THE PACTT ALLIANCE AFFILIATION APPLICATION

This application is the first step for your agency to begin the affiliation process with PACTT, and it provides PACTT staff with enough information to support the process. As part of this application PACTT will need to understand your relationship with juvenile probation. For our research purposes the focus is on PACTT eligible students, who are between the ages of 14-21 and adjudicated delinquent in a Pennsylvania court. Please complete the following application.

A. General Information

Agency Name:	
Parent Agency/Company: *(If Applicable)*	
Agency Address: *(Site of Services)*	
County:	
Agency Main Phone Number:	

B. Contact Information

Agency Director:	
Agency Principal: *(If Applicable)*	
Agency's Primary PACTT Contact:	
Phone Number and Email of Primary Contact:	

C. Program Information

Type of Program:	☐ Community-Based ☐ Open Residential ☐ Secure Care ☐ Other, Please Explain:
Gender(s) Served:	☐ Males ☐ Females ☐ Both
Age Range of Youth Served:	
Total Program Capacity:	
Current Licensure(s) and Accreditation(s):	
Primary Referral Sources: *(Check All That Apply)*	☐ Probation ☐ Children & Youth ☐ School Districts ☐ Other, Please Explain:
Status of Youth: *(Check All That Apply)*	☐ Delinquent ☐ Dependent ☐ Shelter Services ☐ N/A ☐ Other, Please Explain:
Average Length of Stay:	
Primary Counties or Geographic Area(s) Served:	
The Agency is Seeking PACTT Affiliation For: *(Check All That Apply)*	☐ Academic Instruction ☐ Work Related Services ☐ Job Skills Training

A. ACADEMICS

Instructions: Please provide as much information as possible to the questions below. For those agencies that do not provide academic instruction, please review the questions and provide any information you believe to be relevant to the direct or support services your agency provides.

1. Does your agency offer academic programming? ☐ Yes ☐ No

2. If "Yes" to question #1, how does your agency provide academic programming?

   ☐ On the grounds of the program
   ☐ Off site
   ☐ Both on grounds and off site
   ☐ Other, please explain:

3. To what type of school(s) do the youth served by your agency attend? *(Check All That Apply)*

   ☐ N/A
   ☐ Public
   ☐ Charter
   ☐ Intermediate Unit
   ☐ Licensed Private Academic
   ☐ Non-Licensed Private Residential Rehabilitative Institution (PRRI)
   ☐ Other, please explain:

4. Does your school, regardless of type, routinely receive records from home school districts?

   Answer:

5. Does your agency or its school have direct contact with students' home schools in order to determine expectations and graduation requirements?

   Answer:

6. Is your school equipped to provide adequate special education?

   Answer:

7. Does your school receive and update IEPs in a timely manner?

   Answer:

8. What diagnostic instrument(s) is used to determine Reading and Math levels upon placement? Is the same instrument used as a post-test, prior to discharge?

   Answer:

9. Is the core academic curriculum (English, Math, Science, Career Education and Work, etc.) aligned with Pennsylvania Academic Standards? How is this determined? Are teachers trained in the PDE Standards Aligned System (SAS)?

Answer:

10. How do you assess and verify teacher qualifications? If the facility does not operate the school, are the teachers certified?

Answer:

11. Is any computer-assisted learning instruction used (such as Apex, Aztec, PLATO, New Century or NovaNet), either at the facility or in the school? If YES, continue with question 9. If NO, skip to question 12.

Answer:

12. Which computer-assisted learning program/software is used?

Answer:

This is used for:

☐ Remediation ☐ Credit Recovery ☐ Credit Acceleration
☐ Other, Please Explain:

13. When are the computer-assisted learning programs used? (e.g., during the school day, evenings, weekends) How are student use and progress monitored?

Answer:

14. What additional opportunities, beyond computer-assisted learning programs, are available for remediation, credit recovery, credit acceleration?

Answer:

15. The following items concern the school's schedule:

    a) What is the length of the normal school day?
    b) Number of period/blocks
    c) Period/Block length (*in min*)

16. What is the instructional program over the summer?

    a) What is the length of the school day?
    b) Who provides the instruction?
    c) For how many weeks are the students off from school altogether?

17. Are the students given homework and/or are the students exposed to independent study?

Answer:

B. CAREER AND TECHNICAL AREAS

1. What Career and Technical Education (CTE) Programs are currently offered?

   Answer:

2. Are the programs aligned with Pennsylvania's Department of Education Programs of Study?

   ☐ Yes
   ☐ No

3. For the CTE courses that are offered, are industry-based competency lists used?

   ☐ Yes
   ☐ No

   Are these lists part of the student's educational record?

   ☐ Yes
   ☐ No

4. If CTE programs are offered, are they offered on site?

   ☐ Yes
   ☐ No

   If no, where are the programs offered (e.g. local career and technical center, community college, etc.).

   Answer:

   What funding sources are used to pay for student tuition?

   Answer:

5. For current Career and Technical programs, are the lab/shop areas using current equipment, software, tools, and supplies?

   ☐ Yes
   ☐ No

What is the professional experience and/or certification required for instructors teaching the CTE courses?

   Answer:

6. How are you integrating literacy & numeracy into CTE programs?

   Answer:

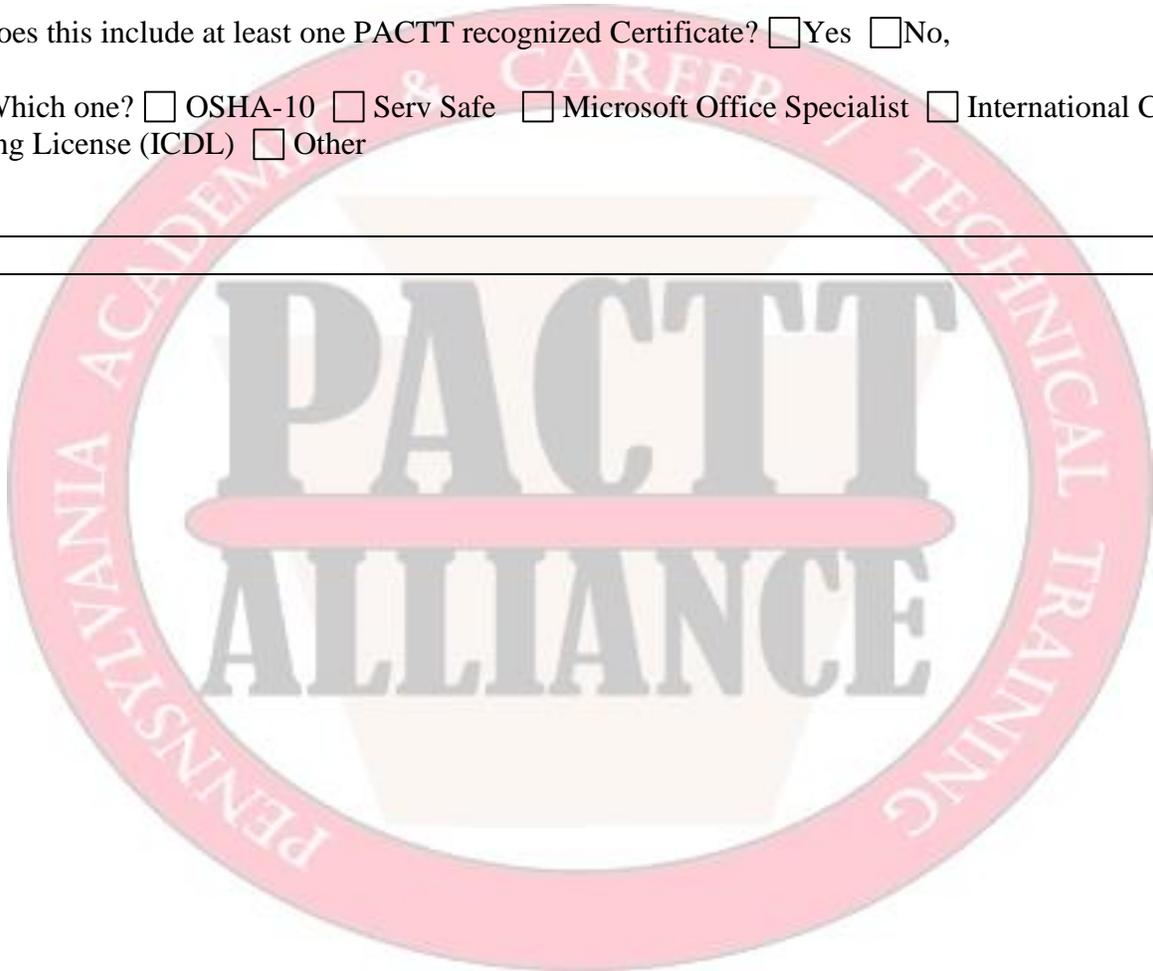7. Is there space for additional programs?

   Answer:

8. What basic Industry-Recognized Certificates do you offer?
   Answer:

   Does this include at least one PACTT recognized Certificate? ☐Yes ☐No,

    Which one? ☐ OSHA-10 ☐ Serv Safe ☐ Microsoft Office Specialist ☐ International Computer
Driving License (ICDL) ☐ Other

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C. EMPLOYABILITY

1. Do you currently offer life skills and/or employability skills? ☐ Yes ☐ No

   If yes, what curriculum is being used? Please explain how it is delivered to the youth? (i.e. Online, Instructor, etc.)

2. Do you offer work-based learning experiences? ☐ Yes ☐ No
   Please explain:

   If yes, are the work experiences:

   ☐ Paid
   ☐ Unpaid

3. Please describe any existing relationship(s) that you have that will be utilized to provide work related experiences or services to the youth:

a) Local Employers

   Answer:

b) Unions

   Answer:

c) Workplace Readiness Programs

   Answer:

d) OVR

   Answer:

e) Any other state/local/business entities

   Answer:

4. Do you currently offer youth the opportunity to build a portfolio for employment purposes?

   Answer:

5. Do you offer Transition Services to youth who are transitioning from your program back to their home communities?

   Answer:

6. If you become a PACTT affiliate, a requirement is inputting data on a quarterly basis into the PACTT database. Will you be able to do so?

☐ Yes
☐ No
☐ Other, Please Explain:

Name of Person Completing Form:

Position/Title:

Date:

Mail Completed Application to: Pennsylvania Academic Career & Technical Training, P.O. Box 2675, Harrisburg, PA 17120

PACTT USE ONLY	
Date Application Received	**Date Application Approved**

Revised January 2020