

Agricultural Career Technical Education Incentive Grant Application

Clarification of Documentation Needed

PART A – Base Level Funding

In order to qualify for the Agriculture Career Technical Education Incentive Grant an Local Educational Agency (LEA) must meet all the following criteria or provide a Variance approved by the Regional Supervisor for each criterion not met. All evidence must be included with the original application submitted to the Regional Supervisor.

NOTE: Stand-alone middle school programs will only be required to complete Part A. However, they may elect to complete the additional parts if they qualify for additional funding.

Please check each criterion currently being met:

1. Properly Credentialed Teachers

- Log onto Commission on Teacher Credentialing (CTC) website and provide printout of credentials or provide a copy of current credentials
- **2025 – Only required for teachers that were hired for 2024-25**

2. Professional Development

- Provide printout from teacher journal in Agricultural Experience Tracker (AET) verifying professional development activities
- **2025 – Required for all teachers employed during the 2024-25 school year**

3. Course Sequence

- Provide documents/evidence of at least one three-year course sequence.
- **2025 – Nothing required unless the sequence has changed since last year**

4. Grading of Future Farmers of America (FFA) and Supervised Agricultural Experience Participation (SAE)

- Provide copy of course syllabus identifying grading of FFA and SAE.
- **2025 – Only required for NEW courses that were taught in 2024-25 or if changes have been made to your department policies**

5. Alternative Credits

- Submit description of at least one course meeting A-G, Dual Enrollment, Articulation, etc.
- **2025 – Nothing required unless there has been changes in 2024-25**

6. Future Farmers of America Constitution and By-Laws

- Provide a copy of the current Chapter Constitution and Bylaws with the election of officers highlighted.
- **2025 – Nothing required unless there has been changes in 2024-25**

7. Future Farmers of America Meetings

- Use meeting manager in AET or provide minutes for a minimum of six-chapter meetings.
- **2025 – Required**

8. Agriculture Advisory Committee

- Provide meeting minutes for two Agriculture Advisory Committee meetings.
- **2025 – Required**

Checking all the required criteria as being met qualifies the LEA for Part A funding. Verification of meeting each criterion must be provided to the Regional Supervisor.

Posted by: California Department of Education - April 2025