



OKLAHOMA
CareerTech

BMITE Business, Marketing and
Information Technology Education



BMITE

QUALITY PROGRAM

PLAYBOOK

TABLE OF CONTENTS



1. **Vocabulary Index**
2. **BMITE Important Dates**
3. **Quick Start Checklist**
4. **Introduction and Purpose**
5. **Teaching Certification Options**
6. **BMITE Program Benefits**
 1. 412 Program Funding
 2. Teacher Salary Supplement
 3. Lottery Grants
 4. ctYou.org Teacher Resources
 5. Professional Development
 6. Program Regions, Clusters, and Specialists
7. **BMITE Program Requirements**
 1. Oklahoma Summit
 2. BPA or DECA Involvement
 3. CTIMS Reports
 4. Advisory Committee
8. **BMITE CTSO Requirements**
 1. BPA vs. DECA
 2. Membership & Registration
 3. Conferences
 4. Officer Teams
 5. Program of Work
 6. Meetings
9. **Instruction and Training**
 1. Program Strategic Plan
 2. Class Schedule
 3. Course/Program Information
 4. ctYou.org
 5. Instructional Materials
10. **Work Based Learning**
 1. Determining WBL Activities
 2. What is WBL
 3. Express WBL Partnership
 4. Contact Information
11. **Testing & Certification Requirements**
 1. Testing Requirements
 2. ODCTE Exams
 3. Badging
12. **Evaluations**
 1. ctYou Login
 2. Sample Evidence
 3. Uploading Documents
 4. In-Person Visits
 5. Probation
 6. Simplifying my 5-Year Evaluation



Vocabulary INDEX

412 Report – Comprehensive school incentive money report. Monies can vary from year to year.

Affiliation Fee - \$400 per school for CTSO membership dues for 20 students and may be paid out of 412 program money.

BPA - Business Professionals of America is the student organization that is aligned to business management and IT education

CDC - Career Development Conference, the state conference for DECA students held in February.

CESI – Computer Enrollment System for Instructors to report enrollment for comprehensive school students. This report shows the type of students that are enrolled in your program.

CTSO - CareerTech Student Organization

DECA - Student organization aligned to marketing education

FLC – Fall Leadership Conference

ICDC - International Career Development Conference, the international conference for DECA students held in April.

Monday Madness – Weekly communication from the BMITE office. Be sure you are receiving this email each Monday. It has very important information and resources for teachers.

ODCTE – Oklahoma Department of Career and Technology Education

OK Summit – This conference is the major professional development activity for Oklahoma CareerTech teachers, counselors, administrators and state staff. Participants will learn innovative technical and instructional skills. They will also have the opportunity to network with and learn from their counterparts throughout the state. This is a required conference for all CTE teachers.

Program of Work - Calendar with events you have planned for the year (monthly meetings, community service, fundraisers, Projects, recruitment, FLC, CDC/SLC, CTSO activities, etc.)

Requisition – Request to encumber funds, finance should then prepare a PO. Do not order anything without a PO.

Salary and Teaching Report - It is crucial that every comprehensive school CareerTech teacher (or his/her designee) complete this form timely and accurately to assist in timely payments being sent to the schools on a quarterly basis.

SLC - State Leadership Conference, the state conference for BPA students held in March.

Syllabi – lists objectives, course number, if OHLAP approved, prerequisites, competencies, recognized course textbooks, and instructional resources.

Testing Liaison – Person at your school (i.e., counselor, principal), who will test your students. This person must be trained and sign a confidentiality agreement. Please contact the Testing Division at cttc@careertech.ok.gov with questions about who your testing liaison is or how to train to become a testing liaison.



BMITE IMPORTANT DATES

AUGUST	
08/15/24	BPA/DECA Fall Leadership Conference Registration Opens
08/28/24	DECA Advisor Meeting & Development, ODCTE - Stillwater
08/30/24	BPA Advisor Meeting & Development, Meridian South Campus - Guthrie
SEPTEMBER	
09/01/24	(K12) 412 Detailed Expenditure Report for prior year due (2022-23)
09/11/24	BPA & DECA Dodger's Career Day
09/13/24	Fall Leadership Conference Registration Closes/ Statement of Assurance Due
09/18/24	BPA & DECA Trading Pin Design Contest Entries Due
09/20/24	Deadline for Fall Leadership Conference Registration Refund Requests
09/30/24	(K12) Salary & Teaching Schedule Due
09/30/24 - 10/04/24	BPA Quality Chapter Tour
OCTOBER	
10/01/24	(K12) Follow-Up Collection Opens
10/10/24	Final Day for BPA Chain of Love Donation Commitment Submission
10/15/24	Tech Center 1st Quarter-State Program Enrollments Due
10/20/24	DECA Aim for Glass Competition Intro Camp
10/21/24	BPA/DECA Fall Leadership Conference – Embassy Suites, Norman
10/31/24	(K12) CESI Report Due
NOVEMBER	
11/15/24	BPA Advisor SLC Prep Bootcamp (Professional Development for Advisors)
11/20/24	DECA State Career Development Conference (CDC) Registration Opens
11/20/24	OKACTE BMITE Officer Meeting 1:00 p.m. – 4:00 p.m., ODCTE, Tuttle Seminar Center
11/21/24	FLC Final Payment Deadline
11/30/24	(K12) Follow-Up Collection Closes
DECEMBER	
12/01/24	DECA State Executive Council Applications Due
12/01/24	BPA State Executive Council Applications Due
12/04/24	DECA State Executive Council Screening
12/06/24	BPA State Executive Council Screening
12/16/24	DECA CDC Registration Closes
12/23/24	Deadline for DECA CDC Registration Refund Requests
JANUARY	
01/06/25	BPA State Leadership Conference (SLC) Registration Opens
01/15/25	Tech Center 2nd Quarter-State Program Enrollments Due
01/06/25	DECA CDC Online Testing Opens
01/17/25	DECA CDC Online Testing Closes – 5:00 p.m. & Written Event Submissions due by 5:00 p.m.
01/17/25	BPA SLC Registration Closes
01/20/25	BPA Online Testing Opens: Middle Level , Secondary , Post-Secondary
01/20/25	DECA Recognition Awards Submission Deadline
01/24/25	Deadline for BPA SLC Registration Refund Requests
01/24/25	DECA Aim for Glass Pre-CDC Champ Camp – ODCTE
01/24/25	DECA Chapter Diamond Program Submissions Due
01/30/25	Collegiate DECA Competition Day - ODCTE

BMITE IMPORTANT DATES

FEBRUARY	
02/03/25	BPA SLC Online Testing Closes – 5:00 p.m. & Pre-Submit Events Due by 5:00 p.m.
02/05/25 - 2/07/25	DECA Career Development Conference (CDC) – OKC & Midwest City
02/07/25	BPA Recognition Awards/Scholarship Submission Deadline
02/13/25	BPA Statesmen Torch , Quality Chapter & BPA Cares Deadline
02/17/25	Gina Hubbard Scholarship Applications Due
02/19/25	BPA Star Chapter Program Submissions Due
02/21/25	BPA Mid-Level SLC Competition Day, ODCTE
MARCH	
03/01/25	Technology Lottery Grant Applications Due
03/03/25 - 3/05/25	BPA State Leadership Conference, Hyatt Regency - Tulsa
03/06/25	CDC Final Payment Deadline
03/10/25	ICDC Registration Deadline
03/14/25	ICDC Final Payment Deadline
03/22/25	Dean Denton Scholarship Applications Due
TBD	BMITE Day at the Capitol (BPA & DECA Chapters Welcome)
APRIL	
04/05/25 - 04/08/25	Collegiate DECA ICDC, San Francisco, CA
04/10/25	OKACTE BMITE Officer Meeting 1:00 p.m. - 4:00 p.m., ODCTE, Tuttle Seminar Center
04/10/25	BMITE Advisory Committee Meeting 9:00 a.m. – 12:00 p.m. ODCTE
04/11/25	DECA Aim for Glass Pre-ICDC Champ Camp
04/15/25	Tech Center 3rd Quarter-State Program Enrollments Due
04/16/25	BPA Winner’s Workshop, ODCTE
04/26/25 - 04/29/25	DECA International Career Development Conference (ICDC) – Orlando, FL
MAY	
05/07/25 - 05/11/25	BPA National Leadership Conference (NLC) – Orlando, FL
05/31/25	K12 Final Date for CESI Submission
JUNE	
06/01/25 - 06/03/25	BPA Chapter Officer Readiness Experience (CORE) Camp
JULY	
07/15/25	Tech Center 4th Quarter-State Program Enrollments Due
07/15/25 - 07/17/25	BMITE New Teacher Academy – Meridian Technology Center - Guthrie, OK
07/22/25 - 07/25/25	DECA Aim for Glass Summer Camp
AUGUST	
07/31/25 - 08/01/25	OK Summit – All CareerTech instructors are required to attend both days.

****Dates are subject to change****

QUICKSTART CHECKLIST

AUGUST

- Attend Oklahoma Summit day 1 and 2.
- BPA/DECA Fall Leadership Conference registration opens (Required for DECA)
- Decide how you will communicate with students and parents and get things set up to do so (Remind, LMS, etc...)
- Plan some type of informative meeting (current members and recruitment) for the beginning of the year.
- Elect officer / Leadership Team
- Prepare list of officers (BPA) or Leadership Team (DECA)
- Prepare a program of work (monthly plan)
- Open PO with school for membership dues.
- BPA Membership Portal [BPA National Membership Administration](#)
 - 412 money covers \$800 worth of student membership dues and should be used.
- DECA Membership Portal [DECA National Administration \(decaregistration.com\)](#)
 - 412 money covers \$400 worth of student membership dues and should be used.
- DECA advisor training
- BPA advisor training



SEPTEMBER

- 412 detailed expenditure report for prior year due 9/1 to be emailed to your program specialist.
- Fall Leadership Conference registration closes, and Statement of Assurance is due to James Gordon
- BPA/DECA Dodger's Career Day
- BPA/DECA designs due to Paxton Cavin
- DEADLINE for Fall Leadership Conference registration refund requests.
- Arrange transportation for FLC.
- Host monthly meeting-Create agenda and save in folder-Take minutes at meeting and save in folder.
- Have all members sign Code of Conduct form.
- Participate in the BPA/DECA pin design for FLC.
- Ensure Officer / Leadership team has completed program of work (monthly plan for year)
- Begin preparing for competitive events with students.
- K-12 Salary and Teaching Report in [CTIMS](#)
- Collect follow-up information from last year's seniors.
- Collect contact information from this year's seniors. This will allow you to contact these students next year for your follow-up report.
 - Name, cell, email, parent/guardian cell & email, current employment, plans for school, certification test completed.
- Form Advisory Committee and schedule meeting.
 - Members should include industry partners, administration, former and current students, and a representative from your technology center/community college.
 - Members should approve the program strategic plan and offer input on the status.
 - Technology Centers have two mtgs/yr.; K12 Comprehensive Schools have one mtg/yr.

OCTOBER

- DECA Competition Camp
- 10/21 BPA/DECA Fall Leadership Conference at Embassy Suites in Norman
- Host monthly meeting-Create agenda and save in folder-Take minutes at meeting and save in folder.
- Have all members sign Code of Conduct form (if they have not already)
- K-12 CESI report due in [CTIMS](#)



NOVEMBER

K-12 follow-up report due in [CTIMS](#)

BPA Duties:

- Host monthly meeting. Create agenda and save in folder. Take minutes at meeting and save in folder.
- Do you have more students to get registered? (PO must be in place)
- Continue preparing for competitive events with students.
- Submit testing liaison information: [\(OK BPA Website\)](#)
- BPA T-Shirt design contest design
- Requisition for SLC registration
- Talk to students about becoming a state officer.
- BPA SLC Prep Bootcamp (Professional Development for Advisors)

DECA Duties:

- Host monthly meeting-Create agenda and save in folder. Take minutes at meeting and save in folder.
- Do you have more students to get registered? (PO must be in place)
- Continue preparing for competitive events with students.
- Submit testing liaison information. [\(OK DECA Website\)](#)
- Celebrate DECA Month!
- Complete requisition for DECA CDC, hotel, meals. Remember membership dues must be received by nationals before students can be registered for DECA CDC.
- Arrange travel for CDC.
- DECA Global Entrepreneurship Week campaign
- Talk to students about becoming a state officer.

DECEMBER

- Host monthly meeting.
 - Create agenda and save in folder.
 - Take minutes at meeting and save in folder.
- DECA State Executive Council applications
- BPA State Executive Council applications
- DECA State Executive Council screening
- BPA State Executive Council screening
- DECA Pre-CDC Champ Camp

half way through the year!

JANUARY

- Host monthly meeting.
 - Create agenda and save in folder.
 - Take minutes at meeting and save in folder.
- DECA Recognition Awards submission deadline
- DECA State Career Development Conference registration opens.
- BPA State Leadership Conference registration opens.
- DECA CDC online testing opens.
- BPA online testing opens.
- DECA CDC registration closes.
- BPA SLC registration closes.
- DEADLINE for DECA CDC registration refund requests
- DEADLINE for BPA SLC registration refund requests
- DECA CDC online testing closes
- DECA Chapter Diamond Program submissions due

FEBRUARY

- Celebrate CTE Month
- Host monthly meeting.
- Host advisory meeting.
- BPA SLC online testing closes
- DECA Chapter Diamond Program submissions due
- BPA Recognition Awards/Scholarship submission deadline
- DECA Career Development Conference (CDC) – Metro Tech
- BPA Statesman Torch, Quality Chapter, & BPA Cares deadline
- Gina Hubbard scholarship applications due
- BPA Star Chapter Program Submissions due
- BPA Mid-Level SLC competition day
- Complete Requisition for ICDC: travel and hotel
- Plan for ICDC



MARCH

- Check with financial person to ensure 412 is being spent.
- Technology Lottery Grant applications due
- BPA State Leadership Conference at Hyatt Regency in Tulsa
- Dean Denton Scholarship applications due
- BMITE Day at the Capitol
- DECA Pre-ICDC Champ Camp
- Hold advisory meeting.
- Host monthly meeting.

APRIL

- Test students using approved certification from BMITE syllabi.
- BPA Winner's Workshop
- Host monthly meeting.
- BPA register for NLC.
- BPA review dress code to ensure all members have what they need.
- BMITE advisory committee meeting attendance encouraged.
- DECA Collegiate International Career Development Conference in San Francisco, CA
- DECA High School International Career Development Conference in Orlando, FL

MAY

- BPA National Leadership Conference in Orlando, FL
- Submit requisition P.O. for Oklahoma Summit (Date July 1)
 - Hotel
 - Registration (Conference Fee Only)
 - Food
 - Parking
- Register for Oklahoma Summit
- Submit fundraisers for approval by board for following calendar year - dates vary for each district.
- Host monthly meeting.
- BPA/DECA duties:
 - Select new chapter leadership team members.
 - Evaluate year with leadership team.
 - Awards ceremony: present awards to all members from the year.
 - Officer installation if chosen in May.

JUNE

- Make sure you have spent all your 412 funds by June 30th.

JULY

- Register for Oklahoma Summit
- BMITE New Teacher Academy
- Add CTSO activities and dates on school calendar (Important Dates)
- Prepare budget for year (FLC, State Conference, Nationals, etc.)
- Plan fundraising activities
- Update 3-year strategic plan.
- Download BMITE syllabi and personalize.

**ENJOY THE
SUMMER**





INTRODUCTION

We would like to welcome you to the Business, Marketing, and Information Technology Division where our mission is to inspire and support educators and students. We greatly appreciate and value each of our educators, as you serve as the backbone of our division. The countless hours you dedicate to this profession and unwavering commitment to maximizing student success is remarkable.

For more than 100 years, Oklahoma CareerTech has been connecting students and businesses with training opportunities that help Oklahomans find rewarding careers and support Oklahoma industries. Our goal is to develop a world-class workforce for Oklahoma employers and prepare Oklahomans to succeed in the workplace, in education and in life.

The BMITE division currently serves more than 300 comprehensive high school programs, and more than 140 technology center programs across 55 campuses. Additionally, our division also manages BPA and DECA, which are co-curricular CTSOs. Our BITE programs are aligned to BPA and our marketing programs are aligned to DECA. These CTSOs are intended to co-curricular and enhance student leadership and personal development, which ultimately maximizes the long-term success for students.

The purpose of this BMITE playbook is to provide you with important information that will help you build and maintain a quality BMITE program. Our hope is that this publication can help answer any questions you may have regarding 412 funds, available resources, certification options, CTSO involvement, and so much more.

Should you have any questions or need assistance, please do not hesitate to contact our office at (405) 743-5119.

TEACHING CERTIFICATION OPTIONS



Comprehensive K12 Programs:

All CareerTech teachers teaching a program with secondary students must have an appropriate teaching certificate issued by the teacher certification division of the Oklahoma State Department of Education.

A provisional teacher certification is needed for individuals who are not already appropriately certified and have accepted a position as a full-time teacher in a full-time CareerTech program. The provisional certification will allow a teacher to work through the requirements for a standard certificate. To qualify for the provisional teacher certification, individuals must have at least two years of full-time work/industry experience in the subject area that they have been employed to teach. Additionally, these individuals will have to apply for the Alternative Placement Program with the Oklahoma State Department of Education – Teacher Certification.

A provisional certification through CareerTech Teacher Certification is preferred over an emergency certification through the State Department of Education. This will ensure that the correct certification area is selected based on what you are teaching. Also, the provisional certification can be renewed by CareerTech, if all requirements are met, while the teacher works through the Alternative Placement Program.

Technology Center Programs:

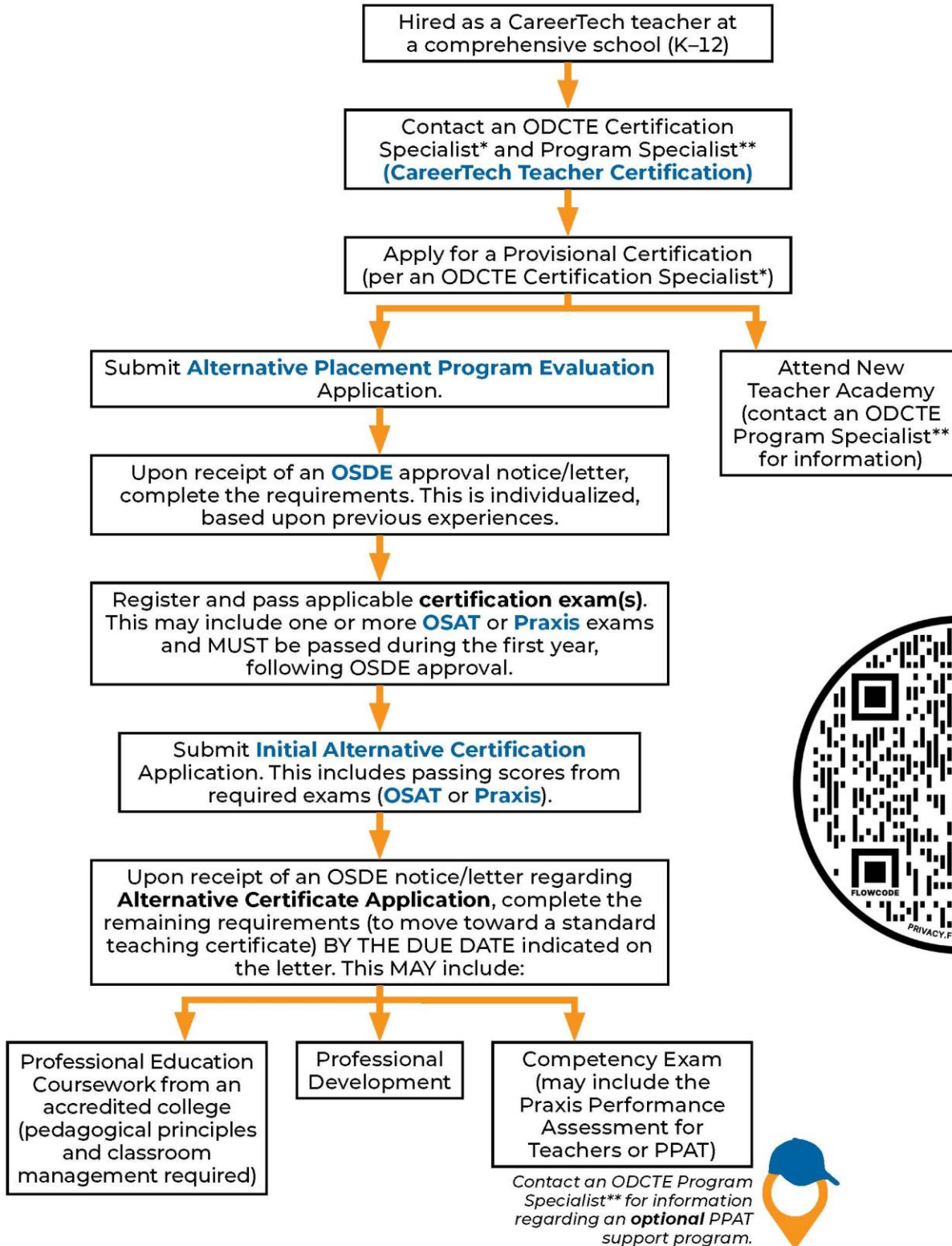
For technology center instructors, the path to a standard teaching certification is the Technology Center Certificate program.

A provisional teacher certification may be required while an instructor is working toward the requirements for the Technology Center Certificate. Recommendation for the Technology Center Certificate is available to full-time instructors at technology centers that have an associate degree or higher, from a regionally accredited university. The requirements for a Technology Center Certificate include:

- Official transcript with date conferred for associate's degree or higher, from a regionally accredited university
- Occupational competency or subject area exam
- Completion of divisional New Teacher Academy
- 15 credit hours in professional education courses and/or 225 approved ODCTE professional development clock hours

Every situation is a little bit different. Fortunately for all inspiring CareerTech educators, we have a dedicated Certification Specialist at our agency that is willing to assist and create a plan for you to get certified. Her name is Laurie Richison and she can be reached at (405) 743-5482 or laurie.richison@careertech.ok.gov.

ALTERNATIVE CERTIFICATION PATH K-12 CAREERTECH TEACHER



CONTACTS

*ODCTE Certification Specialist . . . Laurie Richison 405-743-5482laurie.richison@careertech.ok.gov

**ODCTE Program Specialists by occupational division

Agriculture Education	Hanna Brown	405-743-5488	hanna.brown@careertech.ok.gov
Family & Consumer Sciences	Holly Hanan Pgm Mgr	405-743-5465	holly.hanan@careertech.ok.gov
Health	Gilda Austin	405-743-6877	gilda.austin@careertech.ok.gov
BMITE	Mark Burch Pgm Mgr	405-743-5121	mark.burch@careertech.ok.gov
STEM	Kelli Carnes	405-743-5442	kelli.carnes@careertech.ok.gov
Trade & Industrial	Greg Neely	405-743-5147	greg.neely@careertech.ok.gov



BMITE PROGRAM

Benefits

K-12 412 Program Funding (\$13,000 – Full Time BITE; \$8,000 Full Time ME)

Follow this link to learn more: [K12 Program Incentive Money \(412\) Guidelines](#)

K-12 Teacher Salary Supplement (\$2,200 – Full Time BITE & ME)

Lottery Grants Lottery Grants Grant Applications (open January each year and close March each year). <https://oklahoma.gov/careertech/educators/funding-and-grants.html>

- a. K12 Grants
 - Letter of support and sustainability
 - Request for proposal
 - Budget request
 - Requested supplemental documentation.
- b. Technology Center Grants
 - Competitive
 - Non-Competitive

ctYou.org Teacher Resources

- a. To request access, email your program specialist or James Gordon (james.gordon@careertech.ok.gov)
- b. Once you are given access to ctYou, you will also be given access to resources which includes:

<ul style="list-style-type: none">• Syllabi• Testing guides• Important dates• New teacher Information• BMITE monthly action items	<ul style="list-style-type: none">• ICAP information• Reporting Requirements• Program evaluation information (K-12 5-year evaluations & technology center accreditations)	<ul style="list-style-type: none">• Classroom resources• Oklahoma Summit information• BPA practice exams• Copies of all Monday Madness newsletters
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Professional Development – We have several opportunities for PD throughout the year including:

- New Teacher Academy
 - 2nd Week in July
 - Required for all NEW BMITE teachers who have not previously attended NTA

- Oklahoma Summit
 - The first two business days of August
 - Required for all CTE educators
 - Many helpful breakout sessions throughout the conference

- BPA/DECA Advisor Meeting & Development
 1. Available for all BPA/DECA advisors
 2. End of August/first of September
 3. Receive resources and guidance for CTSO activities throughout the year.

Program Regions, Clusters, and Specialists

- Region 1 & 3 – **Kylie Moulton, MBA**
 - Business Management and Administration Cluster Lead
 - Kylie.moulton@careertech.ok.gov

- Region 2 – **Kyla Hensley, M.S.**
 - IT Cluster Lead
 - Kyla.hensley@careertech.ok.gov

- Region 3 – **Jake Phillips, M.Ed.**
 - Finance Cluster Lead and Marketing Cluster Lead
 - Jake.phillips@careertech.ok.gov

- Region 4 – **Ronda Hill, M.Ed.**
 - IT/Web and Digital Communications Cluster Lead
 - Ronda.hill@careertech.ok.gov

BMITE PROGRAM

— Requirements —

Oklahoma Summit

All BMITE teachers are required to attend both days of Oklahoma Summit every year. Teachers are allowed to use 412 money for registration, travel, lodging, and meals for this event. Teachers are not allowed to use 412 money for membership fees or dues.

CTSO Involvement

- All BMITE programs are **required** to **actively** participate in either BPA (BITE programs) or DECA (marketing programs).
- This includes advisor and student participation at both FLC and CDC for DECA. For BPA, this includes advisor and student participation at either FLC or SLC.
- To be considered active, competing at either CDC or SLC is highly encouraged as well.
- Every funded program is allowed to use a portion of 412 money to pay for registration of members and advisors. It is expected for this to be used every year.

CTIMS Reports

- All K12 BMITE programs are required to submit a 412 detailed expenditure report, salary and teaching schedule report, CESI report, and a follow-up report annually.
- 412 detailed expenditure report is due **every year on September 1st**. This report comes from your school or district financial manager usually. For BITE programs, all 412 expenditures should be coded 316. All ME programs 412 expenditures should be coded 312. It is expected that 90% of funds are utilized every year.
- Salary and teaching report is due **every year on September 30th**. This report is completed in the CareerTech CTIMS system. On this report, you will fill out the information for your teaching certificate, years of service, full breakdown of your salary information, the days your school is in session, the number of students in each grade you teach, the number of

students in each class, your **entire** schedule including planning period, lunch, and any other periods or sections you are assigned.

- CESI report is due **every year on October 31st**. This report is done in CTIMS as well. This is a report of your student's demographic information. In some districts this report is handled by the CTE director.
- Follow-up report is due **every year on November 30th**. Again, this report is compiled in CTIMS. This is a report of information gathered about your graduating seniors from the previous school year.

Advisory Committee

The advisory committee provides a link between the school and advisory the industry and can advise on the many facets of a career and technology education program. An advisory committee has no administrative authorities and is not created to usurp the authority of boards of education and administrative staffs. Whether such groups are called commissions, councils, boards, or committees, it is important to remember that they serve in the advisory capacity.

[Click here to view the Advisory Committee Handbook.](#)

Please Note: All of these reports are very important as are the due dates. This is a portion of five-year evaluations, a component of lottery grant applications, and are vital to continuous funding.





BPA or DECA?

- **BPA** is the student organization associated with BITE programs.
- **DECA** is the student organization associated with Marketing programs.

Both organizations are co-curricular meaning that they are meant to be integrated into your classes and can be used to supplement curriculum.



Membership & Registration

Each program is required to register students and advisors as members into their BPA or DECA chapter. Registered members can participate in conferences, competitions, and gain access to valuable resources through BPA and DECA at a national level.

To register for membership, advisors should visit the registration portal linked below for each specific CTSO. If you need to lookup your login information, please email Paxton Cavin (Paxton.cavin@careertech.ok.gov) or your regional program specialist. If you are an advisor of multiple chapters at your school, you will have a separate login for each division's chapter.

BPA Membership Site: <https://register.bpa.org/>

DECA Membership Site: <https://membership.decaregistration.com/deca>

Cost of Membership

- Membership dues (state and national) are \$20 per person, this includes advisors, students, and professional members.
- BMITE programs receiving funding can use a portion of their funds towards student memberships. This is referred to as "chapter affiliation". This applies to programs that are 50% funded or 100% funded.
 - Each funded BITE program (each PID) may spend \$800 towards student memberships.
 - Each funded Marketing program (each PID) may spend \$400 towards student memberships.
- It is the responsibility of the chapter advisor(s) to add students to the membership portal, submit students for registration, and follow the proper processes to make sure all invoices are paid.
- Membership dues are not paid to Oklahoma BPA or Oklahoma DECA – **please send ALL membership payments to National BPA or DECA Inc.**





Conferences: BPA

Requirements: BITE/BPA advisors are required to attend Fall Leadership Conference and/or State Leadership Conference. Each program must attend at least one state conference.

Fall Leadership Conference (FLC) is a one-day leadership conference available for any registered BPA member to attend. The conference consists of a variety of workshops to choose from, a keynote speaker, and community service.

- Location: Embassy Suites – Norman
- Date: October 21, 2024
- Link to conference information: <https://bpaok.org/fall-leadership-conference/>
- Link to register: <https://www.registermychapter.com/bpa/OK-FLC>
 - Registration will open on August 15, 2024
 - Registration will close on September 13, 2024

State Leadership Conference (SLC) is a three-day state competition and leadership conference available for any registered BPA member to attend. The conference consists of state competitive events for secondary and post-secondary members, workshops, a keynote speaker, state officer elections, chapter recognition awards, and a grand awards session.

- Location: Hyatt Regency – Downtown Tulsa
- Date: March 3-5, 2025
- Link to conference information: <https://bpaok.org/slc/>
- Link to register: <https://www.registermychapter.com/bpa/OK/>
 - Registration will open on January 6, 2025
 - Registration will close on January 17, 2025

Middle Level Competition Day is a one-day state competition and leadership conference available for any registered middle level (7th and 8th grade) BPA member to attend. The conference consists of state competitive events for middle level members, workshops, and a keynote speaker. Middle Level chapter and member awards are presented at the grand awards session at SLC. There is no extra cost for middle level participants to attend SLC in Tulsa, it is included in the registration fee below.

- Location: ODCTE – Stillwater
- Date: February 21, 2025
- Link to conference information: <https://bpaok.org/slc/>
- Link to register: <https://www.registermychapter.com/bpa/OK/>
 - Registration will open on January 6, 2025
 - Registration will close on January 17, 2025

National Leadership Conference (NLC) is a five-day national competition and leadership conference available for any registered BPA member to attend. The conference consists of national competitive events for all members, workshops, a keynote speaker, chapter recognition awards, special events, tours, industry certifications, and a grand awards session.

- Location: Orlando, FL
- Date: May 7-11, 2025
- Link to conference information: <https://bpa.org/nlc/>
- Link to register: <https://register.bpa.org/>



Conferences: DECA

Requirements: ME/DECA Advisors are required to attend Fall Leadership Conference and the Career Development Conference. Each program must attend both state conferences.

Fall Leadership Conference (FLC) is a one-day leadership conference available for any registered DECA member to attend. The conference consists of a variety of workshops to choose from, a keynote speaker, and community service.

- Location: Embassy Suites – Norman
- Date: October 21, 2024
- Link to conference information: <https://decaok.org/fall-leadership-conference/>
- Link to register: <https://www.decaregistration.com/ok-flc>
 - Registration will open on August 15, 2024
 - Registration will close on September 13, 2024



Career Development Conference (CDC) is a three-day state competition and leadership conference available for any registered DECA member to attend. The conference consists of state competitive events for high school members, workshops, a keynote speaker, state officer elections, chapter recognition awards, and a grand awards session.

- Location: Metro Technology Center – OKC | Rose State College – Midwest City
- Date: February 5-7, 2025
- Link to conference information: <https://decaok.org/career-development-conference/>
- Link to register: <https://www.decaregistration.com/ok>
 - Registration will open on November 20, 2024
 - Registration will close on December 16, 2024

Collegiate DECA Competition Day is a one-day state competition and leadership conference available for any registered Collegiate DECA member to attend. The conference consists of state competitive events for collegiate members, workshops, and a keynote speaker. Collegiate awards are presented at the grand awards session at the Career Development Conference.

- Location: ODCTE – Stillwater
- Date: January 30, 2025
- Link to conference information: <https://decaok.org/career-development-conference/>
- Link to register: <https://www.decaregistration.com/ok-collegiate>
 - Registration will open on January 6, 2025
 - Registration will close on January 17, 2025



International Career Development Conference (ICDC) is a four-day international competition and leadership conference available for any qualifying DECA member to attend. The conference consists of international competitive events, workshops, a keynote speaker, chapter recognition awards, special events, tours, and a grand awards session.

- Location: Orlando, FL
- Date: April 26-29, 2025
- Link to conference information: <https://www.deca.org/conferences/icdc>
- Link to register: <https://www.decaregistration.com/ok-icdc>

Collegiate International Career Development Conference (CICDC) is a four-day international competition and leadership conference available for any qualifying Collegiate DECA member to attend. The conference consists of international competitive events, workshops, a keynote speaker, chapter recognition awards, and a grand awards session.



- Location: San Francisco, CA
- Date: April 5-8, 2025
- Link to conference information: <https://www.deca.org/conferences/cicdc>
- Link to register: <https://www.deca.org/conferences/cicdc>



Officer Teams

Each chapter is required to elect chapter officers. This can be done in a variety of ways and can be customized to what makes the best sense for each chapter. We recommend that each chapter has an odd number of officers and at the very least has the three following:

- President – creates agendas and runs the chapter meetings
- Vice President – assists in chapter activities
- Secretary (or a position that fulfills the role of secretary) – takes roll call and completes minutes for a record of each chapter meeting

Some chapters have large officer teams and some keep them small. The officer titles and duties can be customized by the chapter advisor.

Officer elections should be held in the spring for the upcoming school year or at the start of school in August/September each year.

Program of Work

A “Program of Work” can be thought of as a goal calendar for the school year. We recommend hosting a planning session for your officer team to come up with the activities, community outreach, fundraisers, and other chapter events that they would like to pursue during the school year. Once a list has been created, start creating a calendar – it can be digital, paper, small, large...whatever works best for your group. Try to complete this no later than the end of October.

1. Add every conference and already scheduled event to the calendar.
2. Add your officer meetings and chapter meeting to the calendar.
3. Now start to add in the items from your planning session, finding where they might fit best.

Keep in mind that this is a calendar of goals to help keep your chapter on track for the year. If you happen to miss something or are not able to make the event happen, try to reschedule or work it into the next year if it is important. You might not complete everything on the calendar and that is alright.

Note: The BMITE office is happy to look over your program of work, but you are NOT required to turn it in on a yearly basis. Save the file and/or take photos of the program of work for evaluation purposes.

Meetings

Like your officer team, chapter meetings can be customized to work for your school. Each chapter is responsible to hold at least one chapter meeting each month during the school year. The chapter president will preside over the chapter meetings. It is our recommendation that officer teams should meet separately prior to the chapter meetings to prepare for the chapter meeting.

Your school's policies and schedule will most likely play a role in determining when your chapter is able to meet. Some chapters meet before school, during lunch, during a designated club meeting/plan time, after school, during class...etc.

Depending on your agenda, the meeting may last half an hour or may take longer, depending on your team and what might be happening in your chapter throughout the year. Save your agendas to upload for your evaluation.

What items might be on a chapter meeting agenda? (examples – not a complete list)

- Membership recruitment and information
- Social event planning
- Fundraiser planning
- Conference plans and information
- Competition planning and preparation
- Treasurer reports
- Community service activities
- Officer elections
- Leadership activities





Program Strategic Plan

- A three-year strategic plan for your program is vital to ensuring that your program grows and evolves over time.
- Develop a stronger overall team.
- Strengthen relationships with underserved communities and businesses.
- Continuous improvement of customer service efforts
- Ongoing communication and evaluation of district goals and objectives
- Improve internal communications.
- Continue to improve quality of staff through training.
- Continual assessment and alignment of program curriculum and technology
 - An example of a solid three-year program strategic plan can be found by [clicking here](#) and accessing it through your ctYOU account.

Class Schedule

- It is very important to have a posted class schedule with the following information:
 - Listing of all hours including planning.
 - Room number
 - Teacher name
 - Course names
 - CTSO logo
- Remember for full-time programs, all courses must be BMITE with exception of one planning period. Half-time programs must teach at least half of their hours as BMITE courses, for example a seven-hour day would be at least four BMITE classes.



Course/Program Information

- Syllabi
 - [Click Here](#) for a database of all approved syllabi for BMITE Courses in ctYOU.
 - Each course taught should use the standards listed in the approved syllabi.
 - Syllabi are customizable to your school, feel free to change anything to your liking with exception to the standards. The standards can be taught in any order you would like but must all be covered.
- Classroom policies, procedures, and grading policy
 - These can be included either in your syllabus or as a separate handbook.
 - Every student should receive these and sign that they have read and understand the policies, procedures, and grading policy.
- Safety test
 - Every student in your class must take and pass a safety unit with 100% accuracy.
 - Results need to be saved in a spreadsheet for both your use, and for five-year evaluation purposes.
 - Safety unit/test can be found on ctYOU.org.

ctYOU.org

- Login information for ctYOU.org will come from your program specialist.
- ctYOU will have a course titled BMITE Teacher Resources which has access to most everything you will need for your classroom.
- If teaching Fundamentals of Technology, you can request a copy of that course for your use.
- Safety units can be accessed in ctYOU.

Instructional Materials

- A list of possible resources such as textbooks, software, websites etc. for each course is located at the bottom of each syllabus in ctYOU.



Work **BASED LEARNING**

How to determine if an activity is work based leaning? [Follow this link.](#)

1. What is Work-Based Learning?

WBL is a partnership between education and business to create a skilled workforce for now and for the future.

It's all about opportunity!

The skills needed in today's business world are very diverse; it can be difficult to meet the demand with the traditional school-based model. In a WBL model, schools provide classroom theory and supportive technical training in a student's chosen career plan, and businesses provide students the opportunity to experience and master their skills in a live setting.

There are many different types of WBL experiences, from mentoring a student at school to job shadowing, internships, or apprenticeships at the business. WBL experiences provided by business interaction create a relevance to the technical training that is difficult to achieve in the classroom. WBL provides students critical insights to help them be successful, whether they choose college or career.

Opportunity for Students

- Touch, feel and experience a career to see if it is really what they want to do.
- Develop the soft skills businesses demand.
- Gain work experience to prepare them for their chosen career.
- Get their foot in a door that might lead to being offered a job.
- Build a network with professionals in their career.
- Observe professionals in their chosen career.
- Get exposure to careers in their community.

Opportunity for Business

- Provide employers the opportunity to influence their future workforce.
- Build a pool of skilled workers.
- Serve as a recruitment strategy for the best and brightest emerging workers.
- Allow business to experience potential employees in an educational setting.
- Create a positive reputation in the community for providing growth opportunities for students.

Opportunity for Schools

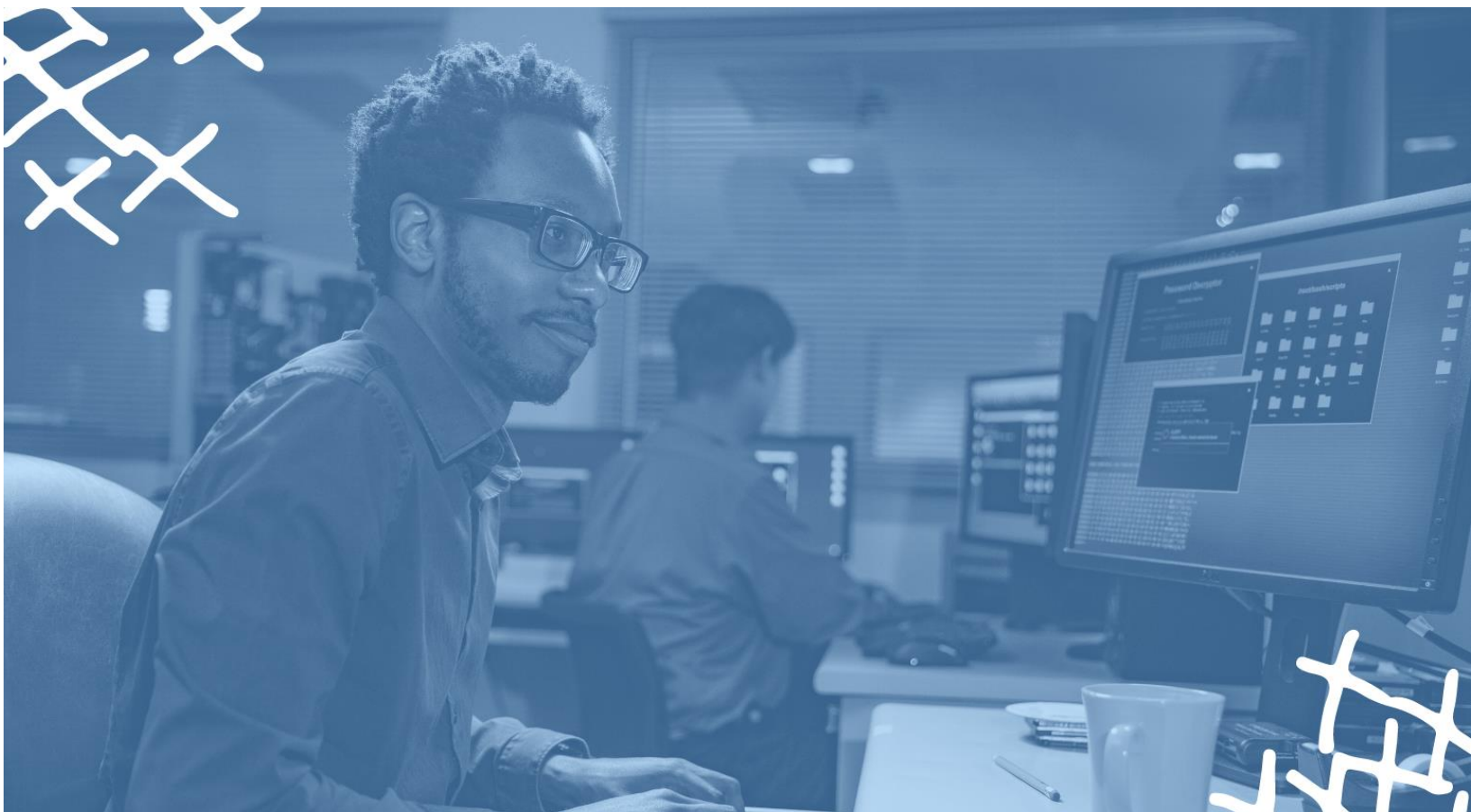
- Provide students with valuable experiences to prepare them for their careers.
- Create closer ties with businesses and community.
- Increase student motivation.
- Increase student enrollment.
- Reduce dropout rates.

How do I get involved in WBL?

Contact your local CareerTech technology center or high school and start the discussion about how a WBL partnership can create opportunities for you.

Another way to get connected is to use the resources at oklahoma.gov/careertech. You will also find supportive resources on how to participate in different types of WBL from middle school, high school, technology center, and even in a business's current workforce.

The CareerTech system is dedicated to growing WBL across the state because we know how powerful this opportunity can be.



2. Express WBL Partnership

Our partnership with Express Employment Professionals removes many barriers to work-based learning.

Download the following print-ready documents:

[Express WBL Partnership 2-page flyer](#)

[Express WBL Guidelines 10-page brochure](#)

[Express WBL Agreement Fillable PDF form](#)



What is the Express WBL Partnership?

One key to work-based learning success is the willingness of employers to provide paid internships for students to learn and master their skills at the workplace. For some employers, concerns about liability, workers' compensation insurance, and a lack of comfort in the process are barriers to prevent them from participating in WBL. Express Employment Professionals can remove these barriers and provide additional services to potential WBL employers, students and schools.

How Does the Partnership Work?

- Express Employment Professionals is the actual employer of the WBL student and covers the required workers' compensation insurance and liability.
- The onboarding and off-boarding processes are covered by Express.
- Both the school and Express have a vested interest in WBL student success.
- The combined resources of the school and Express provide a higher level of career development.

Who Can Participate?

Express WBL is open to students and employers in [all 29 technology center districts](#), and in all high schools with CareerTech programs.

For step-by-step instructions, partnership goals and roles, example scenarios, and a fillable WBL Express Agreement form, download our [2-page flyer](#), [Guidelines brochure](#), and [Agreement Form](#).

3. For more information, contact:

H.L. Baird, Statewide Work-Based Learning Liaison
Government & Economic Development Partnerships
Oklahoma Department of Career and Technology Education

Phone: 405.743.6812

H.L.Baird@careertech.ok.gov



STUDENT TESTING & CERTIFICATION REQUIREMENTS



For online information about BMITE testing visit [Certifications and Testing \(oklahoma.gov\)](https://oklahoma.gov)

BMITE Testing Requirements

All BMITE programs are **required** to offer approved certification exams to all students for each course being taught. All approved certification options can be found on each course syllabus provided by our division or by reviewing our testing guide. Please keep record of your testing on hand for your **five-year evaluations**.

What if you don't see your certification or assessment? It is not approved. If you would like to send in a request for approval, please email your BMITE specialist.

How do I know what testing or certification goes with my course? Please find our [BMITE testing guide on the BMITE website](#).

ODCTE Exams

The CareerTech Testing Center is a FREE service provided by the Oklahoma Department of Career and Technology Education. CTTC works directly with instructors, industry representatives, and credentialing entities to identify and develop over 100 certification assessments.

[Oklahoma Competency Testing](#)

To set up testing for Oklahoma Careertech Certifications:

Please email cttc@okcareertech.ok.gov

The testing center will ask you for Liaison Information—You will need an assigned testing liaison for your school.

Process for Issuing/Accepting a Digital Badge

1. The student earns a credential within an approved Oklahoma CareerTech program.
2. The instructor/designated representative from the school/technology center/skills center enters the necessary information into the "Real-Time" certification section of CTIMS – [K-12](#) & [Tech Centers](#).
 - a. The entry will be time-stamped for badge issuance.
3. At the beginning of the month, the Career Readiness and Badging Specialist will run a report for any certification results entered in the CTIMS system during the prior month.
4. CareerTech will send an email (from cttc@careertech.ok.gov) prior to issuing the [digital badge](#) explaining the badge and the steps to be taken once the badge is issued.
 - a. CareerTech will only be issuing badges for those credentials/vendors that do not issue their own. If the credential already receives a digital badge from another entity, the student should receive information from them on receiving a badge through their own system.
5. The Career Readiness and Badging Specialist will then use the [Credly badging platform](#) to issue the badge and send an email from admin@credly.com to the student using the email specified in the "Real-Time" certification section of CTIMS.
6. Once the student receives the email, he/she can create an account (if one does not already exist) and claim the badge.
 - a. The student is able to [associate various email accounts to a Credly profile](#). This allows badges to be assigned to the same profile no matter which email address was used to issue the badge.
 - b. Many testing vendors utilize the Credly system. If a student earns a credential that will not be badged through the CareerTech system, it can be added to the same profile if another email address was used.

7. The student can then make the [profile/badge public/private](#), [share the badge](#) using various social media platforms, or share the badge [directly to an employer](#).
8. The student also gains access to Credly's [Labor Market Insights](#) and provides direct access to [job openings](#) across the country. It also provides recommendations for credentials (badges) that are related to specific types of jobs to provide insights on other credentials you might want to obtain.

You can find the information here:

- [Resources](#)
- [Certifications & Badging \(oklahoma.gov\)](#)



PROGRAM EVALUATIONS

ctYOU.org login and course

- Request login by emailing your program specialist or James Gordon (james.gordon@careertech.ok.gov)
- Individual courses for documentation uploads will be created and available the spring semester prior to evaluation year.
- Click this link <https://ctyou.org/mod/resource/view.php?id=272839> for rotation schedule.

Sample Evidence is available in ctYOU.org under the Program Evaluations section in Teacher Resources in ctYOU.org.

Uploading documents

- Login to ctYOU.org
- Click on your 5-year Evaluation Course
- Click on the standard for which you are providing evidence
- Click on Add a Submission
- Either drag and drop files or browse and open files.
- Click Save
- Your evaluator will use all documentation to complete the 5-year Evaluation Form.

In-person visits – Your evaluator will contact you in the spring or early summer to schedule an in-person visit during the fall semester of your evaluation year.

5-Year Evaluation Completion – Once all documentation has been uploaded and requirements met, your evaluator will send a completion letter to your administration letting them know that you have completed all the requirements for your evaluation.

Probation – If all requirements are not met, your program will be put on probation for one-year. Your administration will receive a letter stating that you have not met the requirements and the repercussions if these requirements are not met by a specific date. You will have the one-year of probation to complete all requirements and submit evidence/documentation. Once this has been completed, your administration will then receive the above-mentioned completion letter.

Simplifying 5-Year Evaluations

- Keep a 5-year evaluation folder on your desktop with a folder for all standards.
 - For each standard, save the documentation in the appropriate standard folder each time you complete the standard. (For example: BPA/DECA monthly meeting – save the agenda and minutes to the Standard 2.5 folder).
 - Make sure that this folder is saved in a place that can be shared with a new teacher in case you are no longer the teacher.
- Attend the 5-Year evaluation presentation at Summit at least one-year prior to your scheduled evaluation year.



