



OKLAHOMA
CareerTech

OKLAHOMA



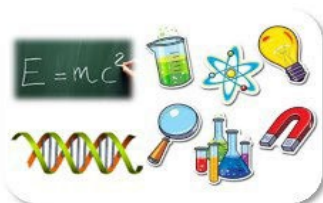
TECHNOLOGY STUDENT ASSOCIATION

STEM

Science, Technology, Engineering & Mathematics

Teacher Planner

FY 2026-2027



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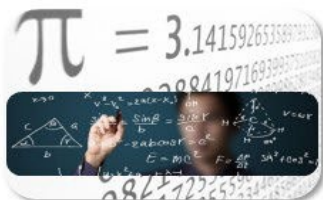
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TSA Bookkeeper

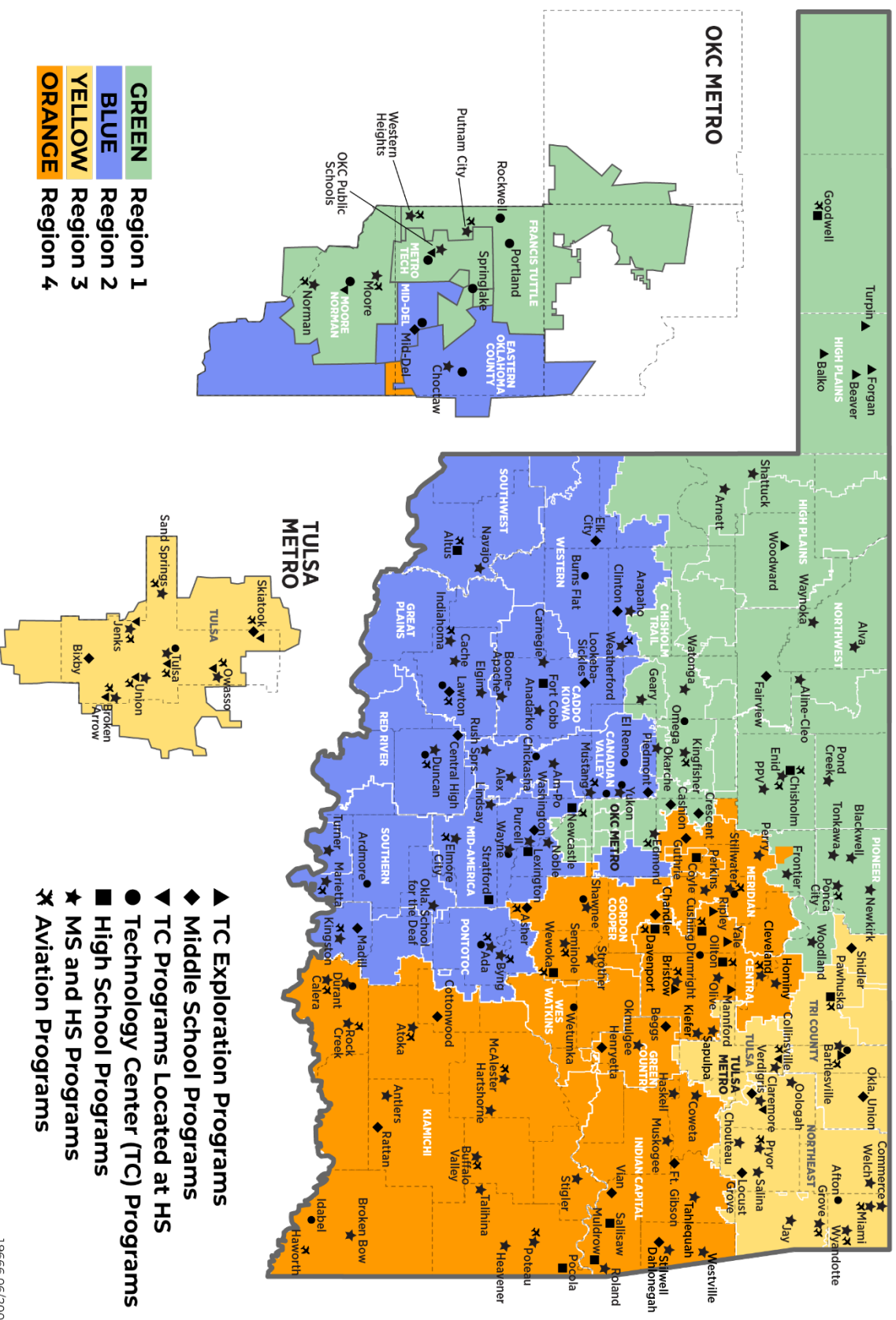
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OKLAHOMA
CareerTech

E&T Engineering and Technology Education

2026-27 STEM PROGRAMS



Notes:

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Technology Student Association (TSA) Competitive Events	Back Cover

MY PID Number:

Role: Identifies Program

Contact STEM Office

Phone: 405.743.6817

Email: Karsyn.bradshaw@careerTech.ok.gov

Name:

Role: Finance (Activity Funds)

Phone:

Email:

Name:

Role: My Program Specialist

Phone: 405.743.

Email:

Name:

Role: Finance (412 Funds)

Phone:

Email:

Name:

Role: Facilities

Phone:

Email:

Name: OSTEMA

Role: STEM Mid-Winter Conference

Address: 1500 W 7th Ave, Stillwater, OK 74074

Phone:

Email: okactestemmidwinter@gmail.com

Name: OkACTE

Role: Oklahoma Summit Account

Address: 2801 N Lincoln Blvd, Suite 130, Oklahoma City, OK 73105

Phone: 405-525-8906

Email: okacte@okacte.org

Name:

Role: Principal

Phone:

Email:

Name:

Role: Transportation

Phone:

Email:

Name: CTIMS (Reporting System)

Role: Salary and Scheduling, CESI, Follow-up

Phone: 405.743.5134

Email:
CTIMSSupport@careertech.ok.gov

Name:

Role:

Phone:

Email:

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Certification & Courses:

- Must have appropriate certification for courses taught
- Contact Laurie Richison for certification help
 - Email: Laurie.Richison@careertech.ok.gov
 - Phone: 405-743-5482

TSA Requirements

- Maintain an active TSA Chapter
 - Elect officer team
 - Create and execute a yearly Program of Work
 - Submit Program of Work to Program Specialist
 - Students attend TSA Fall Leadership Conference
 - Students compete at TSA State Leadership Conference



Reports & Meetings

- Conduct at least one advisory committee meeting
- Submit CareerTech reports on time (salary, CESI)
- Complete Follow-up for high school seniors if applicable

Conferences & Professional Development

- Attend Oklahoma Summit annually
- Attend TSA Fall and State Leadership Conferences with students annually
- Professional Development that aligns to your courses

Program Alignment & Evaluations

- Collaborate with local technology centers to align curriculum to occupational outcome
- Prepare for 5-year accreditation (technology centers) or program evaluation (grades 5-12)

TSA Awards and Recognitions



Incentive Fund (Project Code 412, Program Code 315)

Incentive money provided by the CareerTech for your program to spend on technology and supplies.

Funding Details

- Amount: \$9,500/year (full-time funded programs).
- Payment Schedule: Quarterly payments sent in **September, December, March, and May**. Salary Supplement (CT Extra Duties): \$2,200/year (Project Code 411). Sent in **December and May**.

Important Rules

- Program funds are for your program only—not to be shared with others.
- Annual Report: Submit a 412 Expense Report to the STEM office each year detailing expenditures.

Allowable Purchases

Never purchase anything without a Purchase Order (PO) – follow local policy for obtaining a PO

- Equipment/Technology: Computers, iPads, printers, projectors, graphics tablets, etc.
- Software and Resources: Curriculum, certifications, subscriptions (e.g., Whitebox Learning). Professional Development: Registration, travel, and related expenses.
- Program Supplies: Ink, paper, etc.
- TSA Support: Affiliation fees (Blue CAP only), Competitive event supplies, TSA official dress (must remain with the program), and registration/travel (not for students).
- Reference - Visit the official site for more details:



Teacher Benefits

- Salary Supplement
 - \$2,200/year (full-time programs, Code 411)
 - \$1,100/year (part-time programs)
- STEM team support
 - Resources
 - Personal assistance

Professional Growth

- Conferences and workshops for technical updates
- Technical training for classroom equipment
- New teacher training and support
- Scholarships for teacher certification: STEM Scholarships.
- OKACTE membership benefits: life insurance, legal advice, leadership development, resources, and advocacy.

Important Websites

- CareerTech STEM: <https://oklahoma.gov/careertech/educators/stem.html>
 - General information: Courses, FAQ's, Funding, Reports, Certifications, PD, Programs, Resources
- Oklahoma TSA: <https://www.oktsa.org/>
 - Information about TSA: Competitive Events, Conferences, Chapter Resources, Degree Programs
- Technology Student Association (National Leadership Conference): <https://tsaweb.org/>
- TSA Membership System (Affiliation): <https://tsamembership.registermychapter.com/#>
- TSA Student Login: <https://tsaweb.org/>
- ctYOU (Learning Management System): <https://ctyou.org/>
 - Evaluations, New Teacher Academy, Resources

Important Dates

*Dates are subject to change

- ☐ New Teacher Academy
July 15th & 16th
- ☐ Oklahoma Summit
August 3rd & 4th
- ☐ New Teacher Follow-up
September TBD
- ☐ TSA Affiliation
August 1 – February 1
- ☐ TSA Bootcamp
October TBD
- ☐ TSA Fall Leadership Conference
November 17
- ☐ Mid-Winter Conference
January 30 (last Friday in January)
- ☐ TSA State Leadership Conference
April 19th – 23rd

- ☐ TSA Riversport Day
September *
- ☐ Mini Conference
November - February
- ☐ LEAD Conferences
October *
- ☐ East Regional Conference
February *
- ☐ West Regional Conference
February *
- ☐ State Qualifier – Location TBD
March 31st *
- ☐ TSA Nationals – Washington D.C.
June 23rd -27th

Purchase Orders

Oklahoma Department of CareerTech

Attention: Finance
1500 West Seventh Avenue, Stillwater OK 74074-4398

- ☐ New Teacher Academy
To: **Oklahoma Department of CareerTech**
- ☐ New Teacher Follow-up
To: **Oklahoma Department of CareerTech**
- ☐ TSA Bootcamp
To: **Oklahoma Department of CareerTech**

Technology Student Association

1904 Association Drive
Reston, VA 20191-1540

- ☐ TSA Affiliation
To: **Technology Student Association**
- ☐ TSA National Leadership Conference
To: **Technology Student Association**

Oklahoma Technology Student Association (OKTSA)

c/o Katha Cinnamon
1500 W Seventh Ave
Stillwater, OK 74074

- ☐ TSA Fall Leadership Conference
To: **Oklahoma TSA (OKTSA)**
- ☐ TSA State Qualifier
To: **Oklahoma TSA (OKTSA)**
- ☐ TSA State Leadership Conference
To: **Oklahoma TSA (OKTSA)**

Oklahoma Science Technology Engineering Math Association (OSTEMA)

1500 W 7th Ave Stillwater, OK 74074-4364

Email PO to: okactestemmidwinter@gmail.com

- ☐ Mid-Winter Conference
To: **OSTEMA**

Oklahoma Association for CTE (OkACTE)

2801 N Lincoln Blvd, Suite 130, OKC, OK 73105

- ☐ Oklahoma Summit
To: **OkACTE**

Example of Safety Checklist

Below are examples and suggestions for maintaining classroom safety. Always refer to the manufacturer's product information for specific safety guidelines related to each piece of equipment. All students must pass a safety test with a score of 100% before using any equipment.

STEM Safety Resources: <https://oklahoma.gov/careertech/educators/stem/resources/safety-resources.html>



- ☐ Clean and orderly classroom
- ☐ Proper ventilation for equipment
- ☐ Proper storage for supplies
- ☐ Appropriate lab attire including eye protection
- ☐ Safety Data Sheets (SDS) clearly marked and accessible
- ☐ Fire extinguisher and fire blanket
- ☐ Safety guard(s) on all machines
- ☐ Eye wash station if power tools are used
- ☐ Safety shower if chemicals are used
- ☐ No frayed cords on power tools
- ☐ Proper electrical supply
- ☐ Cut-off valve/kill switch
- ☐ Sharp's container



STEM Science, Technology, Engineering & Mathematics

OKLAHOMA
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Oklahoma State Adviser: Tami Redus

405.743.5438 or tami.redus@careertech.ok.gov

TSA Chapter ID: _____

TSA Motto

Learning to Lead in a technical world.

Mission

The Technology Student Association enhances personal development, leadership and career opportunities in science, technology, engineering and math, whereby members apply and integrate these concepts through intracurricular activities/projects, competitions and related programs.

Vision

The Technology Student Association is accelerating student achievement and supporting teachers by providing engaging opportunities to develop STEM skills.

History

The Oklahoma Technology Student Association got its start in 1978 when it was granted a charter as a state affiliate of the American Industrial Arts Student Association (AIASA) with just 4 chapters and 96 members. By 1988, when AIASA would change its name to the Technology Student Association (TSA), membership had grown to 117 chapters and nearly 3,000 members. Today, with more than 34,000 members, Oklahoma TSA is the Career and Technology Student Organization (CTSO) dedicated exclusively to students enrolled in STEM classes.

Creed

I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry. Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living. I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind I will express my ideas to the best of my ability. I will make my goal to do better each day the task before me, and to be steadfast in my belief in my GOD, and my fellow Americans.

Oklahoma TSA: <https://www.oktsa.org/about-oktsa>





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TECHNOLOGY STUDENT ASSOCIATION

TSA Affiliation- Join Organization

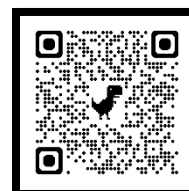
<https://tsamembership.registermychapter.com/#>

PO made to:

Technology Student Association

1904 Association Drive

Reston, VA 20191-1540



Officer Training

**LEAD Conference
Local Office Training**

<https://www.oktsa.org/lead-conferences>



Required

TSA Fall Leadership – Any Students

Must be affiliated

PO made to:

OKTSA
c/o Katha Cinnamon
1500 W Seventh Ave
Stillwater, OK 74074

<https://www.oktsa.org/fall-leadership-conference>

Competitions

TSA Mini Conferences

<https://www.oktsa.org/mini-conferences>

TSA Regional Conferences

<https://www.oktsa.org/regional-conferences>

TSA State Qualifier

<https://www.oktsa.org/state-qualifer>

TSA State Leadership Conference

Must be affiliated

PO made to:

OKTSA
c/o Katha Cinnamon
1500 W Seventh Ave
Stillwater, OK 74074

<https://www.oktsa.org/state-conference>



TSA Officer Duties



President:

Preside over meetings using parliamentary procedure, appoint committees (ex officio member, except executive), keep meetings engaging, delegate chair duties as needed, ensure chapter progress, and represent the chapter in outside activities.



Vice President:

Assist the president, act as president when absent or in case of vacancy, chair membership and program committees, and oversee all committees.



Secretary:

Record and read meeting minutes, manage votes, handle correspondence, maintain records, post notices, send invitations, and call meetings to order if the presiding officer is absent.



Treasurer:

Report the chapter's financial standing at meetings, maintain accurate records of receipts and payments, and propose fundraising ideas.



Reporter:

Prepare and edit publications, gather chapter news, liaise with external publications, maintain archives, assist with exhibits, and oversee chapter publishing.



Sergeant at Arms:

Serve as parliamentarian for the chapter. Arrange meeting rooms and be responsible for the comfort of those present. Arrange entertainment, refreshments, and other details related to meeting programs.

TSA Program of Work

Task		Officer Responsible	Recourses Needed	Date	Notes and Details
Conferences					
1	Fall Leadership Conference (FLC)				
2	Mini Conferences				
3	State Qualifier				
4	Regional Conference				
5	State Leadership Conference (SLC)				
Community Service					
1	American Red Cross				
2					
3					
4					
Leadership & Public Relations					
1					
2					
3					



NATIONAL TSA CONFERENCE

COMPETITION ATTIRE



COMPETITION ATTIRE

Shirt: official royal blue TSA shirt

Pants, or at least knee-length Skirt: gray

- *Unacceptable:* jeans; jeggings; leggings; baggy pants; exterior pocket pants; shorts

Shoes: black dress shoes worn with black or dark blue socks, hosiery (optional):

- open-toed shoes or sandals are acceptable
- *Unacceptable:* athletic shoes; flip-flops; military boots; or work boots

Required additional attire for Middle and High School Chapter Team event

Blazer: navy blue with official TSA patch

Tie: official TSA tie (males)

- Females are not penalized for wearing the official TSA tie to Chapter Team or any other competitive event

Above attire may be worn for other competitions if preferred by event participants.

<https://tsastore.mybrightsites.com/>

Fundraising Ideas

1. **STEM Camp** – With the support of your TSA chapter adviser, plan and host a STEM camp day. Chapter members can lead hands-on classes or activities for local elementary or middle school students. To help fund the event, consider selling concession snacks (e.g., chips and candy) and charging a small registration fee for participants.
2. **Movie Night** – With the support of your TSA chapter adviser, host a movie night, with proceeds benefiting the American Red Cross. Sell concessions such as popcorn, candy, and soft drinks to raise additional funds. Consider showing a STEM-related film approved by your administration, such as *A Beautiful Mind* (PG-13), *Apollo 13* (PG), *Gravity* (PG-13), *Hidden Figures* (PG), *Interstellar* (PG-13), or *Moneyball* (PG-13).
3. **Partner with a Local Business** – Work with your chapter adviser to partner with a local business to host a restaurant night, with a portion of the proceeds benefiting your TSA chapter. Alternatively, collaborate with multiple local businesses to create and sell discount cards as a fundraising opportunity.
4. **School-Wide Tournaments** – With approval from your administration, plan and host a tournament open to the entire school. The event can focus on sports, video games, competitions, or even a talent show. Incorporating a concession stand is a great way to raise additional funds during the event.
5. **Walking Marathon** – Work with your chapter adviser and local city officials to host a walking marathon as a fundraiser. Participants can raise money by walking a predetermined, safe route. Consider selling concessions and refreshments along the course to generate additional funds.

Oklahoma TSA Code of Conduct

Local TSA chapters attending an Oklahoma TSA event will need to abide by the following guidelines. The purpose of the Code of Conduct is to ensure that OKTSA members, advisers, and guests who attend a conference are aware of expected behavior. It is the Chapter Adviser's responsibility to discuss the form with all conference attendees and stress the importance of abiding by the rules. Oklahoma TSA is proud of our reputation and encourage Chapter Advisers to closely monitor students at all conferences. Chapter Advisers must submit a Statement of Assurance Form certifying that all attendees have read and understood the OKTSA Code of Conduct.

The following conduct policies reflect minimum behavioral standards for all attendees. The policies are in effect for any local, state or national TSA function held in-person and/or virtually. All attendees are expected to:

- Obey all local, state, and federal laws.
- Behave in a courteous and respectful manner, refraining from language and actions that might reflect poorly on themselves, their chapter, their school, or upon OKTSA.
- Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others.
- Keep their adult advisers and chaperones informed of their whereabouts at all times.
- Accidents, injuries, and illnesses must be reported to the Chapter Advisers or State Adviser immediately both during in person and virtual events.
- Observe the curfews as listed in the conference program. Advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
- Act as guests of the hotel and conference center. Attendees must obey the rules of these facilities. The facilities have the right to ask an attendee or attendees to leave. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.
- Avoid alcoholic beverages and controlled or illegal substances (drugs) including, but not limited to, e-cigarettes and vaping. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the attendee to criminal prosecution.
- Use virtual and online conference platforms (such as the conference app, conference program, chats, forums, discussion boards, email, etc.) responsibly and in a professional manner that contributes positively to the conference environment.
- Represent their chapter, school, and themselves appropriately on social media (Facebook, Instagram, Twitter, Snapchat, TikTok, Discord, etc.). This includes, but is not limited to, posts, photos, videos, comments, shares, and retweets that use foul language; negatively portray the attendees, chapter, school, or TSA; and/or portray or insinuate illegal behavior such as underage drinking, texting while driving, violence, etc.
- Refrain from engaging in any lewd, indecent, sexual, or obscene act or expression. Attendees shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person, including but not limited to slurs used against a person based on race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited. This includes harassment or abusive conduct using a digital device.

DISREGARDING OR VIOLATING THE CODE OF CONDUCT

Attendees who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, dismissal from the conference, and being disqualified from your competitive event(s) and being stripped of any awards or recognition pertaining to the conference. Parents/guardians will be notified and OKTSA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the State Adviser prior to the conclusion of the conference.

ATTENDANCE AT ANY OKTSA FUNCTION IMPLIES ACCEPTANCE AND PRACTICE OF THESE STANDARDS.

Oklahoma Technology Student Association (TSA) - Multiple Release Form



Local TSA Chapters attending an Oklahoma TSA event will also need to abide by these guidelines. This multi-part form is to be completed by all TSA conference attendees (and their parents/guardians if under 18 years old). Chapter Advisers must submit a Statement of Assurance Form certifying that all attendees have completed the TSA Multiple Release Form and copies of the TSA Multiple Release Form are in the hands of the Chapter Adviser.

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this attendee. I/we further agree that I/we will assume all expenses involved in such medical/dental procedures and will not hold Oklahoma TSA or its representatives liable for said expenses.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

LIABILITY

The undersigned being the individual, or parent/guardian of the student if under 18 years old, named above hereby agrees to release the Oklahoma Department of Career Tech, Oklahoma TSA, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Oklahoma TSA, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

CODE OF CONDUCT AND DRESS CODE

All attendees are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the TSA event they are attending will be subject to disciplinary action and/or prosecution. If a student, parents/guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/TSA image and to follow guidelines for specific events. TSA has specific dress code guidelines. Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of people attending a TSA event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

PUBLICITY – STANDARD RELEASE FORM

Photographers/Videographers will be taking photos/video throughout the event for use in any manner OKTSA deems appropriate, including, but not limited to, CareerTech/OKTSA publications, use on the CareerTech/OKTSA website, and in connection with Competitive Events. Names will not appear on photos/videos. By attending the meeting, you grant OKTSA the right, without approval, to photograph, record, use, and edit your photograph, video, image, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, webcasting, video streaming, television, or radio), for the use of OKTSA, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration. If you do not want your photo/video used, you must submit a written request to tami.redus@careertech.ok.gov.

Attendee Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date



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TECHNOLOGY STUDENT ASSOCIATION

Oklahoma Technology Student Association (TSA) – Statement of Assurance

SCHOOL: _____ **ADVISER:** _____

Local TSA Chapters attending an Oklahoma TSA event will also need to abide by these guidelines. This form is required in order to participate in conference activities including, but not limited to, general sessions, competitive events, breakout sessions, and on-site events. Only one form needs to be completed per chapter by the Chapter Adviser and submitted to the State Adviser.

All attendees representing my TSA chapter have read and understand the following documents:

- Dress Code
- Code of Conduct

All attendees representing my TSA chapter have completed the following document and turned it in to the Chapter Adviser:

- TSA Multiple Release Form

We certify that all staff provided by the school district and attending the conference have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Our chapter has an emergency plan. This plan has been communicated with attending members, advisers, chaperones, and guests as well as with school administration.

Adviser Printed Name

Adviser Signature

Date

School Administrator Printed Name

School Administrator Signature

Date



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TECHNOLOGY STUDENT ASSOCIATION

Oklahoma Technology Student Association (TSA) – Chapter of Excellence

The Chapter of Excellence Award recognizes TSA chapters that demonstrate success and quality through active participation and strong organizational practices.

Criteria for Recognition:

Chapters are evaluated based on their involvement in the following areas:

- Affiliation
- Membership
- Chapter Management
- Community Service
- Leadership
- Conference Attendance
- National Service Project Participation and Promotion

Award Levels:

Chapters will receive one of three levels of recognition based on the total number of activities completed during the membership year:

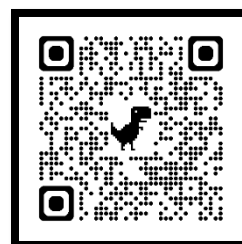
- Gold
- Silver
- Bronze

Gold Level Benefit:

Chapters earning Gold Level recognition will receive preferential seating at the State Leadership Conference Awards Ceremony.

Application Instructions:

1. Apply – Complete Oklahoma TSA Chapter of Excellence Rubric (on next page), gather evidence (program of work, agendas, budget, photos, etc.)
2. Submit by March due date as a single, multipage PDF
 - a. <https://www.oktsa.org/chapter-of-excellence>



Oklahoma TSA Chapter of Excellence Award Rubric



Chapter Name: _____ Affiliation Date: _____

Adviser Name: _____ CAP Level: _____

Gold Level: 40-50 points		Silver Level: 30-39 points		Bronze Level: 20-29 points
Activity		Points Possible	Points Earned	Evidence to Submit
Affiliation				
Affiliated Chapter by November 1		4		State Adviser Verification
Affiliated Chapter after November 1		2		
Membership Level				
1-10 Members Red CAP		2		State Adviser Verification
11-34 Members White CAP		3		
35+ Members Blue CAP		4		
Chapter Management				
Chapter Officer Selection		1		List of Chapter Officers
Developed Program of Work		3		Program of Work
Held 1+ Meeting per Month		3		Agendas and Minutes
Financial Leadership		2		Budget and/or Proof of Fundraising
Engaged in Community Service				
1-10 hours as a chapter		3		Hours log, Photograph, or Press Release
11-20 hours as a chapter		4		
21+ hours as a chapter		5		
Leadership Degree Program				
Statesman Award		1		State Adviser Verification
Congressional Degree		1		
Senatorial Degree		2		
Presidential Degree		3		
Pathways of Excellence Bronze		1		
Pathways of Excellence Silver		2		
Pathways of Excellence Gold		3		
Conference Attendance				
National Conference		3		State Adviser Verification
LEAD Conference		2		
Fall Leadership Conference		2		
State Conference		2		
National Service Project				
\$250-\$500 raised for Red Cross		1		Receipt from American Red Cross
\$501-\$750 raised for Red Cross		2		
Over \$750 raised for Red Cross		3		
Promotion				
TSA Week Participation		2		Social Media Post, Photograph, or Press Release
Promoted TSA to outside entity		3		
Total Points		50		

Events Decoded

Technology Student Association (TSA) Adviser Bootcamp

A comprehensive crash course on TSA, competitive events, and best practices is delivered through hands-on activities and practical guidance. The TSA Adviser Bootcamp component specifically targets adviser development with dynamic activities, informative presentations, and friendly competitions led by experienced program specialists. This valuable professional development opportunity, costing approximately \$30, enables advisers to gain expert knowledge on essential TSA topics, develop effective strategies for chapter success, and build connections with fellow advisers to enhance their overall effectiveness in supporting student achievement.

Technology Student Association (TSA) LEAD Conference

A free one-day training focused on Leadership, Empowerment, Achievement, and Development (LEAD) for TSA officer teams and advisers. Participants will develop leadership skills, gain tools for taking initiative, learn strategies for competitive success, and create their Program of Work alongside other officer teams. The conference is free for up to six TSA officers per chapter, with time provided for lunch on your own. Casual dress is encouraged, preferably a school or TSA T-shirt. Students can earn the Statesman Award by demonstrating leadership skills and knowledge of TSA elements, including the motto, colors, creed, program components, and state officers.

Technology Student Association (TSA) Fall Leadership Conference

This annual required event for all STEM teachers equips TSA members with essential leadership skills while offering career exploration, STEM challenges, networking opportunities, and community service activities. Open only to affiliated chapter members, registration costs \$25 per person. The conference features several engagement opportunities, including the American Red Cross Miracle Minute Fundraiser, a community service workshop with warming kit creation, and two competitions—Pin Design and T-Shirt Design—each awarding a \$100 State Leadership Conference registration credit to the winner. Attendees must follow the general session dress code, with official TSA attire preferred. However, a button-down or polo shirt is acceptable. Shorts, sweatpants, athletic wear, and athletic shoes are not permitted.

Technology Student Association (TSA) Mini Conference

Oklahoma TSA is proud to have dedicated chapter advisers who host spring conferences, providing members with invaluable opportunities to refine their skills.

Mini conferences give participants the chance to practice competitive events and receive constructive feedback from judges, helping them enhance their projects for the State Leadership Conference.

Technology Student Association (TSA) Regional Conference

The TSA Regional Conferences offer students a final opportunity to prepare and practice their competitive events before the State Leadership Conference. These events provide a valuable experience for participants to receive feedback, fine-tune their skills, and build confidence in a supportive setting. Each regional conference also includes the election of Regional Officers, who will serve as leaders and representatives for their respective areas. Whether you're refining your performance or running for office, the Regional Conference is a key step on the road to state competition and leadership within TSA.

Technology Student Association (TSA) State Qualifier

To compete at the TSA State Leadership Conference, you must first participate in the state qualifier for the following events:

- MS Prepared Speech
- MS Leadership Strategies
- MS Challenging Technology Issues
- HS Prepared Presentation
- HS Extemporaneous Speech
- HS Debating Technological Issues

You must take a test for:

- MS Chapter Team
- MS Coding
- MS Cybersecurity
- MS Electrical Applications
- MS Forensic Technology
- MS Tech Bowl
- HS Chapter Team
- HS Coding
- HS Forensic Science
- HS Technology Bowl

Technology Student Association (TSA) State Leadership Conference

The state leadership conference is an annual event where members are allowed to compete in technology-focused events, as well as participate in general sessions, delegation meetings, officer candidate campaigning, vendor booths, and lots more.

Technology Student Association (TSA) National Conference

The National Conference marks the grand finale of the school year, where students who excelled at the state level earn the opportunity to compete on the national stage. This premier event allows participants to showcase their talents and skills while competing against the best from across the country.

Beyond the excitement of competitions, attendees can connect with leading industry professionals, engage in networking opportunities, and build lasting relationships with peers from other states. It's more than a conference, it's an unforgettable experience of growth, achievement, and inspiration.



Advisory committees serve as essential communication links between education and industry, ensuring programs align with community workforce needs. Comprised of respected experts in their fields, these committees advise on curriculum development, equipment purchases, and classroom supplies to help create relevant, high-quality educational experiences.



Advisory Handbook

STEM Advisory Committee Meeting Agenda

Date

- | | |
|---------------------------------|---|
| 1. Call to Order | Welcome and opening remarks by school personnel. |
| 2. Secretary's Minutes | Minutes of last meeting; approval or corrected by vote. |
| 3. Introductions | Introductions and biographical information about Committee members and/or guest |
| 4. Old Business | Briefly summarize old items |
| 5. Special Reports/New Business | Review, discuss and vote on each item: <ul style="list-style-type: none">• Course offering ask for suggestions or additions• Syllabi ask for suggestions for improvement• Equipment and curriculum ask for suggestions• Field trips, job shadowing, guest speaker suggestions• Strategic plan for program |
| 6. Plan for Next Meeting | Discuss time and date for next meeting |
| 7. Other Items | |
| 8. Adjournment | |

Advisory Committee Meeting Guide

Program: _____ Location: _____

Instructor: _____ Date: _____

Advisory Committee
Chairperson _____

Advisory Committee Members:	Present	Absent
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Others Attending

Meeting Times

_____	Called to Order: _____
_____	Adjourned: _____
_____	Location: _____

Signature of Chairperson: _____

Science, Technology, Engineering, Mathematics Grades 9 – 12
CESI Pathways: SC001 Engineering and Technology or SC002 Science and Math

OCAS	Course	CESI	Oklahoma's Promise
2535	AP Computer Science A (Post-Secondary Point)	ST00208	Computer Science
2536	AP Computer Science Principles (Post-Secondary Point)	ST00200	Computer Science
8149	Desktop Publishing and Graphic Design	ST00313	Computer
8150	Multimedia & Image Management Techniques	ST00314	Computer
8153	Fundamentals of Web Design (embedded art)	ST00315	Computer Science
8160	Advanced Programming	ST00316	Computer Science
8169	Fundamentals of Technology	ST00317	Computer
8191	Digital Media Production	ST00318	Computer
8255	Internet of Things (IoT) Fundamentals	ST00319	Computer Science
8256	Cybersecurity Basics	ST00320	Computer Science
8257	Fundamentals of Project Management	ST00338	
8260	Drone Technology	ST00329	Computer
8559	Medical Terminology	ST00301	
8701	Survey of Biotechnology	ST00025	
8702	Biotechnology I	ST00017	
8703	Biotechnology II	ST00018	Science
8704	Advanced Biotechnology I	ST00026	
8705	STEM Capstone (Capstone Credit)	ST00027	
8706	PLTW Principles of Biomedical Science	ST00003	Science
8707	PLTW Human Body Systems	ST00001	Science
8708	PLTW Medical Interventions	ST00004	Science
8709	Intro to Engineering Design	ST00023	Computer
8710	Principles of Engineering	ST00024	Computer
8711	PLTW Digital Electronics	ST00021	Math
8712	PLTW Computer Integrated Manufacturing	ST00041	Computer
8713	PLTW Civil Engineering and Architecture	ST00019	Computer
8715	PLTW Aerospace Engineering	ST00013	Science
8716	PLTW Capstone	ST00022	
8717	Advanced Biotechnology II	ST00040	Science
8718	Biomedical Health Careers	ST00060	
8719	PLTW Biomedical Innovation (Capstone Credit)	ST00005	Science
8720	Crime Scene Investigation	ST00278	Science
8721	STEM Internship	ST00328	
8722	Quantum Computing	ST00302	
8825	Advanced Technological Applications	ST00191	
8826	Advanced Design Applications	ST00125	
8827	Engineering Design	ST00192	
8828	Technology Foundations	ST00134	
8833	Robotics Engineering	ST00142	Computer Science
8847	Technology and Society	ST00187	
8848	Technological Design	ST00136	
8849	Science and Technical Visualization I	ST00188	
8850	Science and Technical Visualization II	ST00189	
8852	Computer Science Essentials	ST00248	Computer Science
8854	PLTW Environmental Sustainability	ST00213	Science
8855	Nature of Science & Technology (SREB)	ST00243	
8856	Core Applications of Science & Technology (SREB)	ST00244	
8857	Impacts of Science & Technology (SREB)	ST00245	
8858	Creativity & Innovations (SREB)	ST00247	
8860	Computer Science Principles	ST00249	Computer Science
8861	PLTW Cybersecurity	ST00250	Computer Science
8862	Advanced Technology for Design Production (SREB)	ST00251	
8863	Systems of Advanced Technology (SREB)	ST00252	
8864	Mechatronic Systems for Advanced Production (SREB)	ST00253	
8865	Design for the Production of Advanced Products (SREB)	ST00254	
8866	Advanced Robotics Engineering	ST00255	Computer Science

Science, Technology, Engineering and Math Core Courses Grade 9 – 12

CESI Pathways: SC001 Engineering and Technology or SC002 Science and Math

OCAS	Course	CESI	Oklahoma's Promise
8867	Computer Science Discoveries	ST00256	Computer
8868	Aeroponics/Hydroponics/Aquaponics	ST00257	
8869	STEM Core	ST00258	
8870	Space Engineering Concepts	ST00259	Computer
8871	Python	ST00260	Computer Science
8872	Renewable Energy	ST00261	
8873	Google Tools	ST00262	Computer
8874	Aviation I	ST00263	
8875	Aviation II	ST00264	Computer
8876	Aviation III – Pilot	ST00265	Computer
8876	Aviation III – UAS	ST00267	Computer
8877	Aviation IV	ST00266	
8878	Engineering Essentials	ST00268	Computer
8879	Mechanical Design Engineering	ST00272	Computer
8880	Architecture Design	ST00273	Computer
8881	Virtual Reality (VR) Coding (embedded art)	ST00274	Computer
8882	Advanced Mechanical Design Engineering	ST00275	Computer
8883	Aerospace Capstone	ST00284	
8884	Regulations and Ground Operations	ST00279	
8885	Aircraft Material and Corrosions Control	ST00280	
8886	Applied Science of Aircraft Maintenance	ST00282	Computer
8887	Basic Electricity	ST00281	Computer
8888	Drone Applications	ST00297	Computer
8889	Introduction to AI	ST00337	Computer
8903	Architecture Computer Aided Drafting and Design	ST00321	Computer
8904	Engineering Computer Aided Drafting and Design	ST00322	Computer
8905	Fundamentals of Computer Aided Drafting and Design	ST00323	Computer
8953	Introduction to Manufacturing	ST00324	
8990	Work-Based Learning I - STEM	ST00303	
8991	Work-Based Learning II – STEM	ST00304	

CareerTech Course Description Guide: <https://oklahoma.gov/careertech/educators/stem/course-information.html>

CareerTech Certifications by Course <https://www.okcareertech.org/educators/certifications/forms-and-resources>

Oklahoma Promise Approved Courses:

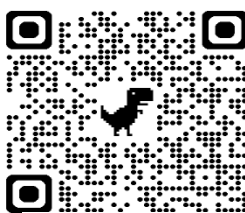
https://secure.okcollegestart.org/College Planning/Prepare for College/course_guidelines.aspx



Course Descriptions

CESI Pathway: SC000 Science, Technology, Engineering and Mathematics Exploratory**Instructional Level Code:** 73044***Instructional Level Code** (middle school courses that count of high school credit): 00579

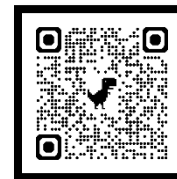
Science, Technology, Engineering and Math Courses Grade 5 – 8		Pathway: SC000 STEM Exploratory
OCAS	Course Titles	CESI Course Codes
8830	Engineering Exploration	ST00289 or choose one below
8830	Automation and Robotics (Gateway)	ST00088
8830	Design and Modeling (Gateway)	ST00085
8830	Gateway Exploration	ST00276
8830	Magic of Electrons (Gateway)	ST00086
8830	Robotics Exploration	ST00336
8830	STEM Career Exploration	ST00288
8830	Tech Engineering Exploration I	ST00230 (Year), ST00229 (Semester), ST00228 (9 Week)
8830	Tech Engineering Exploration II	ST00236 (Year), ST00235 (Semester), ST00234 (9 Week)
8830	Tech Engineering Exploration III	ST00242 (Year), ST00241 (Semester), ST00240 (9 Week)
8835	Health Science Exploration	ST00286 or choose one below
8835	Medical Detectives Ex. (Gateway)	ST00090
8838	Information Technology Exploration	ST00287 or choose one below
8838	App Creator Ex. (Gateway)	ST00091
8838	CS for Inn. & Makers Ex (Gateway)	ST00095
8838	Computer Science Exploration	ST00096
8838	Cybersecurity Exploration	ST00334
8838	Science of Technology Ex. (Gateway)	ST00087
8867	Computer Science Discoveries (Grades 8-12) *	ST00256
8971	Architecture & Construction Exploration	ST00292 or choose one below:
8971	Green Architecture Ex. (Gateway)	ST00139
8972	Arts, A/V Technology & Communication Exploration	ST00293
8874	Google Tools (Grades 8-12) *	ST00262
8976	Natural Resources Exploration	ST00294 or choose one below:
8976	Energy and the Environment Exploration (Gateway)	ST00138
8976	Renewable Energy Exploration	ST00277
8977	Manufacturing Exploration	ST00295
8978	Transportation Exploration	ST00296 or choose one below:
8978	Flight and Space (Gateway)	ST00089
8874	Aviation I (Grades 7-12) *	ST00263
8875	Aviation II (Grades 8-12) *	ST00264
8878	Engineering Essentials	ST00268

*Course Descriptions*

July

STEM Teacher Action Items:

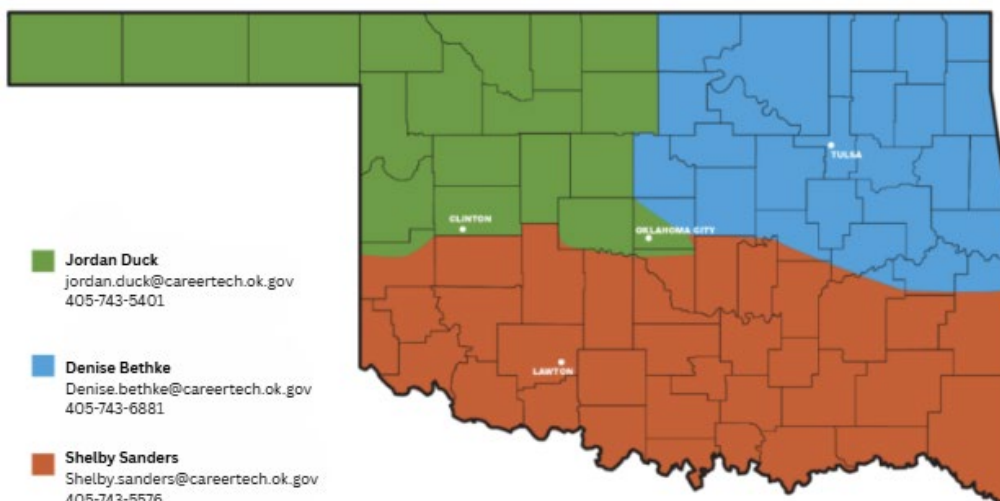
- Start of new fiscal year
- Download and save 412 tracking sheet – Use to track 412 expenditures
 - <https://oklahoma.gov/careertech/educators/stem/resources.html>
- Order supplies for classroom (track on sheet above)
 - “Open PO” to Lowes/Office Supplies are helpful if allowed at school
- Submit any fundraiser(s) for local school board approval
- Request PO for OK Summit (registration, hotel, transportation, parking, etc.)
 - **PO should be made out to OkACTE**
 - **OkACTE, 2801 N Lincon Blvd, Suite 130, Oklahoma City, OK 73105**
 - **OkACTE Membership Questions 405.525.8906**
- Register for OK Summit
 - <https://oklahoma.gov/careertech/educators/stem/stem-pd/oklahoma-summit.html>
- Perkins Letters go out (Approval/Incomplete)
 - <https://oklahoma.gov/careertech/educators/perkins.html>
- Course Codes and Descriptions:
 - <https://oklahoma.gov/careertech/educators/stem/course-information.html>



TSA Adviser Action Items:

- Submit any fundraiser(s) for local school board approval
- Request PO for TSA Affiliation \$500 (Blue CAP – unlimited members) \$10/additional adviser if applicable
 - **PO Should be made out to**
 - **Technology Student Association, 1904 Association Drive, Reston, VA 20191-1540**

Perkins Region



July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 New Teacher Academy	16 New Teacher Academy	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

August

STEM Teacher Action Items:

- Attend Oklahoma Summit
 - <https://oklahoma.gov/careertech/educators/stem/stem-pd/oklahoma-summit.html>
- Download syllabi for each course
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html> (bottom of page)
- Familiarize yourself with district substitute procedures
 - Share important date document with your local administration
 - Request substitute for (Required training dates, and TSA dates)
- Send Welcome to CareerTech email to parents and students
- Review 412 Guidelines
 - <https://oklahoma.gov/careertech/educators/stem/funding-grants-and-scholarships/incentive-funds.html>
- Arrange Transportation for New Teacher Follow-up Day if applicable
- Give all students a safety test that covers all equipment in your classroom
 - <https://oklahoma.gov/careertech/educators/stem/resources/safety-resources.html>
- Track 412 money spent
 - <https://oklahoma.gov/careertech/educators/stem/resources.html>

TSA Adviser Action Items:

- Send email about TSA meeting, Riversport day, and TSA officer elections/permission to run, attach permission slips for permission to run for local office, LEAD Conference, Fall Leadership Conference (FLC) and State Leadership Conference (SLC)
- Download and Print – Chapter Success Guide
 - <https://www.oktsa.org/chapter-resources>
- Review of Oklahoma TSA Resources (Program of Work, agenda, fundraisers, recruitment)
 - <https://www.oktsa.org/chapter-resources>
- Affiliate all TSA Students
 - <https://tsamembership.registermychapter.com/#>
 - Questions contact tami.redus@careertech.ok.gov or 405.743.5438
- Submit PO For Technology Student Association (TSA) affiliation
- Request PO for TSA Fall Leadership Conference
 - **Address:**
 - **Who: Oklahoma Technology Student Association (OKTSA)**
 - **C/O: Katha Cinnamon**
 - **1500 W Seventh Ave, Stillwater OK 74074**
 - Cost \$25/attendee (request PO overestimate amount needed)
- Arrange travel for TSA Fall Leadership Conference (bus/van, PO, permission slips)
 - Chapter Officer(s) prepare an agenda
- Identify students who will be attending LEAD Conference (max six students)
 - Arrange travel for LEAD Conference (bus/van, PO, permission slips)
 - Chapter Officer(s) prepare an agenda

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Oklahoma Summit	4 Oklahoma Summit	5	6	7	8
9	10	11	12	13	14	15
16	17 TSA Affiliation Opens	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

September

STEM Teacher Action Items:

- Request 412 report (code 315) from your finance person for previous year
 - Email 412 report to Karsyn.bradshaw@careertech.ok.gov or program specialist
- Attend New Teacher Follow-up Day if applicable
- Complete Salary and Scheduling Report (Due September 30)
 - <https://oklahoma.gov/careertech/educators/stem/reports-and-forms/salary-and-scheduling-report.html>
- Track 412 money spent



TSA Adviser Action Items:

- Update TSA affiliation (if needed)
- Plan and elect TSA Chapter Officers
- Register for LEAD Conference
 - <https://www.oktsa.org/lead-conferences>
 - Request sub for LEAD Conference date
- Download TSA competitive event guideline from Total TSA
 - <https://tsamembership.registermychapter.com/#> (Chapter must be affiliated to access)
- Have students take competitive event quiz
 - <https://www.oktsa.org/competitive-events>
 - Work with students to select TSA competition(s)
- Create lesson plans to support TSA Competitions
- Plan date and prepare to test students for Congressional Degree
 - <https://www.oktsa.org/congressional-degree>
- Review travel plans for LEAD Conference
 - Agenda
 - Check eligibility
 - Permission slips
 - Reserve van/bus
 - Send student list to administration
 - Request PO for lunch or request sack lunches
- Request PO for TSA official dress
 - <https://tsastore.mybrightsites.com/>
 - **Address: TSA Store/Centricity**
 - 11790 Sunrise Valley Drive t100, Reston VA 20191
 - Phone: 888-509-1160
 - Fax: 703-264-1609
 - Email: tsawebstore@egroupengage.com
- Order TSA official dress
 - <https://tsastore.mybrightsites.com/>
- Review of TSA Code of Conduct with students
 - <https://www.oktsa.org/forms>
- Discuss local chapter dues (\$5 - \$15)
- Discuss TSA Fall Leadership Design Competitions (Pin and T-Shirt)
 - <https://www.oktsa.org/fall-leadership-conference>
- Plan a TSA recruitment event

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 412 Report Due	2	3	4	5
6	7	8	9	10	11	12
13	14	15 TSA FLC Registration Opens	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Salary & Teaching Report Due	1	2	3

October

STEM Teacher Action Items:

- Prepare and Submit student enrollment report (CESI)
 - <https://oklahoma.gov/careertech/educators/stem/reports-and-forms/cesi-reports.html>
- Request 412 balance from finance check accuracy
- Check with finance that all PO have been paid for items received or training attended
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>

TSA Adviser Action Items:

- Attend LEAD Conference
 - <https://www.oktsa.org/lead-conferences>
- Test students for Congressional Degree (Deadline November 1)
 - <https://www.oktsa.org/congressional-degree>
- Register for TSA Fall Leadership Conference (must have PO)
 - <https://www.registermychapter.com/tsa/ok-flc>
- Request Sub for TSA Fall Leadership Conference
- Arrange Travel for TSA Fall Leadership Conference (agenda, van/bus, PO for food)
- Submit Program of Work
 - Email Program or Work to Karsyn.bardshaw@careertech.ok.gov
- Assist students with TSA competitive events
 - Complete event guidelines (Total TSA): <https://tsamembership.registermychapter.com/#>
 - TSA competitive events overview and support: <https://www.oktsa.org/competitive-events>
- Plan American Red Cross fundraiser
 - <https://www.oktsa.org/state-service-project>
- Plan Fundraiser
 - <https://www.oktsa.org/chapter-resources>

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10 TSA FLC Registration
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Student Enrollment Report (CESI) Due	31

November

STEM Teacher Action Items:

- Complete Follow up for last year's seniors
 - <https://oklahoma.gov/careertech/educators/stem/reports-and-forms/follow-up-reports.html>
- Request PO for STEM Mid-Winter Conference
 - <https://oklahoma.gov/careertech/educators/stem/stem-pd/new-teacher-academy.html#January>
 - **PO Information:**
 - **Who: Oklahoma Science Technology Engineering and Math Association (OSTEMA)**
 - **Address: 1500 W 7th Ave, Stillwater OK 74074-4364**
- Register for STEM Mid-Winter Conference
 - Email PO to: okactestemmidwinter@gmail.com
- Check with finance that all PO have been paid for items received or training/conference attended
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>

TSA Adviser Action Items:

- Attend TSA Fall Leadership Conference
 - <https://www.oktsa.org/fall-leadership-conference>
- Assist students with TSA competitive events
 - Complete event guidelines (Total TSA): <https://tsamembership.registermychapter.com/#>
 - TSA competitive events overview and support: <https://www.oktsa.org/competitive-events>
- Plan TSA Chapter Community Service
- Plan Fundraiser
 - <https://www.oktsa.org/chapter-resources>

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 TSA FLC	18	19	20	21
22	23	24	25	26	27	28
29	30 Follow-up Reports Due	1	2	3	4	5

December

STEM Teacher Action Items:

- Register for STEM Mid-Winter Conference
 - Email PO to: okactestemmidwinter@gmail.com
 - <https://oklahoma.gov/careertech/educators/stem/stem-pd/new-teacher-academy.html#January>
- Request substitute for Mid-Winter Conference
- Request from finance
 - 412 balance and check for accuracy
 - The district cutoff date to use 412 funds for the current fiscal period (create calendar invite reoccurring yearly)
- Check with finance that all PO have been paid for items received or training/conference attended
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>

TSA Adviser Action Items:

- Assist students with TSA competitive events
 - Complete event guidelines (Total TSA): <https://tsamembership.registermychapter.com/#>
 - TSA competitive events overview and support: <https://www.oktsa.org/competitive-events>
- Request PO for Mini Conference(s) (registration & lunch)
 - <https://www.oktsa.org/mini-conferences>
- Arrange travel to TSA Mini Conference(s) (bus/van, PO, permission slips)
- Request a sub for TSA Mini Conference
- Work with students interested in preparing regional/state officer applications
 - <https://www.oktsa.org/regional-office>
 - <https://www.oktsa.org/state-office>
- Send TSA Fall Leadership Invoice to finance to have check mailed to OKTSA
 - <https://www.registermychapter.com/tsa/ok-flc>
- Chapter Community Service

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

January

STEM Teacher Action Items:

- Attend Mid-Winter
 - <https://oklahoma.gov/careertech/educators/stem/stem-pd/new-teacher-academy.html#January>
- Apply for Lottery Grant (Mid-January – March 1st)
 - <https://oklahoma.gov/careertech/educators/funding-and-grants.html>
- Update student enrollment (CESI)
 - <https://oklahoma.gov/careertech/educators/stem/reports-and-forms/cesi-reports.html>
- Plan Advisory Committee Meeting
 - <https://oklahoma.gov/careertech/educators/stem/resources.html> (Advisory Committee Handbook)
- Check with finance that all PO have been paid for items received or training attended
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>

TSA Adviser Action Items:

- Assist students with TSA competitive events
 - Complete event guidelines (Total TSA): <https://tsamembership.registermychapter.com/#>
 - TSA competitive events overview and support: <https://www.oktsa.org/competitive-events>
- Request PO for TSA State Qualifier
 - <https://www.oktsa.org/copy-of-regional-conferences>
 - Address:
 - **Who: Oklahoma Technology Student Association (OkTSA)**
 - **C/O: Katha Cinnamon**
 - **1500 W Seventh Ave, Stillwater OK 74074**
 - Cost \$5-\$10/attendee (request PO for overestimate)
- Request substitute for TSA State Qualifier
- Arrange Travel for TSA State Qualifier (bus/van, PO, permission slips)
- Request PO for TSA State Leadership Conference
 - <https://www.oktsa.org/state-conference>
 - Address:
 - **Who: Oklahoma Technology Student Association (OkTSA)**
 - **C/O: Katha Cinnamon**
 - **1500 W Seventh Ave, Stillwater OK 74074**
 - Cost \$60/attendee (request PO for overestimate)
- Arrange Travel for TSA State Leadership Conference (bus/van, PO, permission slips)
- Request substitute for TSA State Qualifier
- Email parents about TSA State Leadership Conference competitions and commitment
 - Request permission slips
- Officer applications are due February 1st
 - Regional: <https://www.oktsa.org/regional-office>
 - State: <https://www.oktsa.org/state-office>
- Make Hotel reservations for TSA Nationals (you can cancel later)

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Lottery Grants Open	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 STEM Mid-Winter Conference	30
31	1 Student Enrollment Report (CESI) Update	2	3	4	5	6

February

STEM Teacher Action Items:

- Submit Lottery Grant
 - <https://oklahoma.gov/careertech/educators/funding-and-grants.html>
- Update Student Enrollment (CESI)
 - <https://oklahoma.gov/careertech/educators/stem/reports-and-forms/cesi-reports.html>
- Request 412 balance from finance and check for accuracy
 - Spend all 412 funds (cut-off most schools before spring break)
- Check with finance that all PO have been paid for items received or training/conference attended
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>

TSA Adviser Action Items:

- State/Regional Officer Application Due February 1st
- Assist students with TSA competitive events
 - Complete event guidelines (Total TSA): <https://tsamembership.registermychapter.com/#>
 - TSA competitive events overview and support: <https://www.oktsa.org/competitive-events>
- Attend TSA Mini Conference(s)
- Register for TSA State Leadership Conference (SLC)
 - Information: <https://www.oktsa.org/state-conference>
 - Registration: <https://www.registermychapter.com/tsa/ok>
 - Add voting delegates
 - Add events for students competing
- Check events that require pre-submit
 - <https://www.oktsa.org/competitive-events>
- Prepare students for TSA Senatorial/Presidential Degree Tests
 - <https://www.oktsa.org/senatorial-degree>
 - Test by April 1
- Send TSA Mini/Regional Conference invoices to finance for payment
 - Payments for TSA Mini/Regional conferences are made to the hosting school.

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 TSA SLC Registration Opens	2	3	4 STEM Day at the Capitol	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

March

STEM Teacher Action Items:

- Check with finance that all PO have been paid for items received or training/conference attended
- Advisory Committee Meeting
- Innovative Grant Opens (event number years)
 - <https://oklahoma.gov/careertech/educators/perkins/innovation-grants.html>
- Perkins Grant Opens
 - <https://oklahoma.gov/careertech/educators/perkins/grant-application-information.html>
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>

TSA Adviser Action Items:

- Assist students with TSA competitive events
 - Complete event guidelines (Total TSA): <https://tsamembership.registermychapter.com/#>
 - TSA competitive events overview and support: <https://www.oktsa.org/competitive-events>
- Test students for TSA Senatorial/Presidential Degree (Deadline April 1)
 - <https://www.oktsa.org/ok-degree-program>
- Prep for TSA State Leadership Conference
 - Pre-Submits
 - <http://judgepro.registermychapter.com/event/jpok-tsastate/conf/tsa-ok>
 - Review Code of Conduct
 - Review Dress Code
 - <https://www.oktsa.org/forms>

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 TSA SLC Registration Closes Competitive Event Window Opens	25	26	27
28	29	30	31 Competitive Event Window Closes	1	2	3

April

STEM Teacher Action Items:

- Update Inventory List
- Check with finance that all PO have been paid for items received or training/conference attended
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>
- Check with finance that all PO have been paid for items received or training/conference attended

TSA Adviser Action Items:

- Prep Student for TSA State Leadership Conference
- Attend TSA State Leadership Conference
 - <https://www.oktsa.org/state-conference>
- Send TSA State Leadership Conference invoice to finance for payment
- Request PO for TSA National Conference
 - <https://tsaweb.org/conferences>
 - **PO for registration should be made out to**
 - **Technology Student Association, 1904 Association Drive, Reston, VA 20191-1540**
- Make Travel Arrangements (Hotel, Transportation, Food_
- Request PO for Oklahoma Package (National T-Shirt, Middle School National Pin, High School Pin)
 - Address:
 - **Who: Oklahoma Technology Student Association (OKTSA)**
 - **C/O: Katha Cinnamon**
 - **1500 W Seventh Ave, Stillwater OK 74074**
 - \$35/student (subject to change)

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 TSA SLC	21 TSA SLC	22 TSA SLC	23	24
25	26	27	28	29	30	1

May

STEM Teacher Action Items:

- Check with finance that all PO have been paid for items received or training/conference attended
- Send Follow-up form to seniors
- Perkins Grant Invoices due May due date
- Update inventory List and upload to evaluation folder
- Upload document to evaluation folders
 - <https://oklahoma.gov/careertech/educators/stem/resources/evaluation-prek-12.html>

TSA Adviser Action Items:

- Send TSA State Leadership Conference invoice to finance for payment
- Register for TSA National Conference
 - <https://tsaweb.org/conferences>
 - Submit PO for TSA National Conference
- Attend TSA winner's workshop
- Set date for parent meeting for student attending TSA National Conference
- Recognize student who placed or received awards at TSA State Leadership Conference

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Final Date Student Enrollment Report (CESI) Submission	1	2	3	4	5

June

STEM Teacher Action Items:

- Notify divisions of any teacher changes
- Request PO for OK Summit (registration, hotel, transportation, parking, etc.) (date July 1)
 - **PO should be made out to OkACTE**
 - **OkACTE, 2801 N Lincon Blvd, Suite 130, Oklahoma City, OK 73105**
 - **OkACTE Membership Questions 405.525.8906**
- Check with finance that all PO have been paid for items received or training/conference attended

TSA Adviser Action Items:

- Attend TSA National Conference

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 National TSA Conference	24 National TSA Conference	25 National TSA Conference	26 National TSA Conference
27 National TSA Conference	28	29	30	1	2	3

CareerTech Lingo & Acronyms

411: CareerTech teacher supplement for funded program (\$2200). Payments sent in December and May.

412: Program Incentive Funds: Funding provided to programs to support classroom needs. Payments are distributed quarterly in September, December, March, and May, totaling \$9,500 per year.

ACTE: Association for Career and Technical Education: The national professional association for CareerTech educators. Formerly AVA.

AOPA: Aircraft Owners and Pilots Association provides an aviation curriculum at no cost that provides a start pilot pathway or complete UAS certificate.

CESI: CareerTech Enrollment Student Information, a report you fill out annually about your student demographics within CTIMS, due at the end of October.

Choose Aerospace: Aircraft maintenance curriculum where students learn standards that align to the general portion of the FAA aircraft maintenance certification.

CS: Computer Science

CTE of CT: Career and Technology Education

CTSO: CareerTech Student Organization. Technology Student Association (TSA) is a student organization that aligns to STEM education.

CTIMS: CareerTech Information Management System. You will be sent an email to create an account in late August or early September. CTIMS is what you will use to complete your required reports.

Follow-up: A report you complete annually for technology center program or K12 seniors that communicates what students are doing with the education they were provided (work, military, college).

FY: Fiscal Year, Education fiscal periods are July 1 – June 30.

Lottery Grant: State grants that are awarded annually to programs that apply. If a program receives the lottery grant, the program must wait one year before applying again.

OCAS Codes: Oklahoma Cost Accounting System. One use for an OCAS code is to identify courses taught. All CareerTech approved courses start with 8###.

OKACTE: An organization that seeks to provide the kind of foresight and direction needed to develop a productive and competitive workforce for Oklahoma. The association is recognized as a dynamic educational leadership organization anticipating and fulfilling the professional needs of its members and their customers in developing a competitive workforce. Members are instructors, administrators and other staff at technology centers, comprehensive schools, skills centers and the ODCTE.

OSTEMA: Oklahoma Science Technology Engineering and Mathematics Association. A division of the Oklahoma Association for Career and Technology Education that supports teachers in the STEM division.

Oklahoma Summit: An annual conference required for CareerTech professionals. This joint conference, hosted by OkACTE and CareerTech, provides valuable opportunities for career and technical education professionals to network, engage in professional development, and enhance their leadership skills in a collaborative environment.

PD: Professional Development

PID: Program Identification Number. This number stays with the school and division not teacher

PO: Purchase Order. A formal request to purchase goods or services. **Never** purchase anything without a purchase order. Always follow school policy on preparing PO and purchasing goods or services.

Perkins: Carl Perkins Career and Technical Education Act. Provides funding for CareerTech students.

Salary and Scheduling Report: Salary and scheduling report gives CareerTech your courses, estimated enrollment and schedule for the year. It also gives CareerTech a record of your salary and teaching certificate. CTIMS is the reporting site for salary and scheduling.

SSO: Singel Sign On is an authentication method that allows users to access multiple applications and services with a single set of login credentials (usually a username and password). Instead of needing separate logins for each application, users authenticate once and can then access all authorized resources.

TE: Technology Engineering or Tech Ed. is designed for middle and high school students to explore all cluster areas and the careers available within them. They will apply basic knowledge gained from various projects and activities to the appropriate cluster area. They will learn teamwork, problem solving, design process, and technology literacy. Students will also gain hands-on experience in using technology in activity-based courses.

Total TSA: A tab in your TSA membership site (<https://tsamembership.registermychapter.com/#>) that contains all essential downloadable TSA materials, including event guidelines, chapter adviser resources, and leadership and community service tools. You must be an affiliated chapter to access this content.

TSA: Technology Student Association. TSA is an organization dedicated to promoting STEM and leadership through competitions for every student in the United States.

TSA Chapter ID: A unique identification number assigned to each chapter. It is used to log into the TSA membership site and serves as part of your team number during TSA competitions.

TSA Event Guidelines: Comprehensive documentation that includes competition overviews, eligibility requirements, timelines, attire expectations, procedures, regulations, event requirements, scoring rubrics, and related career connections.

TSA Program of Work: A calendar of events that outlines the dates, locations, and types of activities and conferences in which TSA students will participate. It also includes the chapter's goals for the year, helping to guide leadership development, community service, competitive success, and overall program growth.

TSA Student Membership Number: A unique identification number assigned to each student, which remains the same throughout their years in TSA. This number is used to log into the TSA student membership site (<https://tsaweb.org/>) to access event guidelines, scoring rubrics, and to upload documentation for the Pathways to Excellence Award.



CareerTech Dictionary

STEM Year in Review: Success Checklist

- ☐ Attend 2-day STEM New Teacher Academy, September Follow-up, TSA Bootcamp, and Mid-Winter Conference (new teachers)
- ☐ Attend Oklahoma Summit (2-days)
- ☐ Meet with the administration and the previous instructor to establish a shared understanding of my role as a CareerTech STEM teacher
- ☐ Establish a TSA Chapter that includes TSA affiliation, elected officers, Program of Work and community service plan
- ☐ Submit reports on time (412-September 1, Salary -September 30, CESI – October 31, Follow-up – November 30)
- ☐ Participate in National TSA Week (October)
- ☐ Attend TSA LEAD Conference
- ☐ Attend TSA Fall Leadership Conference with students
- ☐ Hold Advisory Committee Meeting and apply recommendations
- ☐ Attend TSA State Qualifier with student competitors
- ☐ Apply for Lottery Grant
- ☐ Attend TSA State Leadership Conference with student competitors
- ☐ Spend all 412 Program Incentive Funds
- ☐ Submit FY26 Purchase Order Request for Oklahoma Summit (registration, hotel, transportation, parking, etc.)
- ☐
- ☐



Advisors and members can use this wheel as a tool to help students explore future careers, make informed decisions, and develop personalized plans to achieve their goals through TSA competitive events. Many TSA competitions also incorporate annual themes and real-world challenges, often aligning with multiple clusters, groupings, and sub-clusters—further reinforcing TSA's role in preparing the next generation of Oklahoma's workforce.

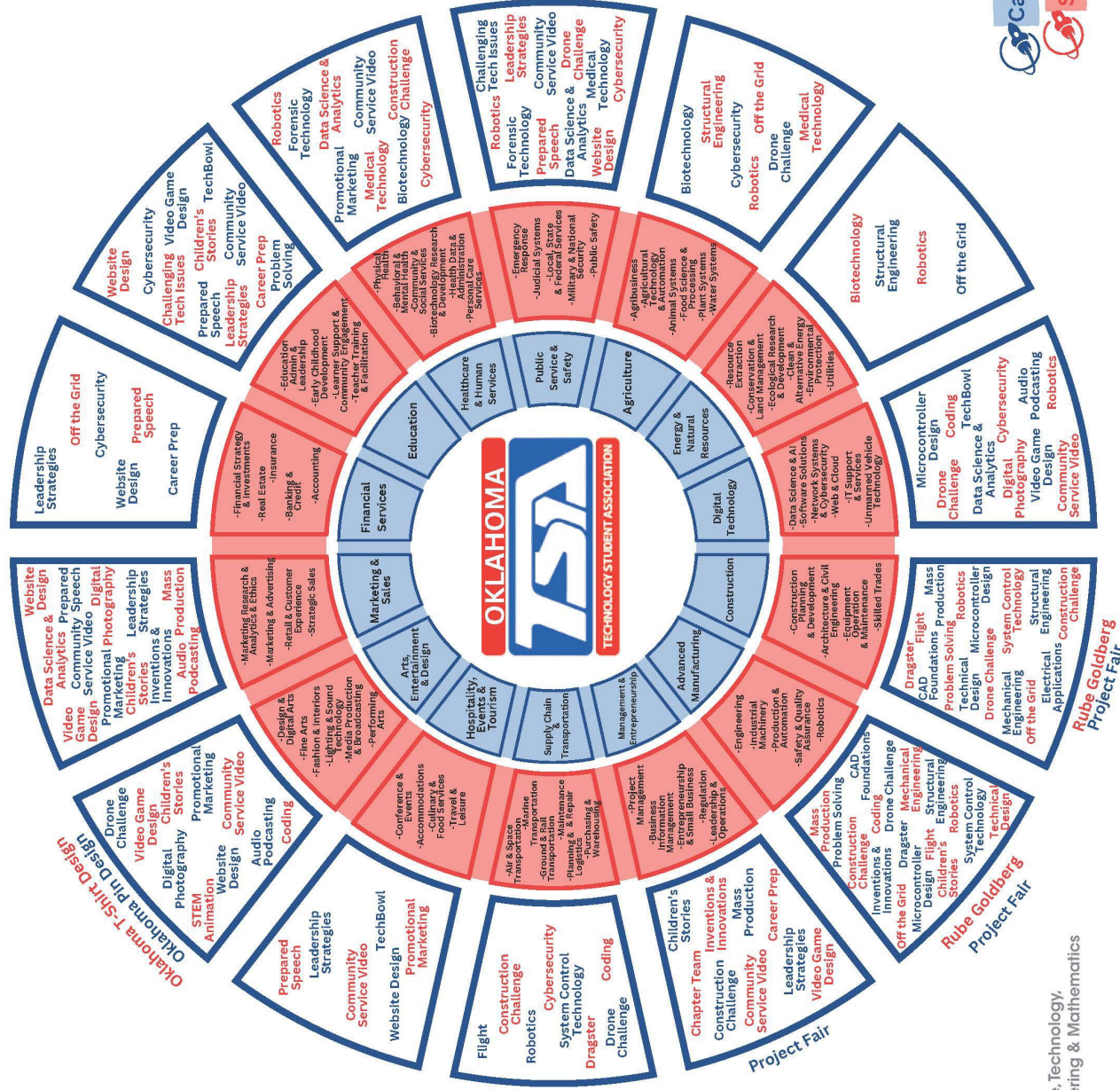


STEM

Science, Technology,
Engineering & Mathematics

Career Cluster

Sub-Clusters





STEM

Science, Technology,
Engineering & Mathematics