination costs

- FCS institution, SUS institution or ICUF institution developed boot camps for FTCE licensure prep for teacher apprentice candidates identified by partnering school districts.
- Authentic assessment and alignment of on-the-job training (OJT) competencies and related technical instruction to identify the amount of college credit that will be awarded for OJT toward the award of a baccalaureate degree
- Funds may be used to cover the cost of instruction for teacher apprentices as well as textbooks, fees as registered apprentices are exempt from the payment of tuition and fees under s. 1009.25, F.S.
- Boot camps for teacher apprentice mentors

Please contact the Grant Manager for questions regarding allowable expenses by email at PCOG@fldoe.org.

Unallowable Expenses

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not a comprehensive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Pre-award costs
- Administrative Costs
- Indirect Costs
- Tuition/User Fees of Any Kind
- Apprentice Wages
- Apprentice Mentor Wages
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture

- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

Please contact the Grant Manager for questions regarding allowable expenses by email at PCOG@fldoe.org.

Letters of attestation or support

A letter of attestation or support is required with the Project Concept submission from school district partner(s), who commit to participating in the FDOE Pre-Baccalaureate Registered Apprenticeship Program and agrees to have their identified teacher apprentices receive their related instruction from the eligible applicant at no cost to the teacher apprentice. A minimum of one letter must be included with Project Concept submission.

Project Concept Due Date

Project Concepts are due on or before 9/10/24 at 5PM EDT.

Project Concept Workbook

Applicants must complete and submit the required information in each of the following tabs in the Excel Workbook to ShareFile. An incomplete project concept may be disqualified; the project concept consists of:

- Instructions
- Key Terms
- General Program Information
- Program Summary- Part 1
- Program Summary- Part 2
- Enrollment Chart
- Graduates Chart
- Program Deliverables
- Budget Instructions
- Budget Examples
- DOE-101S Proposed Budget Narrative Form
- Projected Equipment Purchase Form
- Letters of support or Attestation

Definitions

Eligible Applicant- Public Florida College System (FCS) and State University System (SUS) institutions, and Florida independent college and university (ICUF) institutions with baccalaureate-level state-approved educator preparation programs approved by the Florida Department of Education that will prepare teacher apprentices for initial teacher preparation. A listing of state-approved programs may be found at <https://www.fldoe.org/teaching/preparation/initial-teacher-preparation-programs/approved-teacher-edu-programs.stml>.

Teacher Apprentice- an individual who holds a temporary apprenticeship certificate in accordance with s. 1012.56(7)(d) and is employed by a participating school district and placed in the classroom of a mentor teacher using team teaching strategies as specified in law and fulfilling the on-the-job training component of the registered Teacher Apprenticeship Program and its associated standards. The on-the-job training is combined with coordinated studies of related technical instruction consisting of upper division coursework applied toward the award of a baccalaureate degree for initial teacher preparation, and who has entered into a written agreement, which may be cited as an apprentice agreement, with the participating employer and the registered apprenticeship sponsor.

Teacher Mentor- A teacher who serves as a mentor in the Teacher Apprenticeship Program who meets the requirements in s. 1012.55, F.S., who is mentoring the teacher apprentice assigned to them with acquiring the knowledge, skills and abilities on the on-the-job training component of the teacher apprenticeship program.

Participating Employer- Employers are the drivers of registered apprenticeship and are actively engaged in the work of the occupation being apprenticed. The responsibility to hire, employ and pay the progressive wage structure of the apprentice and the wages of the mentor who is training the apprentice rests with the employer. Employers also determine how the required related training and instruction will be delivered and by whom. For the purposes of the Teacher Apprenticeship Program, participating employers are Florida school districts participating in the FDOE-sponsored pre-baccalaureate teacher apprenticeship program.

On-the-Job Training (OJT)- A formalized system of job processes, which must be augmented by related instruction, that provides the experience and knowledge necessary to meet the training objective of learning a specific skill, trade or occupation. The training approach of the OJT component may be competency-based, time-based or a hybrid of both. The OJT must be delivered through structured, supervised work experience under the tutelage of a mentor.

Related Instruction (RTI)- An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's specific occupation or trade. For the purposes of the Teacher Apprenticeship Program, the RTI shall consist of upper division coursework applied toward the award of a baccalaureate degree that prepares teacher apprentices for initial teacher preparation and licensure.

Initial Teacher Preparation Programs (ITP)- Also known as Educator Preparation Programs, are offered by Florida postsecondary institutions to prepare instructional personnel under section 1004.04, F.S., and Rule 6A-5.066, F.A.C., resulting in qualification for an initial Florida Professional Educator's Certificate. Candidates of ITP Programs are typically working toward a bachelor's or a master's degree.

Florida Department of Education (FDOE)- The Florida Department of Education is the state education agency of Florida. FDOE serves as the program sponsor of the Pre-Baccalaureate Teacher Apprenticeship Program and administers the program on behalf of participating school districts in accordance with the Standards of Apprenticeship registered in accordance with Rule 6A-23.004, F.A.C.

Florida College System (FCS)- The FCS is the primary access point to higher education for Floridians, including recent high school graduates and returning adult students. The 28 member colleges of the FCS respond quickly and efficiently to meet the demand of employers by aligning certificate and degree programs with regional workforce needs.

State University System (SUS)- A system of twelve public universities in the U.S. state of Florida.

Independent College and Universities of Florida (ICUF)- An association of 30 private, educational institutions. Each institution is a non-profit school, Florida-based and accredited by the Southern Association of Colleges and Schools Commission on Colleges.