Rules of  
Department of Elementary and  
Secondary Education  
Division 60—Division of Vocational and Adult Education  
Chapter 120—Vocational Education

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Title 5—DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division 60—Vocational and Adult Education
Chapter 120—Vocational Education

5 CSR 60-120.010 State Plan for Vocational Education

PURPOSE: This rule incorporates the current state plan for vocational education. This plan constitutes the basis for the operation and administration of the state’s federally assisted vocational education program established by the current vocational education legislation and subsequent amendments enacted by the United States Congress and regulations implementing Acts of Congress published by the Secretary of the United States Department of Education. The plan is submitted to, and with the approval of, the United States Department of Education. It serves as a guide for administering federally funded vocational education programs, services and activities for eligible subrecipients in Missouri.

PUBLISHER’S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of the material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.


*Original authority: 178.430, RSMo 1963.

(1) The State Department of Elementary and Secondary Education, in consultation with the teachers, eligible recipients, parents, students, interested community members, representatives of special populations, representatives of business and industry, representatives of labor organizations, and the governor, prepares the state plan. The plan identifies specific groups of individuals to be served and indicates the types of programs, services and activities which may be provided. It enumerates the goals and objectives which serves as a basis for the statewide effort to provide for the vocational education needs of the people of Missouri.

(2) The Missouri state plan for vocational education contains the administrative provisions for the delivery of the state’s federally assisted vocational education program. The Missouri State Plan for Vocational Education State Fiscal Year 2000–2004 is hereby incorporated by reference and made a part of this rule.

(3) Rules pertaining to the State Board of Education which is responsible for the administration of the state plan, statements of assurance, methods of joint planning and coordination, procedures on local applications and procedures to establish and meet the state level of performance for the four (4) core indicators of performance are contained in the plan.

(4) Operational procedures concerning the allocation of funds for vocational programs are contained in the plan. These procedures deal with funding allocations and procedures for secondary, postsecondary and adult vocational education programs. Additional procedures pertaining to tech prep education and staff development activities are also included.

(1) The handbook describes the general guidelines for administration of vocational education including: procedures for submitting applications, terminating programs, reimbursement, certification of teachers and in-service education, facilities, time requirements for programs and courses, evaluation, replacement of equipment, inventory procedures, guidance services and advisory committees.

(2) The handbook establishes the guidelines for the administration of specific vocational education program areas. It describes requirements for agricultural education, business and office education, cooperative industrial and distributive education, adult distributive education, home economics education, vocational industrial education, disadvantaged and handicapped programs and work-study programs.

(3) The handbook prescribes guidelines for area vocational schools, guidance services and the research coordinating unit.

(4) The handbook includes the report forms for the vocational education programs.


*Original authority: 178.430, RSMo 1963.


5 CSR 60-120.020 Implementation of Vocational Educational Programs

PURPOSE: This regulation, which is contained in the Handbook for Vocational Education in Missouri, establishes the guidelines for implementation and operation of vocational education programs for public education agencies.

Editor’s Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

5 CSR 60-120.030 Administrative Requirements

(Rescinded July 27, 1989)

AUTHORITY: section 178.430, RSMo 1986. Original rule filed Dec. 24, 1975, effective

5 CSR 60-120.040 Guidelines for Vocational Education Research, Exemplary Programs and Curriculum
(Rescinded March 13, 1978)


5 CSR 60-120.050 Area Vocational School Service Regions

PURPOSE: This rule provides planning stability by establishing service regions and to provide procedures for altering these regions.

1. The initial assignment of a sending school district to a specific area vocational school will be effective for the 1983-84 school year and shall continue until the assignment is changed by action of the State Board of Education.

2. School districts whose students were enrolled in one (1) area vocational school during the 1983-84 school year shall be assigned to that area vocational school.

3. School districts whose students were enrolled in one (1) area vocational school during the 1983-84 school year shall be assigned to the area vocational school in which the greater number of the district’s students were enrolled during the 1983-84 school year.

4. Future assignments for school districts not affiliated with an area vocational school during the 1983-84 school year shall be approved by the State Board of Education. The request for assignment shall be submitted in writing to the assistant commissioner, Division of Vocational and Adult Education, Department of Elementary and Secondary Education, by November 1, to be considered for the next school year. For good cause shown by the state board may waive the requirements for submission by November 1. The request shall be authorized by the board of education and shall include rationale justifying the assignment. Based on the information presented and comments from officials of the area vocational school, the assistant commissioner will prepare a recommendation to the commissioner of education and the State Board of Education. All districts involved will be officially notified of the board’s decision.

5. School districts that desire to enroll students in more than one (1) area vocational school or to change affiliation from one (1) area vocational school to another shall obtain the approval of the State Board of Education. The written request shall be submitted to the assistant commissioner, Division of Vocational and Adult Education, Department of Elementary and Secondary Education, by November 1, to be considered for the next school year. The request shall be authorized by the board of education and signed by the superintendent and shall include rationale justifying the request. Based on the information presented and other information as may be requested from administrators of the school districts involved, the assistant commissioner will prepare a recommendation to the commissioner of education and the State Board of Education. The State Board of Education will make a determination regarding the district’s affiliation based upon the information presented. All districts involved in the request will be officially notified by letter of the board’s decision.

6. Any sending school district altering an affiliation with an area vocational school without following the procedures previously described in sections (4) and (5) may by action of the State Board of Education, be disallowed any reimbursement for contracted services and any provision of transportation aid to and from the area vocational school.

7. The service region for any additional area vocational school approved subsequent to the effective date of this rule will be defined at the time of approval.


5 CSR 60-120.060 A+ Schools Program
(Moved to 5 CSR 50-350.040)

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 vocational-technical schools and community colleges that operate department-approved occupational preparatory (long-term) vocational 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 vocational education course or program.

(3) A request for proposals will be made available to eligible institutions by the Division of Vocational and Adult Education for each fiscal year. Applicants must develop a grant proposal 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) Grant proposals 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 grant proposal bearing the signature of the chief administrator of the school or community college district submitting the grant proposal;

(C) A description of how the funds made available by this grant award program will be used to enhance the vocational education offering 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 expenditures;

(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 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) vocational education program for which grant funds will be expended; and

(M) A complete application for new or expanding regular vocational education 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 proposals submitted by eligible institutions based upon the extent to which—

(A) The proposed programs, services and activities enhance vocational education;

(B) The proposed programs, services and activities address demand occupations; and

(C) A complete grant proposal is received prior to the proposal 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.