

**Career and Technical Education Unit**

**Update: Connecticut Perkins V Comprehensive Local Needs Assessment (CLNA) Timeline and Completion Steps**

***Due no later than June 28, 2024***

1. Watch CLNA Update Process Webinar if you need a refresher. The webinar can be found on the dedicated [Perkins V: Today’s Skills, Tomorrow’s Careers Webpage](https://portal.ct.gov/SDE/Career-and-Technical-Education/Career-and-Technical-Education/Perkins-V).
2. Follow the four steps as detailed in the CLNA Update Process Webinar and summarized below:
	* + Step One CLNA Update: Organize Stakeholders
		+ Step Two CLNA Update: Analyze Student Data
		+ Step Three CLNA Update: Analyze Market Data
		+ Step Four CLNA Update: Evaluate Current Programs
3. Complete and submit template attached and found on the [Perkins V: Today’s Skills, Tomorrow’s Careers Webpage](https://portal.ct.gov/SDE/Career-and-Technical-Education/Career-and-Technical-Education/Perkins-V).
	* The CLNA Update Template must be submitted to your Perkins Program Manager no later than June 28, 2024.

Connecticut Perkins V Comprehensive Local Needs Assessment (CLNA) Update

**Revisiting, Reflecting, Reviewing, and Revising**

Name of Local Eligible Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of CLNA Update mandatory meeting(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expanded group of mandatory stakeholders included: \_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_\_\_\_ no

Instructions: Using bulleted formatting, please complete the following sections:

I. Alignment to local labor market needs (analyze local labor market data, cite sources)

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II. Size, scope and quality of programs offered (goals, strategies, and actionable activities)

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III. Progress toward implementing programs of study (goals, strategies, and actionable activities)

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IV. Progress on federal accountability indicators (goals, strategies, and actionable activities)

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V. Progress on improving access and equity (goals, strategies, and actionable activities)

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VI. Progress on Recruitment, Retention, and Training of Faculty and Staff (goals, strategies, and actionable activities)

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