

Vocational-Technical Education Enhancement Grant Award Program

Administrative Planning Guide Fiscal Year 2013

*Missouri Department of Elementary and Secondary Education
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This document, in its entirety, may be accessed through the Department's website at the following address:
<http://dese.mo.gov/divcareered/grants.htm>

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Director of Human Resources
Missouri Department of Elementary and Secondary Education
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This position has been designated to coordinate the Department's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

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TITLE 5 - DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division 60 – Vocational and Adult Education

Chapter 120 - Vocational Education

ORDER OF RULEMAKING

5 CSR 60-120.070 Vocational-Technical Education Enhancement Grant Award Program.

PURPOSE: This rule establishes minimum requirements for the administration of the Vocational-Technical Education Enhancement Grant Award Program.

(1) The Vocational-Technical Education Enhancement Grant Award Program shall be administered by the Division of Vocational and Adult Education, Department of Elementary and Secondary Education, which has the authority to determine grant award criteria and annual grant amounts.

(2) Eligible institutions shall include public high schools, area career-technical schools and community colleges that operate department-approved occupational preparatory (long-term) career education programs. Grant awards shall be made under the following conditions:

(A) Seventy-five percent (75%) of grant funds shall be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations that have been determined to be in critical shortage, as published by the Division of Vocational and Adult Education. The remaining twenty-five percent (25%) or less of the grant may be used for these purposes, as well as facility improvement without regard for demand occupations. A grant recipient shall expend at least twenty-five percent (25%) matching funds from local sources for all grant funds expended for instructional equipment. A grant recipient shall expend at least fifty percent (50%) matching funds from local sources for all other grant fund expenditures;

(B) An advisory committee with no fewer than twelve (12) members shall be established by each eligible institution prior to a grant award. This committee shall be composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient receives an initial grant under this grant award program. Eligible institutions that apply for grant funds after receiving an initial grant award shall submit a description of the accomplishments made toward the implementation of their initial plan and any modifications to their initial plan; and

(C) A budget shall be developed which details all major expenditure categories and itemizes all equipment purchases. Equipment purchases with grant funds shall-

1. Have prior approval of the Division of Vocational and Adult Education; and
2. Be appropriate to the instructional content of the career education course or program.

(3) A request for grant award will be made available to eligible institutions by the Division of Vocational and Adult Education for each fiscal year. Applicants must complete the request for grant award and forward it to the division no later than the published date in order to receive consideration. Grant awards will be effective July 1 of each year.

(4) The request for grant award must contain at least the following:

(A) The name and address of the institution and school or community college district applying for a grant award;

(B) A statement of commitment to implement the content of the request bearing the signature of the chief administrator of the school or community college district submitting the grant request;

(C) A description of how the funds made available by this grant award program will be used to enhance the career education offerings at the institution and address demand occupations;

(D) A detailed, line item budget of anticipated local and grant fund expenditures;

(E) An assurance that fiscal control, property management control and fund accounting procedures are provided;

(F) An assurance that funds from local sources will be allocated and expended for the purposes delineated in the grant proposal in an amount equal to or greater than twenty-five percent (25%) for all instructional equipment and equal to or greater than fifty percent (50%) for all other grant award expenditure;

(G) An assurance that seventy-five percent (75%) of grant funds will be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations;

(H) An assurance that the grant recipient will comply with all reporting requirements of the department relating to this grant award program;

(I) An assurance by secondary school districts that student performance standards will be established within the district that lead to or qualify students for graduation, and that these standards meet or exceed the Show-Me Standards;

(J) An assurance that prior to the close of the fiscal year of the grant award a plan will be developed with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities;

(K) A listing of the advisory committee members and the category that they represent;

(L) The title and classification of instructional programs (CIP) code of any occupational preparatory (long-term) career education program for which grant funds will be expended; and

(M) A complete application for new or expanding regular vocational programs, if an occupational preparatory (long-term) vocational education program is being established or expanded with grant funds.

(5) The Division of Vocational and Adult Education will review all grant request submitted by eligible institutions based upon the extent to which-

- A. The proposed programs, services and activities enhance Career education;
- B. The proposed programs, services and activities address demand occupations, and
- C. A complete request for grant award is received prior to the deadline.

(6) The Division of Vocational and Adult Education will give priority to eligible institutions that have not previously received a grant award.

(7) Beginning July 1, 1994, the commissioner of education shall request from the director of the Division of Workforce Development, Department of Economic Development, an annual listing of demand occupations in the state, including substate projections. The listing shall include those occupations for which, in the judgment of the director of the Division of Workforce Development, there are critical shortages to meet present and future employment needs necessary to the economic growth and competitiveness of the state. The Division of Vocational and Adult Education will publish the list of demand occupations annually in its request for proposals.

AUTHORITY: section 178.585, RSMo 1994.* Original rule filed Nov. 10, 1993, effective June 6, 1994. Amended: Filed Nov. 22, 1994, effective June 30, 1995. Amended: Filed July 7, 2000, effective February 28, 2001.

*Original authority: 178.585, RSMo 1993.

Request for Grant Award

- RFP: Vocational-Technical Education Enhancement Grant Award Program
- ID CODE: 120.070-02
- ELIGIBLE ENTITIES: Missouri public high schools, area career centers and community colleges currently operating Department-approved occupational preparatory (long-term) career education programs.
- GOAL: To expand and enhance the quality of Missouri's occupational preparatory (long-term) career education programs through improved alignment with business and industry occupational training needs, and increased emphasis on training in occupations that have been determined to be in critical shortage.
- RATIONALE: The Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to enhance career education in public high schools, area career schools, and community colleges. The funds made available through the program focus on the initiation of new and the improvement of existing occupational preparatory (long-term) career education training programs, curriculum enhancement, instructional equipment and facility improvement, particularly in high demand occupations.
- MINIMUM REQUIREMENTS: Requests for grant award shall include, but not be limited to:
- A. The completion and inclusion of the "Application for Vocational-Technical Education Enhancement Grant Award" Form, pages 15-16 in the appendices. This will be the coversheet for the proposal.
 - B. Statement(s) of need for improving each occupational preparatory (long-term) career education program operated by the institution for which grant funds are being requested.
 - C. A description of planned improvements to each existing and/or new occupational career education program operated by the institution that will be accomplished through the expenditure of grant funds. These descriptions must include an explanation of how the proposed

improvements will satisfy the needs identified in the statement(s) of need. If facility improvements are anticipated, a detailed description of the anticipated renovation project(s) must be provided, including statements regarding the instructional impact of the project(s). The total amount of grant funds anticipated for facility improvement cannot be more than twenty-five percent (25%) of the total grant funds requested.

- D. A description of a local evaluation system that will determine whether the improvements implemented through the use of grant funds had a positive influence upon the identified need(s).
- E. Grant funds may be requested for new occupational preparatory (long-term) career education programs. A copy of the *Application for Approval of Career Education Programs*, if an occupational (long term) career education programs is being established or expanded with grant funds. A copy of the application can only be obtained by accessing the following link:
http://www.dese.mo.gov/divcareered/Forms/Application_for_Approval_of_Career_Education_Programs.pdf A copy of the application must accompany the Vocational-Technical Enhancement Grant Request for Proposal (RFP). The original copy of the *Application for Approval of Career Education Programs* must be submitted to the appropriate program director.
- F. A completed "Budget Detail" sheet page 56 in the appendices indicating the Classification of Instructional Programs (CIP) code, program name, new or existing program determination, existing program enrollment, anticipated enrollment for new programs, demand occupation determination and proposed total and grant fund expenditure amounts for each occupational career education programs.
- G. A separate FV-4 "Application for Authorization of Career Education Expenditures" for each occupational career education program by CIP code for which grant funds are being requested. The detailed, line-item budget of anticipated expenditures must be grouped in four major categories (equipment, other, curriculum, and facility).

ASSURANCES: The applicant must assure that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational career education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.

- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational career education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
- L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2013.

AMOUNT: No maximum amount of grant funds is established. Local education agencies must match the requested grant funds for instructional equipment expenditures on at least a 25% local/75% state basis and for other expenditures on at least a 50% local/50% state basis. Grants will be limited by the funds appropriated annually by the Missouri General Assembly and by the annual funding priorities on page 44 in the appendices. Therefore, the Department reserves the right to reduce the amount requested due to the availability of funds.

PROPOSAL
FORMAT: Requests for grant awards submitted for funding consideration must be typed (single sided) on 8½" x 11" white paper and contain only the items listed, in the following order:

1. Application, pages 15-16
2. Statement(s) of Need
3. Description(s) of Improvements
4. Description of Evaluation System
5. Copy of New or Expanding Program Proposal(s) - if applicable
6. Budget Detail Sheet, page 53
7. FV-4(s), page 49

Requests for grant awards should only contain one (1) staple in the top left corner and not be bound in any other way. Requests should have the cover sheet on top and not contain any other cover. Only one request for grant award per district is allowed. An original and one (1) copy must be submitted.

DUE DATES: Requests for grant awards must be received no later than 4:00 p.m. on March 30, 2012 at the following location:

Department of Elementary & Secondary Education
Office of College & Career Readiness
205 Jefferson
Jefferson Building, 5th Floor
Jefferson City, Missouri 65102

GRANT AWARD
DATES: July 1, 2012 through May 15, 2013

DELIVERABLES: Approved grant recipients must forward the following to the Department **on or before March 31, 2013:**

- A. An individual FV-2, "Reimbursement Request for Approved Career Education Expenditures" for each occupational career education program for which grant funds were expended, with a detailed, line-item listing of expenditures grouped in four (4) categories (equipment, other, curriculum,

and facility). The first line under "From Whom Purchased" on the FV-2 must contain the Classification of Instructional Programs (CIP) code and title of the program for which grant funds were used for purchases.

Invoices MUST accompany each FV-2. Invoices, including model and serial number, must be submitted for equipment purchases costing \$1,000 or more per unit.

- B. A report describing the accomplishments made toward the implementation of the LEA's plan to ensure graduates proceed to college or a high wage job with work place skill development opportunities (for all but first time grant recipients) must be submitted with the final FV-2(s).

DELIVER TO: Requests for grant awards should be submitted to:

Office of College & Career Readiness
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

Allowable Expenditures

Grant funds must be appropriate to the instructional content of the occupational preparatory (long-term) career education program(s) operated or proposed to be operated by the applying institution. Grant funds must be expended during the fiscal year awarded. Grant funds must be matched with local education agency funds in an amount equal to or greater than twenty-five percent (25%) for instructional equipment expenditures and fifty percent (50%) for all other expenditures.

Grant funds may be expended for the following:

A. Instructional Equipment (Reimbursed at 75%)

1. Instructional equipment must be directly related to the occupational career education instructional program (\$200 minimum unit cost).

B. Other (Reimbursed at 50%)

1. Computer software (no minimum unit cost).
2. Network or internet connections (no minimum unit cost).
3. Installation costs (no minimum unit cost).
4. Student and Instructor instructional furniture [workstations] (\$200 minimum unit cost).
5. Service contracts/maintenance agreements for program specific software (no minimum unit cost).
6. Instructor Training
 - a. Up to 25% of requested grant funds can be used for instructor certification in a specific career occupational field. For example, a school requesting \$10,000 in equipment, could request a maximum of \$2,500 for instructor certification. A detailed request for instructor certification funds must be included within the grant's Statement of Need. Information provided within the Statement of Need will determine if the request is granted. Instructor training will be reimbursed at 50% (no minimum unit cost).
7. Storage cabinets for program specific equipment (\$200 minimum unit cost).

C. Curriculum Enhancement (Reimbursed at 50%)

Purchased curriculum materials, videos, DVDs, reference sets, etc. (\$200 minimum unit cost).

D. Facility Improvement (Remibursed at 50%)

- a. Renovation or modification of existing facilities must have a direct effect on instruction in specific occupational career education programs. Renovations to the overall facility, administrative or general student service areas are not allowable. Approvable expenditures are limited to materials or related items that are commonly used to renovate or modify an existing facility. Grant proposals must include a complete description of the facility improvements that are anticipated and how these changes will enable or enhance instruction. Grant funds expended for facility improvements are restricted to a maximum of twenty-five percent (25%) of the grant award. All facility improvements must be completed in accordance with local, state and federal building codes and meet accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (no minimum unit cost).

Non Allowable Expenditures

- A. Items under a \$200 unit cost unless specifically exempted
- B. Consumables - supplies, etc.
- C. Student textbooks, workbooks, and guides
- D. Monthly/annual usage charges
- E. Monthly/annual membership charges
- F. New construction (i.e. building additions, annexes, storage sheds, concrete/foundations, flatwork, etc.)
- G. Security fencing, security lighting and parking areas
- H. Curriculum Development
- I. Consultant services/stipends
- J. Photocopying costs
- K. Installation or labor costs to renovate facilities
- L. Non-instructional furniture including teacher and students chairs and desks

APPENDICES

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Office of College & Career Readiness
P.O. Box 480
Jefferson City, Missouri 65102-0480

Application for Vocational-Technical Education Enhancement Grant Award

County District Code

School/Community College District Name

Institution Name

Address

The applicant assures that if funds are made available through the Vocational-Technical Education Enhancement Grant Award Program that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational career education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.
- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational career education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with

Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.

L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2013.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

Date

Signature of Chief Administrator

High Demand Occupations

The Vocational-Technical Education Enhancement Grant Award Program provides funding to improve existing and establish new occupational career education programs. New occupational career education programs must be approved by the Department. Grant funds may not be expended for programs that (1) do not directly prepare individuals for at least entry level employment in a specific occupation and (2) prepare individuals for occupations that require at least a baccalaureate degree.

High Demand Occupations as Determined by Missouri Department of Economic Development, Division of Workforce Development

The Department of Elementary and Secondary Education used the enclosed listing for high demand occupations in Missouri. The listings for Kansas City, the St. Louis metropolitan statistical areas, and Local Workforce Investment Areas were also utilized.

Occupational employment projections were prepared by the Department of Economic Development. Occupations selected that were those expected to have at least 100 job openings annually for the statewide listing, 50 job openings annually for the Kansas City and St. Louis (Metropolitan Statistical Areas), and at least 15 job openings annually for the remainder of the substate areas.

Consideration of Occupations not on the Annual Listing of High Demand Occupations

For consideration of occupations not on the annual listings, the LEA must provide the Department with documentation relating to existing occupational career education programs that have at least 10 career education exiters or completers per year who were employed in a related job at a rate of 80% or higher for the previous two (2) years. Screens 26, 27, 29, from core data will serve as proper documentation.

Northwest Region

Andrew
 Atchison
 Buchanan
 Caldwell
 Clinton
 Daviess
 DeKalb
 Gentry
 Grundy
 Harrison
 Holt
 Linn
 Livingston
 Mercer
 Nodaway
 Putnam
 Sullivan
 Worth

Northeast Region

Adair
 Clark
 Knox
 Lewis
 Lincoln
 Macon
 Marion
 Monroe
 Montgomery
 Pike
 Ralls
 Randolph
 Schuyler
 Scotland
 Shelby
 Warren

Kansas City

Cass
 Clay
 Jackson
 Platte
 Ray

Central Region

Audrain
 Boone
 Callaway
 Camden
 Cole
 Cooper
 Crawford
 Dent
 Gasconade
 Howard
 Laclede
 Maries
 Miller
 Moniteau
 Morgan
 Osage
 Phelps
 Pulaski
 Washington

West Central Region

Bates
 Benton
 Carroll
 Cedar
 Chariton
 Henry
 Hickory
 Johnson
 Lafayette
 Pettis
 Saline
 St. Clair
 Vernon
 Vernon

St. Louis

Franklin
 Jefferson
 St. Charles
 St. Louis

Southwest Region

Barry
 Barton
 Dade
 Jasper
 Lawrence
 McDonald
 Newton

Ozark Region

Christian
 Dallas
 Greene
 Polk
 Stone
 Taney
 Webster

South Central Region

Butler
 Carter
 Douglas
 Howell
 Oregon
 Ozark
 Reynolds
 Ripley
 Shannon
 Texas
 Wayne
 Wright

Southeast Region

Bollinger
 Cape Girardeau
 Dunklin
 Iron
 Madison
 Mississippi
 New Madrid
 Pemiscot
 Perry
 Scott
 St. Francois
 Ste. Genevieve
 Stoddard

Central Region Occupational Titles	Annual Estimated Openings
Automotive Service Technicians and Mechanics	45
Bill and Account Collectors	33
Bookkeeping, Accounting, and Auditing Clerks	64
Carpenters	62
Cashiers	449
Cement Masons and Concrete Finishers	15
Child Care Workers	111
Claims Adjusters, Examiners, and Investigators	21
Combined Food Preparation and Serving Workers, Including Fast Food	313
Computer-Controlled Machine Tool Operators, Metal and Plastic	17
Computer Support Specialists	36
Cooks, Fast Food	23
Cooks, Institution and Cafeteria	37
Cooks, Restaurant	74
Correctional Officers and Jailers	62
Counter and Rental Clerks	25
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	72
Customer Service Representatives	165
Driver/Sales Workers	25
Electrical Power-Line Installers and Repairers	19
Electricians	34
Emergency Medical Technicians and Paramedics	19
Executive Secretaries and Administrative Assistants	44
Fire Fighters	19
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	32
First-Line Supervisors/Managers of Food Preparation and Serving Workers	21
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	24
First-Line Supervisors/Managers of Office and Administrative Support Workers	61
First-Line Supervisors/Managers of Production and Operating Workers	15
First-Line Supervisors/Managers of Retail Sales Workers	82
Food Preparation Workers	48
Hairdressers, Hairstylists, and Cosmetologists	27
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	18
Home Health Aides	60
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	50
Hotel, Motel, and Resort Desk Clerks	26
Industrial Truck and Tractor Operators	50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	96
Landscaping and Groundskeeping Workers	44
Licensed Practical and Licensed Vocational Nurses	93
Maids and Housekeeping Cleaners	77
Medical Assistants	21
Medical Records and Health Information Technicians	17
Medical Secretaries	47
Nursing Aides, Orderlies, and Attendants	125
Office Clerks, General	141

Operating Engineers and Other Construction Equipment Operators	30
Order Clerks	19
Personal and Home Care Aides	69
Pharmacy Technicians	58
Plumbers, Pipefitters, and Steamfitters	27
Police and Sheriff's Patrol Officers	37
Preschool Teachers, Except Special Education	24
Printing Machine Operators	19
Radiologic Technologists and Technicians	18
Receptionists and Information Clerks	52
Registered Nurses	274
Respiratory Therapists	15
Retail Salespersons	312
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	57
Secretaries, Except Legal, Medical, and Executive	49
Security Guards	46
Shipping, Receiving, and Traffic Clerks	32
Stock Clerks and Order Fillers	94
Teacher Assistants	59
Team Assemblers	69
Tellers	60
Truck Drivers, Heavy and Tractor-Trailer	82
Truck Drivers, Light or Delivery Services	31
Waiters and Waitresses	320
Welders, Cutters, Solderers, and Brazers	28

Kansas City Metro Region Occupational Titles

	Annual Estimated Openings
Advertising Sales Agents	18
Architectural and Civil Drafters	17
Automotive Body and Related Repairers	19
Automotive Service Technicians and Mechanics	75
Bill and Account Collectors	104
Billing and Posting Clerks and Machine Operators	53
Bookkeeping, Accounting, and Auditing Clerks	145
Brickmasons and Blockmasons	26
Bus and Truck Mechanics and Diesel Engine Specialists	24
Cabinetmakers and Bench Carpenters	16
Carpenters	117
Cashiers	661
Cement Masons and Concrete Finishers	36
Child Care Workers	140
Claims Adjusters, Examiners, and Investigators	51
Combined Food Preparation and Serving Workers, Including Fast Food	557
Computer Support Specialists	117
Cooks, Fast Food	42
Cooks, Institution and Cafeteria	53
Cooks, Restaurant	138
Cooks, Short Order	16
Correctional Officers and Jailers	24
Counter and Rental Clerks	47
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	135
Customer Service Representatives	425
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	23
Data Entry Keyers	35
Dental Assistants	26
Driver/Sales Workers	46
Electrical Power-Line Installers and Repairers	28
Electricians	81
Emergency Medical Technicians and Paramedics	29
Executive Secretaries and Administrative Assistants	107
File Clerks	21
Fire Fighters	36
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	53
First-Line Supervisors/Managers of Food Preparation and Serving Workers	36
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	38
First-Line Supervisors/Managers of Office and Administrative Support Workers	136
First-Line Supervisors/Managers of Production and Operating Workers	27
First-Line Supervisors/Managers of Retail Sales Workers	120
Food Preparation Workers	75
Hairdressers, Hairstylists, and Cosmetologists	46
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	41
Home Health Aides	101
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	93
Hotel, Motel, and Resort Desk Clerks	49

Human Resources Assistants, Except Payroll and Timekeeping	24
Industrial Machinery Mechanics	22
Industrial Truck and Tractor Operators	89
Information and Record Clerks	31
Interior Designers	17
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	218
Landscaping and Groundskeeping Workers	107
Laundry and Dry-Cleaning Workers	18
Legal Secretaries	32
Library Assistants, Clerical	31
Licensed Practical and Licensed Vocational Nurses	132
Machinists	21
Maids and Housekeeping Cleaners	108
Maintenance and Repair Workers, General	122
Medical Assistants	34
Medical Records and Health Information Technicians	24
Medical Secretaries	76
Nursing Aides, Orderlies, and Attendants	141
Office Clerks, General	331
Operating Engineers and Other Construction Equipment Operators	44
Order Clerks	27
Painters, Construction and Maintenance	27
Paralegals and Legal Assistants	38
Payroll and Timekeeping Clerks	28
Personal and Home Care Aides	131
Pharmacy Technicians	111
Photographers	23
Plumbers, Pipefitters, and Steamfitters	64
Police and Sheriff's Patrol Officers	65
Preschool Teachers, Except Special Education	53
Printing Machine Operators	31
Radiologic Technologists and Technicians	18
Receptionists and Information Clerks	129
Registered Nurses	326
Respiratory Therapists	16
Retail Salespersons	524
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	103
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	44
Secretaries, Except Legal, Medical, and Executive	93
Security Guards	122
Sheet Metal Workers	20
Shipping, Receiving, and Traffic Clerks	66
Social and Human Service Assistants	15
Stock Clerks and Order Fillers	170
Teacher Assistants	107
Team Assemblers	123
Telecommunications Equipment Installers and Repairers, Except Line Installers	24
Telecommunications Line Installers and Repairers	20
Tellers	113
Truck Drivers, Heavy and Tractor-Trailer	159

Truck Drivers, Light or Delivery Services	57
Veterinary Technologists and Technicians	16
Waiters and Waitresses	605
Welders, Cutters, Solderers, and Brazers	59

Northeast Region Occupational Titles	Annual Estimated Openings
Automotive Service Technicians and Mechanics	15
Bookkeeping, Accounting, and Auditing Clerks	20
Carpenters	19
Cashiers	162
Child Care Workers	44
Combined Food Preparation and Serving Workers, Including Fast Food	93
Cooks, Restaurant	20
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	22
Customer Service Representatives	46
First-Line Supervisors/Managers of Retail Sales Workers	28
Home Health Aides	26
Industrial Truck and Tractor Operators	22
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	27
Licensed Practical and Licensed Vocational Nurses	29
Maids and Housekeeping Cleaners	22
Nursing Aides, Orderlies, and Attendants	45
Office Clerks, General	46
Personal and Home Care Aides	27
Pharmacy Technicians	23
Police and Sheriff's Patrol Officers	19
Registered Nurses	42
Retail Salespersons	78
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	27
Stock Clerks and Order Fillers	34
Teacher Assistants	23
Team Assemblers	20
Tellers	23
Truck Drivers, Heavy and Tractor-Trailer	57
Waiters and Waitresses	88

Northwest Region Occupational Titles	Annual Estimated Openings
Automotive Service Technicians and Mechanics	20
Bookkeeping, Accounting, and Auditing Clerks	22
Carpenters	20
Cashiers	164
Child Care Workers	43
Combined Food Preparation and Serving Workers, Including Fast Food	89
Cooks, Restaurant	20
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	23
Customer Service Representatives	61
Executive Secretaries and Administrative Assistants	15
First-Line Supervisors/Managers of Retail Sales Workers	31
Food Batchmakers	16
Food Preparation Workers	15
Home Health Aides	24
Industrial Truck and Tractor Operators	22
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	35
Licensed Practical and Licensed Vocational Nurses	32
Maids and Housekeeping Cleaners	25
Meat, Poultry, and Fish Cutters and Trimmers	23
Nursing Aides, Orderlies, and Attendants	43
Office Clerks, General	49
Personal and Home Care Aides	24
Pharmacy Technicians	17
Police and Sheriff's Patrol Officers	18
Receptionists and Information Clerks	18
Registered Nurses	68
Retail Salespersons	101
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	33
Stock Clerks and Order Fillers	41
Teacher Assistants	18
Team Assemblers	31
Tellers	25
Truck Drivers, Heavy and Tractor-Trailer	41
Waiters and Waitresses	92

Ozark Region Occupational Titles	Annual Estimated Openings
Automotive Service Technicians and Mechanics	43
Bill and Account Collectors	42
Bookkeeping, Accounting, and Auditing Clerks	65
Bus and Truck Mechanics and Diesel Engine Specialists	15
Carpenters	49
Cashiers	373
Cement Masons and Concrete Finishers	18
Child Care Workers	65
Claims Adjusters, Examiners, and Investigators	18
Combined Food Preparation and Serving Workers, Including Fast Food	288
Computer Support Specialists	35
Construction Laborers	43
Cooks, Fast Food	21
Cooks, Institution and Cafeteria	31
Cooks, Restaurant	73
Counter and Rental Clerks	25
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	72
Customer Service Representatives	179
Dental Assistants	23
Driver/Sales Workers	25
Electricians	42
Emergency Medical Technicians and Paramedics	26
Executive Secretaries and Administrative Assistants	44
Fire Fighters	22
First-Line Supervisors/Managers of Food Preparation and Serving Workers	21
First-Line Supervisors/Managers of Office and Administrative Support Workers	63
First-Line Supervisors/Managers of Retail Sales Workers	73
Food Preparation Workers	43
Hairdresser, Hairstylists and Cosmetologist	20
Heating, Air Conditioning, and Refrigeration	21
Home Health Aides	60
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	48
Hotel, Motel, and Resort Desk Clerks	40
Industrial Truck and Tractor Operators	41
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	99
Landscaping and Groundskeeping Workers	53
Licensed Practical and Licensed Vocational Nurses	92
Maids and Housekeeping Cleaners	70
Maintenance and Repair Workers, General	68
Medical Assistants	33
Medical Records and Health Information Technicians	19
Medical Secretaries	69
Nursing Aides, Orderlies, and Attendants	119
Office Clerks, General	161
Operating Engineers and Other Construction Equipment Operators	23
Order Clerks	16
Painters, Construction and Maintenance	16

Personal and Home Care Aides	63
Pharmacy Technicians	58
Plumbers, Pipefitters, and Steamfitters	32
Preschool Teachers, Except Special Education	21
Police and Sheriff's Patrol Officers	43
Radiologic Technologists and Technicians	21
Receptionists and Information Clerks	48
Registered Nurses	299
Radiologic Technologists and Technicians	21
Respiratory Therapists	16
Retail Salespersons	313
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	75
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	18
Secretaries, Except Legal, Medical, and Executive	41
Security Guards	56
Shipping, Receiving, and Traffic Clerks	29
Stock Clerks and Order Fillers	89
Teacher Assistants	46
Team Assemblers	53
Telecommunications Equipment Installers	17
Tellers	62
Truck Drivers, Heavy and Tractor-Trailer	146
Truck Drivers, Light or Delivery Services	32
Waiters and Waitresses	317
Welders, Cutters, Solderers, and Brazers	23

South Central Region Occupational Titles	Annual Estimated Openings
Bookkeeping, Accounting, and Auditing Clerks	15
Cashiers	123
Child Care Workers	46
Combined Food Preparation and Serving Workers, Including Fast Food	66
Customer Service Representatives	38
First-Line Supervisors/Managers of Retail Sales Workers	23
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	21
Home Health Aids	22
Licensed Practical and Licensed Vocational Nurses	26
Maids and Housekeeping Cleaners	225
Nursing Aides, Orderlies, and Attendants	30
Office Clerks, General	36
Personal and Home Care Aides	27
Registered Nurses	59
Retail Salespersons	53
Stock Clerks and Order Fillers	25
Teacher Assistants	15
Team Assemblers	32
Tellers	15
Truck Drivers, Heavy and Tractor-Trailer	34
Waiters and Waitresses	62

Southeast Region Occupational Titles	Annual Estimated Openings
Automotive Service Technicians and Mechanics	23
Bill and Account Collectors	17
Bookkeeping, Accounting, and Auditing Clerks	31
Carpenters	31
Cashiers	244
Child Care Workers	88
Combined Food Preparation and Serving Workers, Including Fast Food	148
Cooks, Institution and Cafeteria	19
Cooks, Restaurant	33
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	32
Customer Service Representatives	80
Electricians	22
Executive Secretaries and Administrative Assistants	19
First-Line Supervisors/Managers of Office and Administrative Support Workers	30
First-Line Supervisors/Managers of Retail Sales Workers	43
Food Preparation Workers	23
Home Health Aides	54
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	23
Industrial Truck and Tractor Operators	31
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	48
Landscaping and Groundskeeping Workers	23
Licensed Practical and Licensed Vocational Nurses	51
Maids and Housekeeping Cleaners	35
Nursing Aides, Orderlies, and Attendants	62
Office Clerks, General	73
Operating Engineers and Other Construction Equipment Operators	22
Personal and Home Care Aides	80
Pharmacy Technicians	33
Police and Sheriff's Patrol Officers	20
Preschool Teachers, Except Special Education	27
Receptionists and Information Clerks	26
Registered Nurses	124
Retail Salespersons	148
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	46
Secretaries, Except Legal, Medical, and Executive	22
Security Guards	25
Shipping, Receiving, and Traffic Clerks	17
Stock Clerks and Order Fillers	52
Teacher Assistants	29
Team Assemblers	42
Tellers	28
Truck Drivers, Heavy and Tractor-Trailer	88
Truck Drivers, Light or Delivery Services	19
Waiters and Waitresses	146
Welders, Cutters, Solderers, and Brazers	17

St. Louis Region Occupational Titles	Annual Estimated Openings
Advertising Sales Agents	26
Aircraft Mechanics and Service Technicians	19
Architectural and Civil Drafters	27
Automotive Body and Related Repairers	38
Automotive Service Technicians and Mechanics	144
Baker	24
Bill and Account Collectors	156
Billing and Posting Clerks and Machine Operators	92
Bookkeeping, Accounting, and Auditing Clerks	246
Brickmasons and Blockmasons	42
Bus and Truck Mechanics and Diesel Engine Specialists	47
Cabinetmakers and Bench Carpenters	19
Carpenters	180
Cashiers	1243
Cement Masons and Concrete Finishers	59
Child Care Workers	332
Claims Adjusters, Examiners, and Investigators	82
Combined Food Preparation and Serving Workers, Including Fast Food	1159
Computer Support Specialists	190
Cooks, Fast Food	87
Cooks, Institution and Cafeteria	113
Cooks, Restaurant	293
Cooks, Short Order	33
Correctional Officers and Jailers	46
Counter and Rental Clerks	296
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	279
Customer Service Representatives	779
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	37
Data Entry Keyers	59
Dental Assistants	63
Dental Hygienists	32
Driver/Sales Workers	99
Electrical and Electronics Repairers, Commercial and Industrial Equipment	19
Electrical Power-Line Installers and Repairers	50
Electricians	130
Emergency Medical Technicians and Paramedics	55
Executive Secretaries and Administrative Assistants	180
File Clerks	44
Fire Fighters	59
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	97
First-Line Supervisors/Managers of Food Preparation and Serving Workers	80
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	75
First-Line Supervisors/Managers of Office and Administrative Support Workers	247
First-Line Supervisors/Managers of Production and Operating Workers	57
First-Line Supervisors/Managers of Retail Sales Workers	192
Food Batchmakers	21
Food Preparation Workers	158
Food Service Managers	28

Hairdressers, Hairstylists, and Cosmetologists	99
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	68
Home Health Aides	256
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	188
Hotel, Motel, and Resort Desk Clerks	62
Industrial Machinery Mechanics	51
Industrial Truck and Tractor Operators	165
Interior Designers	26
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	376
Landscaping and Groundskeeping Workers	181
Laundry and Dry-Cleaning Workers	37
Legal Secretaries	30
Licensed Practical and Licensed Vocational Nurses	292
Machinists	45
Maids and Housekeeping Cleaners	209
Maintenance and Repair Workers, General	240
Meat, Poultry, and Fish Cutters and Trimmers	27
Medical Assistants	78
Medical Records and Health Information Technicians	50
Medical Secretaries	159
Massage Therapists	27
Nursing Aides, Orderlies, and Attendants	350
Office Clerks, General	559
Operating Engineers and Other Construction Equipment Operators	78
Order Clerks	55
Painters, Construction and Maintenance	51
Paralegals and Legal Assistants	44
Payroll and Timekeeping Clerks	56
Personal and Home Care Aides	333
Pharmacy Technicians	163
Photographers	31
Physical Therapist Assistants	18
Plumbers, Pipefitters, and Steamfitters	95
Police and Sheriff's Patrol Officers	107
Preschool Teachers, Except Special Education	113
Printing Machine Operators	47
Radio and Television Announcers	17
Radiologic Technologists and Technicians	40
Receptionists and Information Clerks	243
Registered Nurses	693
Respiratory Therapists	33
Retail Salespersons	930
Roofers	242
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	345
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	92
Secretaries, Except Legal, Medical, and Executive	179
Security Guards	187
Sheet Metal Workers	39
Shipping, Receiving, and Traffic Clerks	130
Slaughterers and Meat Packers	17

Social and Human Service Assistants	37
Stock Clerks and Order Fillers	284
Surgical Technologists	26
Teacher Assistants	220
Team Assemblers	282
Telecommunications Equipment Installers and Repairers, Except Line Installers	48
Telecommunications Line Installers and Repairers	37
Tellers	272
Truck Drivers, Heavy and Tractor-Trailer	316
Truck Drivers, Light or Delivery Services	127
Veterinary Technologists and Technicians	21
Waiters and Waitresses	1243
Welders, Cutters, Solderers, and Brazers	118

Southwest Region Occupational Titles	Annual Estimated Openings
Automotive Service Technicians and Mechanics	22
Bookkeeping, Accounting, and Auditing Clerks	26
Cabinetmakers and Bench Carpenters	20
Carpenters	27
Cashiers	182
Child Care Workers	46
Combined Food Preparation and Serving Workers, Including Fast Food	93
Cooks, Restaurant	21
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	25
Customer Service Representatives	70
Electricians	18
Executive Secretaries and Administrative Assistants	16
First-Line Supervisors/Managers of Office and Administrative Support Workers	25
First-Line Supervisors/Managers of Retail Sales Workers	38
Food Batchmakers	22
Food Preparation Workers	15
Home Health Aides	21
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	16
Industrial Truck and Tractor Operators	32
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	40
Landscaping and Groundskeeping Workers	16
Licensed Practical and Licensed Vocational Nurses	30
Maids and Housekeeping Cleaners	32
Meat, Poultry, and Fish Cutters and Trimmers	31
Medical Secretaries	16
Nursing Aides, Orderlies, and Attendants	33
Office Clerks, General	58
Personal and Home Care Aides	25
Pharmacy Technicians	22
Receptionists and Information Clerks	20
Registered Nurses	76
Retail Salespersons	132
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	45
Secretaries, Except Legal, Medical, and Executive	16
Security Guards	15
Shipping, Receiving, and Traffic Clerks	18
Slaughterers and Meat Packers	17
Stock Clerks and Order Fillers	44
Teacher Assistants	22
Team Assemblers	49
Tellers	25
Truck Drivers, Heavy and Tractor-Trailer	157
Truck Drivers, Light or Delivery Services	16
Waiters and Waitresses	103
Welders, Cutters, Solderers, and Bazers	20

West Central Region Occupational Titles	Annual Estimated Openings
Automotive Service Technicians and Mechanics	18
Bookkeeping, Accounting, and Auditing Clerks	18
Carpenters	17
Cashiers	157
Child Care Workers	56
Combined Food Preparation and Serving Workers, Including Fast Food	88
Cooks, Restaurant	19
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	45
Customer Service Representatives	29
First-Line Supervisors/Managers of Retail Sales Workers	23
Food Preparation Workers	15
Home Health Aides	27
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	29
Licensed Practical and Licensed Vocational Nurses	31
Maids and Housekeeping Cleaners	27
Nursing Aides, Orderlies, and Attendants	42
Office Clerks, General	42
Personal and Home Care Aides	36
Pharmacy Technicians	18
Police and Sheriff's Patrol Officers	20
Registered Nurses	72
Retail Salespersons	84
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	27
Stock Clerks and Order Fillers	32
Teacher Assistants	18
Team Assemblers	25
Tellers	23
Truck Drivers, Heavy and Tractor-Trailer	39
Waiters and Waitresses	87

Statewide Occupation Title	Annual Estimated Opening
Automotive Service Technicians and Mechanics	346
Bill and Account Collectors	452
Billing and Posting Clerks and Machine Operators	235
Bookkeeping, Accounting, and Auditing Clerks	571
Bus and Truck Mechanics and Diesel Engine Specialists	124
Bus Drivers, School	185
Carpenters	345
Cashiers	3646
Cement Masons and Concrete Finishers	136
Child Care Workers	1012
Claims Adjusters, Examiners, and Investigators	225
Combined Food Preparation and Serving Workers, Including Fast Food	2277
Computer Controlled Machine Tool Operators, Metal and Plastic	103
Computer Support Specialists	368
Cooks, Fast Food	174
Cooks, Institution and Cafeteria	272
Cooks, Restaurant	656
Correctional Officers and Jailers	233
Counter and Rental Clerks	222
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	639
Customer Service Representatives	1847
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	115
Data Entry Keyers	135
Dental Assistants	202
Driver/Sales Workers	222
Electrical Power-Line Installers and Repairers	152
Electricians	305
Emergency Medical Technicians and Paramedics	242
Executive Secretaries and Administrative Assistants	423
Fire Fighters	268
First-Line Supervisors/Managers of Construction Trades and Extraction Workers	173
First-Line Supervisors/Managers of Food Preparation and Serving Workers	132
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	197
First-Line Supervisors/Managers of Office and Administrative Support Workers	594
First-Line Supervisors/Managers of Production and Operating Workers	161
First-Line Supervisors/Managers of Retail Sales Workers	569
Food Batchmakers	109

Food Preparation Workers	387
Hairdressers, Hairstylists, and Cosmetologists	187
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	131
Home Health Aides	772
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	455
Hotel, Motel, and Resort Desk Clerks	218
Industrial Machinery Mechanics	137
Industrial Truck and Tractor Operators	470
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	908
Landscaping and Groundskeeping Workers	431
Licensed Practical and Licensed Vocational Nurses	782
Machinists	129
Maids and Housekeeping Cleaners	594
Maintenance and Repair Workers, General	594
Meat, Poultry, and Fish Cutters and Trimmers	124
Medical Assistants	258
Medical Records and Health Information Technicians	146
Medical Secretaries	528
Nursing Aides, Orderlies, and Attendants	777
Office Clerks, General	1381
Operating Engineers and Other Construction Equipment Operators	163
Order Clerks	149
Painters, Construction and Maintenance	117
Paralegals and Legal Assistants	107
Payroll and Timekeeping Clerks	134
Personal and Home Care Aides	934
Pharmacy Technicians	548
Plumbers, Pipefitters, and Steamfitters	195
Police and Sheriff's Patrol Officers	389
Preschool Teachers (Except Special Education)	363
Printing Machine Operators	123
Radiologic Technologists and Technicians	128
Receptionists and Information Clerks	568
Registered Nurses	2103
Retail Salespersons	2728
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	789
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	191
Secretaries, Except Legal, Medical, and Executive	440
Security Guards	441

Shipping, Receiving, and Traffic Clerks	332
Social and Human Service Assistants	100
Stock Clerks and Order Fillers	848
Team Assemblers	721
Telecommunications Equipment Installers and Repairers, Except Line Installers	165
Telecommunications Line Installers and Repairers	142
Tellers	589
Truck Drivers, Heavy and Tractor-Trailer	1023
Truck Drivers, Light or Delivery Services	304
Waiters and Waitresses	2943
Welders, Cutters, Solderers, and Brazers	310

The following crosswalk of CIP codes and high demand occupations from the statewide list should be used when completing the grant application. There may be additional CIP codes and demand occupations in Local Workforce Investment Areas (LWIA's).

High Demand Agriculture Occupations		
CIP Code	Occupations	Typical Course Titles
01.0101	Retail Salespersons, Cashiers	Agri. Business Sales & Marketing
01.0201	Bus/Truck/Diesel Engine Mechanics	Ag. Diesel Mechanics
01.0401	Meat/Poultry/Fish Cutters and Trimmers	Ag Food Science & Technology
01.0601	Landscaping and Groundskeeping Workers	Turf Management, Greenhouse Operations & Management, Floriculture, Landscaping, Nursery Operations & Management
High Demand Business Occupations		
CIP Code	Occupations	Typical Course Titles
11.0103	Office Clerks/Order Clerks Computer Support Specialists Data Entry Keyers Secretaries	Business Technology Graphic Arts/ Desktop Publishing Multimedia, Computer Applications, Network Administration, Web Design
52.0101	Bookkeeping, Accounting, and Auditing Clerks Executive Secretaries & Administrative Assistants First Line Supervisors/Managers of Office/Administrative Support	Business Law Business Management Entrepreneurship
52.0402	Medical Secretaries	Medical Administrative Assistants
52.0803	Billing and Posting Clerks and Machine Operators, Bill and Account Collectors Payroll/Time Keeping Clerks, Tellers	Business Economics Accounting Banking & Financial Services, Accounting
High Demand Marketing Occupations		
CIP Codes	Occupations	Typical Course Titles
00.8888	Cashiers, Host/Hostesses	Cooperative Education, Entrepreneurship
52.1401	Retail Salespersons, Cashiers	Marketing I, II Retailing
High Demand Occupational FCS		
CIP Codes	Occupations	Typical Course Titles
12.0401	Hairdressers, Hairstylists, and Cosmetologists	Cosmetology
12.0500	Cooks, Food Preparation Workers,	Culinary Arts
12.0500	Hosts/Hostesses, Restaurant, Lounge, Coffee Shop	Hospitality Management
19.0699	Janitors and Cleaners	Custodial Housekeeping
19.0709	Child Care Workers	Child Care
44.0000	Social and Human Service Assistants	Human Service Asst.
High Demand Family and Consumer Sciences		
CIP Codes	Occupations	Typical Course Titles
12.0500	Cooks, Food Preparation Workers, Managers	ProStart I & II

High Demand Trade and Industrial Occupations		
CIP Codes	Occupations	Typical Course Titles
10.0301	Printing Machine Operators	Graphic Arts, Printing
15.0613	Industrial Machinery Mechanics	Industrial Manufacturing
15.1202	Computer Support Specialists	Computer Maint. CISCO
22.0302	Paralegals and Legal Assistants	Paralegal Practices
43.0107	Police and Sheriff's Patrol Officers	Law Enforcement
43.0201	Fire Fighters	Fire Science
46.0000	Carpenters	Building Trades, Carpentry
46.0000	Electricians	Building Trades, Res. Wiring
46.0000	Plumbers/Pipe Fitters/Steamfitters	Building Trades, Plumbing
46.0301/ 47.0300	Electrical/Powerline Installation & Repairs	Electrical and Power Transmission Installation
46.0401	Maintenance Repair Workers	Building Maintenance
46.0401	Heat, A/C, Refrig. Mechanics/Installers	Heating & A/C, HVAC
47.0604	Auto Mech. Service Technicians/Mechanics	Auto Mechanics
47.0605	Bus/Truck/Diesel/Engine Mechanics/ Specialists	Diesel Mechanics, Heavy Equip. Repair
48.0501	Machinists	Precision Machining
48.0508	Welders, Cutters, Solderers, and Brazers	Welding, Metal Fabrication
49.0202	Operating Engineers, other Construction Equipment Operators	Heavy Equipment Operator
49.0205	Truck Drivers	Truck Driving
High Demand Health Science Occupations		
CIP Codes	Occupations	Typical Course Titles
51.0601	Dental Assistant	Dental Assisting
51.0707/ 51.0706	Medical Records/Health Information Technicians	Medical Transcription, Medical Records
51.0801	Medical Assistant	Medical Assistant
51.0805	Pharmacy Technicians	Pharmacy Technician
51.0904	EMT's/Paramedics	EMT, Paramedic
51.0907	Radiologic Technicians/Technologists	Radiology, Radiology Tech.
51.1601	Registered Nurses	Registered Nursing
51.1613	Licensed Pract/Voc. Nurses	Practical Nursing
51.1614	Nursing Aides/Orderlies/Attendants	Health Occupations, CNA
51.2601	Home Health Aide/Personal/Home Care Aide	Health Aide
Project Lead The Way (PLTW)		
CIP Codes	Occupations	Typical Course Titles
51.0001	BioMedical	Prin Bio Sci, Human Body Sys, Med Interv, BioMed Innov
21.0104	Engineering	Prin Eng, Int. Eng Des, Dig Elect, Comp Int Mfg, Cvl Eng Arch, Bio Eng, Aero Eng, Eng Des Dev

Annual Funding Priorities

FY 2013 Vocational-Technical Education Enhancement Grant

The Department of Elementary and Secondary Education has established the following funding priorities for the Vocational-Technical Education Enhancement Grant Program for Fiscal Year 2013. In the event that there are more requests for funds than the amount appropriated, the Department will utilize these criteria, in this order.

1. Occupational career education programs that address high demand occupations in Local Workforce Investment Areas.
2. Occupational career education programs that address high demand occupations statewide.
3. Occupational career education programs that are documented to have at least 10 exiters/completers per year in an employment related area at a rate of 80% or higher for the two previous years.

Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.

L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2013.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

January 30, 2012

Date

Signature of Chief Administrator



Application for Vocational Enhancement Grant Expenditures

Fiscal Year Ending: June 30, 2013	Vendor Code: 123-456	Local Education Agency (LEA): Any Town R-1 School District
Program Codes (Program and Type): 15-24 Enhancement Grant		Mailing Address: 999 Somewhere Street
CIP Code & Description of Program: 01.0101 Agri. Business		City and Zip Code: Any Town, Missouri 65111
Instructor(s) Name: Jane Doe		Room/Lab Number: R00m 210

Items Submitted For Approval

Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
		\$	\$
Equipment			
ABC Computers	18	2000	36000
XYZ Printers	5	800	4000
Other			
ABC Software	18	222	4000
Curriculum			
Purchased curriculum materials	1	2000	2000
Total Estimated Cost			\$ 46000

Sample

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Career Education. The title to equipment and teaching aids is to be vested in the school district with accountability to the Division of Career Education. The LEA will follow the Division of Career Education's equipment guidelines. The LEA will furnish the Division of Career Education information required for supporting claims for funds and maintain the inventory records.

Date _____ Signed _____
 (Chief Administrator)

FOR STATE OFFICE USE ONLY

County District	School Number	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Expenditure	Reimbursement	State	Federal	Source	Section Code

 Program Director

 Approval Date



Application for Vocational Enhancement Grant Expenditures

Fiscal Year Ending: June 30, 2013	Vendor Code: 123-456	Local Education Agency (LEA): Any Town R-1 School District
Program Codes (Program and Type): 15-24 Enhancement Grant		Mailing Address: 999 Somewhere Street
CIP Code & Description of Program: 52.0803 Finance		City and Zip Code: Any Town, Missouri 65111
Instructor(s) Name: Susie Smith		Room/Lab Number: Computer Lab

Items Submitted For Approval

Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
		\$	\$
Equipment			
ABC Computers	35	2000	70000
XYZ Printers	8	1250	10000
Other			
ABC Software	1	14820	14820
XYZ Software	1	180	180
Curriculum			
Banking and Finance Curriculum	1	5500	5500
Business Economics Curriculum	1	500	500
Facility			
Renovation of Business laboratory		10000	10000
Total Estimated Cost		\$	111000

SAMPLE

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Career Education. The title to equipment and teaching aids is to be vested in the school district with accountability to the Division of Career Education. The LEA will follow the Division of Career Education's equipment guidelines. The LEA will furnish the Division of Career Education information required for supporting claims for funds and maintain the inventory records.

Date _____ Signed _____
 (Chief Administrator)

FOR STATE OFFICE USE ONLY

County District	School Number	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Expenditure	Reimbursement	State	Federal	Source	Section Code

 Program Director Approval Date



Reimbursement Request for Approved Vocational Enhancement Grant Expenditures

Fiscal Year Ending: June 30, 2013	Vendor Code: 123-456	Local Education Agency (LEA): Any Town R-1 School District
Program Codes (Program and Type): 15-24 Enhancement Grant		Mailing Address: 999 Somewhere Street
CIP Code & Description of Program: 01.0101 Agri. Business		City and Zip Code: Any Town, Missouri 65111
Instructor(s) Name: Jane Doe		Room/Lab Number: Room 210

Items For Which Reimbursement Is Claimed

(1) Date Purchased	(2) From Whom Purchased	(3) Description of Item (Please Attach Invoices)	(4) State Use Only	(5) Expenditure	(6) Check No.
				\$	
11-03-08	Electro Computers	18 ABC Computers		36000	1010
11-03-08	Electro Computers	5 XYZ Laser Printers		4000	1010
Other					
11-03-08	Electro Computers	18 ABC Software		4000	1010
Curriculum					
01-05-09	IML	Ag. Supp 1&2 Modules		2000	1409
SAMPLE					
TOTAL EXPENDITURE				\$ 46000	

<p>CERTIFICATION I hereby certify that the information reported herein is correct to the best of our knowledge and belief. Date: _____</p>	<p>Chief Administrator's Signature: _____</p>
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FOR STATE OFFICE USE ONLY

County District	Section Code	School Code	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Source	State	Federal	Expenditure	Reimbursement
									\$	\$	\$	\$

Approved by: _____



Reimbursement Request for Approved Career Education Expenditures

Fiscal Year Ending: June 30, 2013	Vendor Code: 123-456	Local Education Agency (LEA): Any Town R-1 School District
Program Codes (Program and Type): 15-24 Enhancement Grant	Mailing Address: 999 Somewhere Street	
CIP Code & Description of Program: 52.0803 Finance	City and Zip Code: Any Town, Missouri 65111	
Instructor(s) Name: Susie Smith	Room/Lab Number: Computer Lab	

Items For Which Reimbursement Is Claimed

(1) Date Purchased	(2) From Whom Purchased	(3) Description of Item <i>(Please Attach Invoices)</i>	(4) State Use Only	(5) Expenditure	(6) Check No.
				\$	
11-03-08	Electro Computers	35 ABC Computers		70000	1010
11-03-08	Electro Computers	8 XYZ Laser Printers		10000	1010
Other					
11-03-08	Electro Computers	1 ABC Software		14820	1010
Curriculum					
01-05-09	McGraw Hill	Business and Finance Curriculum		5500	1206
01-09-09	Icon Inc.	Business Economics Curriculum		500	1212
Facility					
11-18-08	Wilson Construction	Business Laboratory Renovation		10000	1103
TOTAL EXPENDITURE				\$ 111000	

Sample

<p>CERTIFICATION</p> <p>I hereby certify that the information reported herein is correct to the best of our knowledge and belief.</p> <p style="text-align: right;">Date: _____</p>	<p>Chief Administrator's Signature: _____</p>
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FOR STATE OFFICE USE ONLY

County District	Section Code	School Code	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Source	State	Federal	Expenditure	Reimbursement
									\$	\$	\$	\$

Approved by: _____
 Page 2 of 2

Application for Authorization of Enhancement Grant Expenditures

FV-4 INSTRUCTIONS

An original and one copy of this *Application for Authorization* is to be submitted with the application to Administration and Accountability Services. After it has been processed, a copy indicating the approved items will be returned to the LEA. The Certification Section at the bottom of this page should be completed prior to sending it to the State Office for approval. A separate *Application for Authorization* must be filed for each CIP code. If more than one FV-4 is submitted or multiple pages are needed per CIP Code, number each page on the bottom right as shown in the samples on pages 45-46. Only those items having prior approval on this application may be claimed for reimbursement.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Reimbursement Request for Approved Career Education Enhancement Grant Expenditures

FV-2 INSTRUCTIONS

Submit one (1) original of this form for each program area by CIP Code to Administration and Accountability Services, Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri 65102-0480.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Column (1) -- **Date Purchased** -- This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

Column (2) -- **From Whom Purchased** -- This is the vendor or person with whom the agreement is made.

Column (3) -- **Description of Item** -- This should be a short identifying statement of the item, service, activity, etc. Detailed descriptions, serial numbers and other information should be outlined on the invoices supporting the transaction.

Column (4) -- **State Use Only** -- Do not complete.

Column (5) -- **Expenditure** -- This is the amount paid for each item described. Show deductions on invoices for discounts, credits, and other memos. Freight costs are considered as part of the equipment expenditure. Only items approved on Form FV-4 may be reimbursed. An **equipment** item is a unit of furniture, an instrument, a machine, an apparatus or a set of articles which does not meet the criteria of being a supply. **Supplies** are those items which (1) are consumed in use; (2) lose their shape or identity with use; (3) are expendable, that is, it is more feasible to replace it than repair it; or (4) are inexpensive. Include an invoice for all items purchased. Also include all serial numbers/model numbers for equipment/items costing \$1,000 or more per unit.

Column (6) -- **Check No.** -- This is the number of the check which represents payment for each item described.

Total Expenditure -- This is the sum of all Column (5) Expenditure entries.

Criteria to Avoid Duplication Of Career Education Programming

The following criteria will be utilized by the Department of Elementary and Secondary Education, Division of Career Education, to avoid duplication of career education programming. New career education program applications will be considered a duplication when the following six (6) test situations occur among career education and/or Workforce Investment Act (WIA) programs in the same local workforce investment area.

1. The Classification of Instructional Programs (CIP) codes are identical.
2. The instructional objectives of the programs are identical.
3. The population for which the programs are intended is identical.
4. The sum of the number of individuals proposed to be trained and the number of individuals currently being trained exceeds the number of individuals available for training within a specific population.
5. The access to the programs is identical or in close geographic proximity.
6. The combined total number of potentially trained individuals available for related job placement exceeds the labor market demand within the geographic area.

Department of Elementary and Secondary Education

Standard Complaint Resolution Procedure

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education. The Department has promulgated regulations except those that have authorizing statutes or implementing regulations prescribing a separate procedure.

What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation, must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district is to be addressed to the director of the section of the Department that administers the activity, project, or program under which a law or rule application or interpretation is being questioned.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing. The decision of the Deputy Commissioner of Education is not appealable when the issue relates to state law or regulation.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, Section 76.781.

What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.