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MEMORANDUM

September 15, 2014

Dear CTE Directors:

RSA 188-E is the governing legislation for the renovation of Career and Technical Education Centers. The NH Code of Administrative Rules ED 1402 outlines the process for Career and Technical Education Center renovation projects including renovation plan requirements. A technical advisory was developed in March of 2005 which includes answers to frequently asked questions and provides overall guidance for the development of proposed renovation projects. This advisory can be found on the Career Development web site under the sub-title Renovation.

The Bureau of Career Development provides technical assistance to districts with Career and Technical Education Centers for their renovation according to the provisions and schedule in Ed 1402.

Please note that two agreements are required to be in place prior to the commencement of renovation activities. A Regional Agreement must be current and in effect for the region in which the center is located. This agreement specifies the relationship among centers and sending schools in the region. An additional agreement between the receiving district and the State Board of Education specifies the fulfillment of applicable rules and laws relative to renovation. Assistance and guidance in the development of both of the agreements is available from the Bureau of Career Development.

If there are questions or if we can help, please contact the Bureau:

Administrative Oversight:	Lisa Danley (603) 271-3867
Financial/Capital Budget Submission:	Regina Fiske (603) 271-3653

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