

Project TOPS

Transitions to Postsecondary Institutions Career Technical Model

Florida Postsecondary Comprehensive Transition Program Development
and Structure at Robert Morgan Educational Center and Technical College
Miami, Florida

Tuesday, February 4, 2020





TOPS logo was designed by a team of three students enrolled in Commercial Art Technology. It represents the students' individual ideas of seeking growth and climbing towards success by developing graphic design skills and reaching their goal of becoming professionals.



The **mission of Project TOPS** is to support the unique abilities of students with developmental and intellectual disabilities enrolled in a postsecondary Career Technical Education (CTE) program.

Project TOPS: The Start

- Vision of the Assistant Superintendent
 - Consistent support from administration (school and district) and faculty
- Collaborative grants with the:
 - Florida Developmental Disabilities Council, Inc. ([FDDC](#))
 - Florida Center for Students with Unique Abilities ([FCSUA](#))
 - Miami-Dade County Public Schools' ([MDCPS](#)) Office of School Operations and Adult Education
 - Robert Morgan Educational Center & Technical College ([RMEC&TC](#))
- RMEC&TC was selected based on the students served, varied CTE programs and location in the community.
- Project TOPS is the first Career Technical Education (CTE) Model in Miami-Dade County.



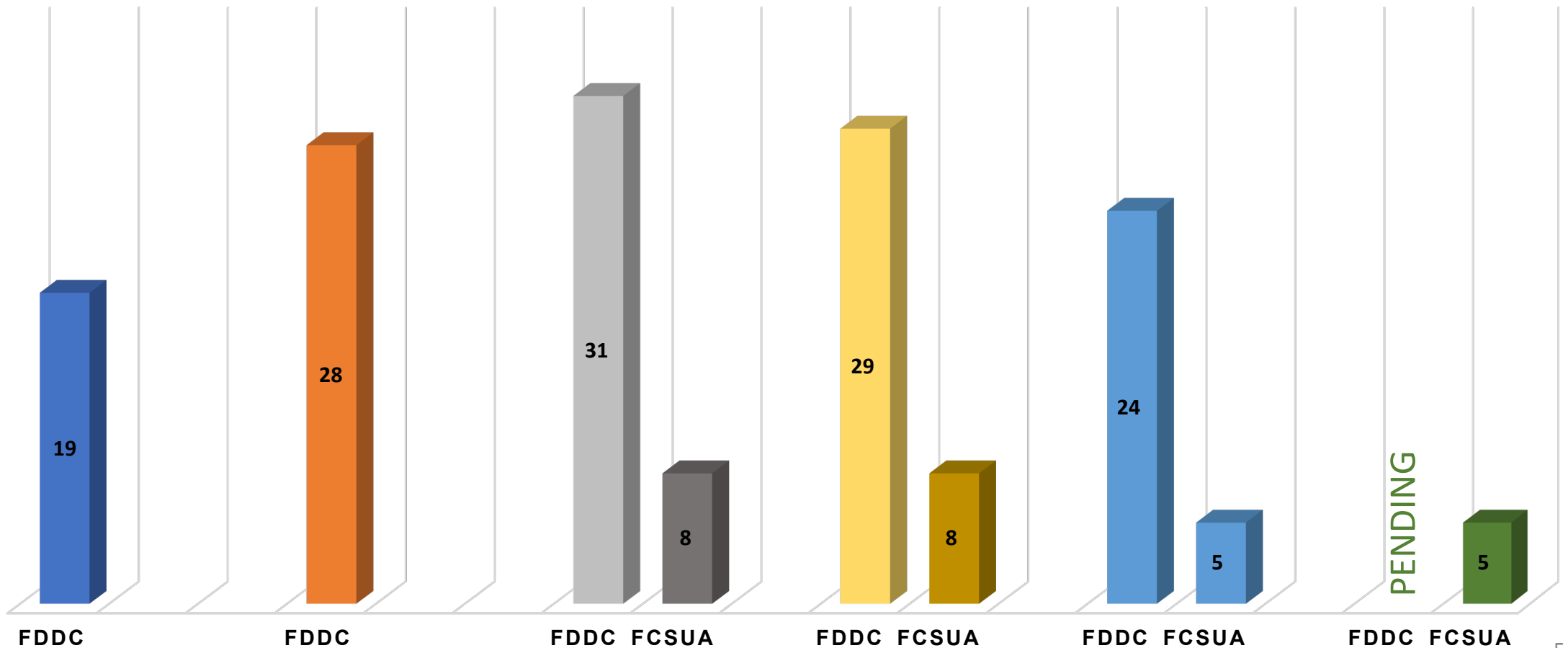
Project TOPS: Timeline

- **Year 1 (2015-2016):** FDDC (with 33% district match)
 - 1 full time Program Director, Part-time Hourly, Supplies, Travel
- **Year 2 (2016-2017):** FDDC (with 33% district match)
 - 1 full time Program Director, Part-time Hourly, Supplies, Travel
- **Year 3 (2017-2018):** FDDC and FPCTP Enhancement Grant
 - 100% funding of full time TOPS Coordinator, Part-time Hourly, Travel, Supplies and FPCTP Scholarships
- **Year 4 (2018-2019):** FDDC and FPCTP Enhancement Grant
CTP federal status
 - Collaboration with FCSUA, RMEC&TC's Financial Aid and Business Office and resources from Think College
 - 12/03/2018 from the Federal Student Aid, School Eligibility Channel
- **Year 5 (2019-2020):** FDDC and Reapplied for FPCTP Enhancement Grant (2019-2021)
 - Collaboration with FCSUA and guidance from Dr. Kohler

Project TOPS: Enrollment

PROJECT TOPS TOTAL ENROLLMENT

■ 2015-2016 ■ 2016-2017 ■ 2017-2018 ■ 2018-2019 ■ 2019-2020 ■ 2020-2021



Florida Postsecondary Comprehensive Transition Program - FPCTP Scholarships

FCSUA / FPCTP Scholarships

- Year 1 = 8 students
- Year 2 = 8 students
- Year 3 = 5 students

UPDATES:

- Except for 1 student, ALL students have completed CTE program and earned maximum Occupational Completion Points (OCP) in their program.
- The one student who did not earn SAP was not enrolled into the CTE program of his choice.



Project TOPS: Eligibility Criteria

- Students who self-disclose a disability/disabilities
- Students with a developmental disability (autism spectrum disorders)
- Students with an intellectual disability (**FCSUA**)
- Students with an identified interest or connection to a CTE Program
- Client of Vocational Rehabilitation (VR) or willingness to be referred to VR
- Ages 18 – 26
- High school graduate
- Ability to independently perform classroom tasks, access transportation and provide self-care
- Interview with RMEC&TC counselor, instructor of Career Technical Education (CTE) program and TOPS Program Director and Coordinator

The process to award FPCTP Scholarships

- Follow the process on [Florida Postsecondary Comprehensive Transition Program \(FPCTP\) Scholarships](#) – Postsecondary Institutions
- Develop Scholarship Review Committee, Documents and Rubric
 - Administrator, Counselor, CTE Instructor and VR Representative
- Independently Review Students' Documents – ALL available students' records
- Student/Parents and/or Witness Sign Scholarship Agreement
- Student must remain in “good academic” standing with the technical college evidenced by:
 - Earning Satisfactory Academic Progress (SAP)
 - Maintaining consistent attendance
 - Adhering to Student Code of Conduct



Process for potential students who are not specifically referred to TOPS

- Adult students MUST self-disclose.
- This typically happens during the counselor's intake and before TABE testing.
- *Sometimes* students elect NOT to self-disclose for multiple reasons.
- *Sometimes* a parent may want to self-disclose for their young adult and student is not sharing anything. **We are teaching adult students; therefore, we must be consistent and the student must self-disclose.**
- **Daily collaboration with administrators, counselors and instructors!**

Project TOPS: Supports CTE Programs

- Baking and Pastry Arts
- *Commercial Foods and Culinary Arts (During Project TOPS, Years 2 -3)*
- 3D Animation Technology
- Commercial Art Technology





CURRICULUM FRAMEWORKS

[2019-20 CTE Curriculum Frameworks](#)

[2018-19 CTE Curriculum Frameworks](#)

[Apprenticeship Programs](#)

[CAPE - Postsecondary](#)

[CAPE - Secondary](#)

[Career & Adult Education
Technical Assistance Papers](#)

[College & Career Planning](#)

2019-20 CTE Curriculum Frameworks

The Career & Technical Education (CTE) Programs section is responsible for developing and maintaining educational programs that prepare individuals for occupations important to Florida's economic development. Each program is aligned to a career cluster and is detailed in curriculum frameworks. With partners from education, business and industry, and trade associations, the curriculum frameworks include program standards that are both academically integrated and responsive to business and industry.

These programs are organized into 17 different career clusters and are geared toward middle school, high school, district technical school, and Florida College System students throughout the state. With the help of partners in education, business and industry, and trade associations, each program includes the academic and technical skills required to be successful in today's economy.

In order to select the appropriate CTE Curriculum Framework, please select the year needed:

- [2019-20 CTE Curriculum Frameworks](#)
- [2018-19 CTE Curriculum Frameworks](#)

Project TOPS: Service Delivery Models

- **Fully inclusive career technical education (CTE) model**
 - Support Facilitation and Co-Teaching
 - Design and implementation of accommodations **not** modifications
- Development of [Workforce Education 504 and ADAAA Funding Level Classification Matrix](#)
- Daily collaboration with 2 instructors of CTE
- Case Management includes:
 - Communication with parents/families
 - Registration process
 - Financial Aid
 - Vocational Rehabilitation (VR)
 - Supported Transportation Services (STS)
 - Outside agencies
- Afterschool “PRO”fessional Sessions:
 - Integration/reinforcement of Career Workforce Education (CWE) Skills, Soft Skills and Hard Skills
 - [SkillsUSA](#) preparations and any other community events or competitions
 - Access to software, computers, classrooms, instructors and TOPS Team

Project TOPS: Complete Mindset

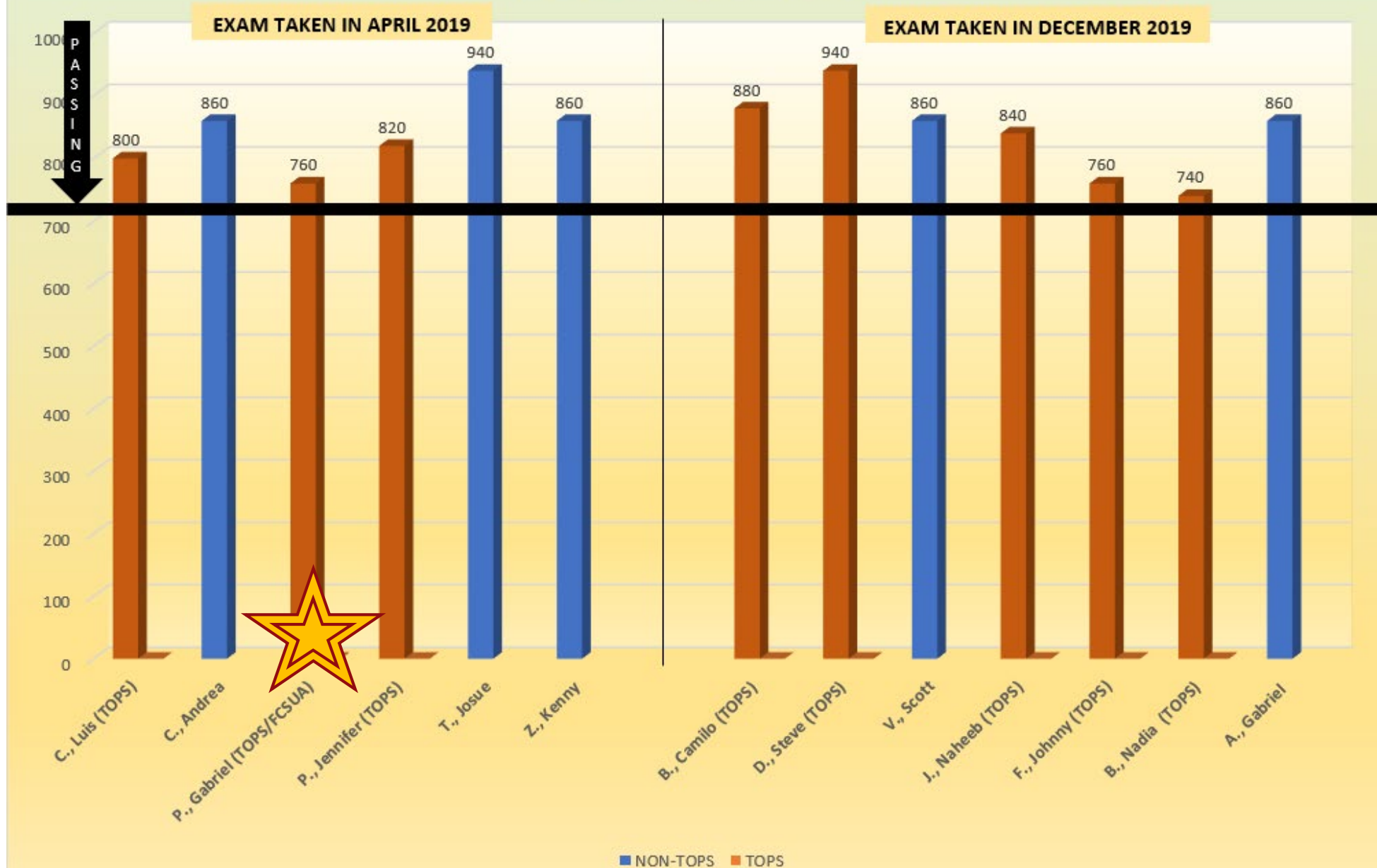
- It is the goal for students in Project **TOPS** to earn at least one OCP. The majority of our students have earned the maximum OCPs in the programs and some are returning to complete a second program.
- **TOPS** increased RMECTC's faculty awareness of adult students with unique abilities.
- **TOPS** played a role in the development of the Student Center.
- **TOPS** has conducted professional development for the whole faculty, invited community speakers, conducted parent presentations and welcomes visits from anyone interested in learning about us.

Project TOPS: Shines in Excellence

- The following are just some of the examples of the **excellence** our students have achieved:
 - Employment (full time/part time and free lance)
 - Full Career Program Certificate (full completers)
 - Participation in SkillsUSA, Gold, Silver and Bronze Medals at Regional/State for Employment Application Process, Job Interview, Baking
 - Freelance graphic works on campus and in the community
 - Internship at MDCPS, Graphic Arts Department
 - Participation in community events (Baking and Pastry Arts)
 - Leading tours with visitors from other schools or students/families
 - Invited as Keynote Speakers at 1st FCSUA Institute



ADOBE CERTIFIED ASSOCIATE (ACA) PHOTOSHOP SUMMARY (AS OF DECEMBER 2019)

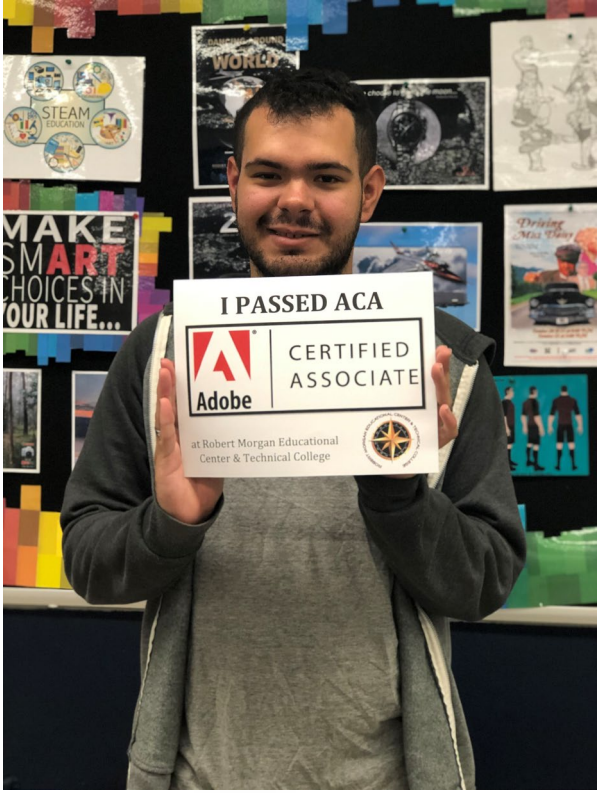


Baking and Pastry Arts



Commercial Art Technology

3D Animation Technology



Questions & Comments



For additional information contact via email:

Dr. Vivian C. Vieta, Program Director
Project TOPS: Transitions to Postsecondary Institutions



vvieta@dadeschools.net

