



NOTICE OF INTENT TO APPLY FOR A CAREER TECHNICAL SCHOOL

This NOTICE OF INTENT is provided from **[DISTRICT]** (Applicant) to inform Idaho Career & Technical Education (ICTE) of its intent to apply for a career technical school.

Applicant understands and agrees to the following:

1. Review and understand the statutory requirements of a Career Technical School outlined in [Idaho Code § 33-1002\(G\)](#) and [IDAPA 55.01.03](#).
2. Applicant collaborate with ICTE to create a Memorandum of Understanding (MOU) that will outline the planning responsibilities and activities of the Applicant and ICTE. This MOU is intended to ensure the district is prepared to meet all statutory requirements at the time of application.
3. Applicant will name a Career Technical School Administrator (CTS Administrator) who holds a valid CTE Administrator endorsement, or is able to obtain such endorsement. ICTE will work directly with the CTS Administrator to provide the technical assistance needed to complete the prescribed MOU activities.
4. Upon sufficient completion of the required MOU activities, Applicant will complete an APPLICATION TO APPLY FOR A CAREER TECHNICAL SCHOOL. The application process is separate from this NOTICE OF INTENT and is dependent upon the completion of all activities prescribed in the MOU. Applications are due April 15.

This NOTICE OF INTENT is valid upon the date and signature set forth below. Following the receipt of this NOTICE OF INTENT, ICTE will initiate an initial meeting to establish a timeline to proceed with the creation of the MOU.

Date

CTE or other District Administrator

Send NOTICE OF INTENT to the Director of Secondary Education:
dona.orr@cte.idaho.gov