Purpose

This program is designed to recognize technology center districts that have met rigid and demanding criteria demonstrating a high level of excellence. This voluntary program (not to be confused with accreditation) provides recognition to districts with exemplary programs designed to meet a broad spectrum of community needs. Gold Star recognition will be for a period of one year and applications must be submitted each year. This award is sponsored by OATC and will be presented during a general session at the Oklahoma Summit.

Eligibility

All districts must satisfy 100% of the criteria, in each of the categories, to receive Gold Star recognition. Individual sites are not eligible for this award. To be eligible for Gold Star recognition, the technology center district must submit the completed application no later than May 1.

Evaluation of Application

Applications will be evaluated by a committee consisting of the OkACTE and ODCTE staff.

Appeals

No appeals of any form will be permitted once the application deadline has passed.

Instructions

To provide uniformity and to facilitate consistency, Gold Star applications must conform to the following guidelines:

1. Supporting information should be uploaded into the online application form below the appropriate section (not at the end of the application).

2. Pages in attachments should be numbered sequentially.

3. All answers must pertain to the standard qualification period (July 1, 2024 – June 30, 2025).

4. The technology center district superintendent must submit a signed letter confirming the completeness and accuracy of the application. This letter, along with the completed application form and supporting information, comprises the application materials.

5. Supporting information is material required by the application. Portions of the supporting information can be found in CTIMS, but the majority of the data will be used for pre-qualification and not entered into ct.YOU.

6. Should explanation beyond the scope of the application be considered necessary by the applicant, additional information must be submitted and labeled as an "Addendum to the Application." This material will not be considered as a part of the official application and may or may not be a factor in the committee's decisions. The addendum is the last question in the online application.

7. Uploaded files need to be named in the following format: Tech Center_ Attachment Q1. Example: PistolPeteTech_Attachment Q1

8. Submit completed application materials in ctYOU.org no later than May 1, 2026.

Applications are due May 1, 2026!

Program Application

Q1. Superintendent Letter

The technology center district Superintendent must submit a signed letter confirming the completeness and accuracy of the application. This letter, along with the completed online application and supporting information, comprises the application materials.

Attachment Q1. – Upload a copy of the letter signed by the superintendent.

Program Standards

Q2. Strategic Plan

Criteria: Evidence provided that the technology center has a current strategic plan that supports the strategic plan of the Oklahoma system of Career and Technology education.

Attachment Q2. – Upload a copy of the technology center's current strategic plan (to include mission, vision, goals, and action plan).

Student Services

I. State CareerTech Student Organization (CTSO) Membership
Criteria: Evidence that during the standard qualification period (July 1, 2024 – June 30, 2025), 50% of total full-time secondary students held membership in the appropriate state career and technology student organization.

Q3. BPA (Number of Student Members)

Q4. DECA (Number of Student Members)

Q5. FCCLA (Number of Student Members)

Q6. HOSA (Number of Student Members)

Q7. SkillsUSA (Number of Student Members)

Q8. TSA (Number of Student Members)

Q9. Total Number of CTSO Members

Q10. Total Number of full-time secondary students

Q11. Number of full-time secondary CTSO memberships

Q12. Percent of Full-Time Students that are members in a CTSO

Formula: Total Number of Full-Time Secondary Students with CTSO memberships (Q9) ÷ Total Number of Full-Time Secondary Students (Q10)

II. CareerTech Student Organization Participation (secondary and/or post-secondary students)

Criteria: During the standard qualification period (July 1, 2024 – June 30, 2025), evidence provided that students had actively participated in district/regional, state, and national student organization competitive events.

Q13. Number of students participating in SKILL competitions at the DISTRICT/REGIONAL level.

Q14. Number of students participating in SKILL competitions at the STATE level

Q15. Number of students participating in SKILL competitions at the NATIONAL level

Q16. Number of students participating in LEADERSHIP competitions at the DISTRICT/REGIONAL level

Q17. Number of students participating in LEADERSHIP competitions at the STATE level

Q18. Number of students participating in LEADERSHIP competitions at the NATIONAL level

III. Certified Guidance Staff for Student Recruitment, Assessment, and Advisement

Criteria: During the standard qualification period (July 1, 2024 – June 30, 2025), evidence provided that the technology center had a certified guidance counselor for student recruitment, assessment, placement, and advisement.

Q19. In the space below, type the NAME, TYPE OF CERTFICATION, CERTIFICATE NUMBER and EXPIRATION DATE for each certified guidance staff member.

Example: 1 John Smith, Certified Guidance Counselor, 1234, exp. 10/2029

Q20. – Upload a written description of the career guidance program. (250 word minimum)

IV. Technology Center Assessment Capabilities

Criteria: During the standard qualification period (July 1, 2024 – June 30, 2025), evidence provided that the technology center utilized appropriate assessments as a tool for state program enrollment. Evidence must include how the student assessment information (including an interest inventory), career plan of study, or state program framework was used as a basis for student enrollment.

Q21. Upload a written description of the assessment instruments used for state program enrollment. Include how the student assessment information (including an interest inventory), a career plan of study, or state program framework was used as a basis for student enrollment.

Communications and Marketing

I. Communications and Marketing Program/Staff Member(s)

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025), the technology center district had a communications and marketing department and employed a full-time communications and marketing specialist or had assigned those responsibilities to technology center staff person(s). The individual(s) responsible for the communications and marketing plan must have participated in the Communications and Marketing Council.

Q22. In the field below, type the name(s), percent of time assigned to communication and marketing, and whether they actively participate in the Communications and Marketing Council.

Example: Mary Jones, 80% Communications and Marketing, attended meetings (list dates), served on a committee, or how the statewide marketing campaign materials were utilized, etc.

Sending School Relationships

I. Activities for Sending Schools (virtual activities accepted)

Criteria: Evidence provided, through promotional materials, meeting minutes, sign-in sheets and/or agendas, that during the standard qualification period (July 1, 2024 – June 30, 2025) opportunities were made available to all sending schools.

Activities may include advisory committees, summer camps for teachers, in-service training, Technology Centers That Work activities, or other innovative initiatives.

Q23. Provide the number of sending schools in district.

Q24. In the space provided, list the ACTIVITIES and the NUMBERS OF SCHOOLS PARTICIPATING

Q25. – Upload meeting minutes, email communication, sign-in sheets and/or agendas. There must be evidence an activity took place and the required technology center staff were in attendance.

II. Sending Schools Superintendents

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) the technology center superintendent visited sending schools and/or attended meetings.

Q26. Upload copies of documented visits, such as email communication, minutes, sign-in sheets and agendas. There must be evidence an activity took place and the required technology center staff were in attendance.

III. Sending School Principals/Counselors

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) the technology center staff conducted at least semi-annual meetings with sending school principals and counselors.

Q27. – Upload copies of documented visits, such as email communication, sign-in sheets, minutes, and agendas. There must be evidence an activity took place and the required technology center staff were in attendance.

Professional Activities

I. Membership/Participation in OATC

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) the technology center was a paid member of OATC and had technology center board member participation in CareerTech activities. (Activities to include OATC, OkACTE, ACTE and ODCTE sponsored meetings including Oklahoma Summit).

Q28. – Upload a document that lists functions, date, and board member present

II. Membership in OkACTE/ACTE

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) at least 95% of the technology center's administrative and professional staff were members of ACTE, OkACTE, and their appropriate divisions. (Personnel who were employed after August 1 should not be included in the percentage)

Q29. – Upload a letter from OkACTE/ACTE stating that at least 95% of the technology center's administrative and professional staff are members (only staff hired prior to August 1).

III. Attendance at Technology Center Superintendent's Meetings

Criteria: The superintendent/designee must attend all the sessions at each of the meetings (consideration will be given for extenuating circumstances).

Q30. – Upload a list of the monthly meetings and who from the technology center attended each meeting.

Business & Industry Services/Workforce & Economic Development

I. Industry and Adult Training

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) the technology center BIS/WED Division employed at least one certified (or currently enrolled) BIS/WED coordinator to provide the industry and adult training programs needed by the local area and produced a minimum of 2,520 BIS clock hours, excluding programs that do not qualify for state reimbursement.

Q31. Provide the name of at least one BIS/WED industry training coordinator:

Q32. Provide the name of at least one BIS/WED adult training coordinator:

Q33. Upload documentation verifying minimum BIS/WED clock hours.

II. Commitment to Serve Business and Industry

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) the technology center had a commitment to serve business and industry by providing a minimum of eight (8) of the following categories of programs and service areas:

Self-Employment	Adult and Career Development
Safety Training	Government Entity Training
Coordination of Programs/Services with Community-Based Organizations	Agriculture/Entrepreneurial Development Training or Services
Management Development Training	Apprenticeships
CEO/Executive Network	Volunteer Firefighter Training
Rural or Metropolitan Economic Development Program	Training for Industry Growth (TIG)
Training and/or Services for Military Establishments Located in the Technology Center District	Initiatives to Meet the Unique Needs of a Segment of the Workforce in the Technology Center District
Training for Industry Program (TIP)	Incubator Training and Services
Customized/Industry Specific Training	OKApex

Q34. – Upload a detailed (250 word minimum) artifact or success story for each service/program for a minimum total of eight pages.

Special Initiatives

I. Services for Special Initiatives or Constituency Needs

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) the technology center sought to serve special initiatives or provided additional services sensitive to needs of its constituency by providing a minimum of three (3) examples.

Q35. – Upload a detailed one-page (250 word minimum) description, artifact or success story for at least three (3) services/programs offered (for a minimum total of three (3) pages).

II. Innovative Initiatives Involvement

Criteria: Evidence provided that during the standard qualification period (July 1, 2024 – June 30, 2025) the technology center engaged in an intentional strategy for improving students' academic knowledge, technical skills and opportunities.

Q36. – Upload a detailed (250 word minimum) one-page description, artifact, or success story on how your technology center is involved in at least two qualifying activities.

Addendum to the Application

Q37. - Additional information beyond the scope of the application considered necessary by the applicant. This material will not be considered as a part of the official application and may or may not be a factor in the committee's decisions. All information must be labeled as "Addendum to the Application."