

Science and Technology Entry Program – (STEP)

Field Guide 2015-2020



STEP Program Field Guide

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I. Legislative Authority (RFP, p. 2)

- a. In 1985, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6454, to authorize the use of funds under the Science and Technology Entry Program (STEP).

II. Purpose/Goal (RFP, p. 2/10)

- a. The purpose of the Science and Technology Entry Program is to prepare secondary school students, who are either economically disadvantaged or minorities historically underrepresented in scientific, technical, health, health-related and licensed professions, for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions.
- b. According to § 6454 of the Education Law, STEP “shall be to assist eligible students in acquiring the skills, attitudes and abilities necessary to pursue professional or pre-professional study in post-secondary degree programs in scientific, technical and health-related fields.”

III. Student Eligibility (RFP, p. 10)

- a. The Science and Technology Entry Program is designed for New York State residents in grades 7 through 12 who are minorities historically underrepresented or economically disadvantaged in the scientific, technical, health-related, and licensed professions.
- b. For the purpose of STEP, a student is considered a New York State resident if he or she resides in New York State and has lived in New York State for the last two terms of school prior to entry into the STEP program or resided in New York State for at least 12 months immediately preceding the first term for which he or she is seeking participation in the STEP program;
- c. Minorities historically underrepresented in the scientific, technical, health-related, and licensed professions are Black or African American, Hispanic/Latino, American Indian or Alaska Native. A student is economically disadvantaged if he or she meets the income eligibility criteria. Income eligibility criteria will be distributed by STEP-SED.
- d. Documentation - Institutions approved for funding are required to develop an application for STEP participants. In order to be accepted all required documentation must be complete. Students must complete an application prior to participation in the program. Funds may not be expended on behalf of students for whom an application and required documentation are not available. The project is responsible for having each student's previous and current report cards on file for the duration of their participation in the program.
- e. Documentation confirming economically disadvantaged status is required only for students who are not Black or African American, Hispanic/Latino, American Indian or Alaska Native. The racial/ethnic identification indicated by students on the STEP application is acceptable documentation.

- f. When needed, economic disadvantage documentation would be a copy of the parent or legal guardian's signed most recent year's tax returns (IRS form 1040, 1040A, 1040EZ or 4506). The economic eligibility standards set forth apply only at the time of admission as a first-time student to a STEP program. Annual income eligibility criteria will be distributed by STEP-SED.
- g. The application and all required documentation must be kept on file for each student at the STEP project site and must be readily available for review by State Education Department (SED) staff. In the case of consortia, a copy of the application for each student must be available at the home campus site as well as at the lead institution or project headquarters.

IV. Program Requirements (RFP, p. 11)

- a. Provide assistance to eligible students in acquiring the skills, attitudes and abilities necessary to pursue professional or pre-professional study in post-secondary degree programs in scientific, technical and health-related fields.
- b. Prepare and deliver a plan of instruction and curriculum-related activities and services that includes:
 - i. curricula that shall, to the extent practical, emphasize the concrete aspects of the scientific, technical or health-related discipline as it relates to a professional career, through laboratories, relevant work experience opportunities, or similar activities.
 - ii. academic, career and financial aid counseling to ensure that such students are fully aware of the opportunities and necessary preparations for professional careers in scientific, technical, or health-related fields.
 - iii. quantifiable measures to assess the effectiveness of the instruction, activities and services in promoting the purposes of the Science and Technology Entry Program, including the persistence rate of participating students; the persistence rate of participating students in completing mathematics and science courses in an academic track; the college placement rate of participating students in professional or pre-professional programs in scientific, technical, or health-related fields.
 - iv. effective collaborative educational programs with neighboring secondary schools; the ability and willingness to cooperate with other postsecondary institutions in operating a program;
 - v. a location within a school district, or at least half of the institutions in the consortium, with an enrollment comprised of at least twenty percent (20%) minority group students or a location near such a district that is accessible by public transportation.
- c. Ensure that STEP is an academic opportunity program and must be closely coordinated with the academic or student affairs at the institution and provide suitable institutional support.
 - i. Professional Staffing – (the following is a suggested guide to program staffing qualifications)
 - 1. Project Director – The STEP director is responsible for providing leadership to STEP and for the management of the contract and all related STEP activities. The project director or Associate Director should have a minimum of a bachelor's degree with 3-5 years of program administration & management experience. The director should also have experience in fiscal management and budgetary oversight. In addition, he or she should have experience working with students from historically underrepresented or economically disadvantaged groups.

2. Assistant Director/Coordinator – The Assistant Director or Coordinator should have a minimum of a bachelor's degree with 1-3 years of program administration & management experience. In addition, he or she should have experience working with students from historically underrepresented or economically disadvantaged groups.
- d. All programs must provide services to students enrolled in secondary education (grades 7 – 12). Program services must address students' academic and collegiate preparation in science, technology, health-related fields and licensed professions. All programs must provide services to all grade levels by the end of the 2015-2020 grant/contract cycle.
 - e. Provide program activities to assist students in acquiring the skills and aptitudes necessary to pursue postsecondary education leading to careers in scientific, technical, or health-related fields, or the licensed professions. The program must consist of instructional activities and services that emphasize the relationship between a course of study and careers in the targeted fields. Activities must also include academic advisement and career counseling to apprise students of the opportunities and prerequisites for the pursuit of careers in science, technology, and health-related fields, and the licensed professions.
 - f. Provide services and activities to enhance and increase students' mathematical skills, and experiences in the sciences and laboratory science in accordance with the Common Core and Advanced Regents Diploma. Program activities must enhance and support students' abilities to perform tasks in computing, statistics, algebra and geometry, and increase students' knowledge in at least one field of science such as biology, chemistry, or physics. All activities must be in compliance with the most current NYS learning standards (including Common Core Learning Standards), which can be found at the following website:
<http://www.emsc.nysed.gov/ciai/standards.html>.
 - g. Provide evidence of formal collaborations (i.e. MOU) between the proposing institution, local industry, and local education agencies such as local schools or school districts. MOUs with partner school districts and/or schools must include authorization for the applicant institution to obtain and review school records, which include but are not limited to report cards, transcripts, attendance records, and college acceptance letters. Such shared educational information on the STEP participant between the applicant and school district will be handled in accordance with the Family Educational Rights and Privacy Act (FERPA) and all information obtained will remain confidential.
 - h. Collaborate with Statewide & Regional partners:
 - i. Collaborate with the Collegiate Science and Technology Entry Program (CSTEP) (e.g., generate a list of high school juniors to share with CSTEP projects or share list of STEP alumni attending CSTEP institutions, etc.).
 - ii. Participate in Statewide & Regional Network Committees.
 - i. Implement a parent component with clearly defined roles, responsibilities, and activities. Establish a relationship between the parents and the program. The parent group must meet at least twice a semester.
 - j. Develop and implement a STEP Advisory Committee with membership representatives from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff. The purpose of the STEP Advisory Committee is to meet occasionally

(e.g., annually or semi-annually) to discuss upcoming programming or the calendar of events and assist with the self-review process.

- k. Day of Service planning, implementation, and assessment for participation by STEP students in their local community or the local community of the institution. These events are meant to provide exploration of and exposure to careers in the licensed professions, scientific, and technical fields.
- l. Ensure audit accountability, as each institution must adhere to the Generally Accepted Accounting Principles and reflect STEP and institutional monies by line item, separate from all other institutional accounts. State, institutional, Federal, and other grant funds must be clearly delineated.
- m. Provide a minimum of 25% matching funds from institutional, governmental and other in kind sources.
- n. Individual STEP projects that request a budget of \$200,000 or more a year are required to conduct a summer program.

Note: Projects must be conducted at a facility that will provide reasonable accommodations to meet the accessibility needs of individuals with disabilities who will participate in project activities. The institutions conducting the programs are responsible for special accommodations, such as interpreters, assistive listening devices, large print or Braille materials, etc.

V. Budget (RFP, p. 20)

- a. Use of Funds
 - i. Activities funded by a STEP grant contract will be administered pursuant to a written agreement between the State Education Department and the participating institution.
 - ii. STEP funds may not be used for purposes that have not been described in the authorizing statute, the Regulations of the Commissioner of Education or this RFP. Amendments to the proposal during the course of the year that involve changes in the manner in which STEP funds are expended must have prior written approval from the STEP-SED. See E. Transfer of Funds below for additional information.
 - iii. Program changes (especially personnel) must have prior written approval from STEP-SED.
- b. Allowable Expenses: Under §6454 of the NYS Education Law, Science and Technology Entry Program monies as part of a program may be used for tutoring, academic counseling, financial aid counseling, career counseling, college readiness counseling, special summer courses, academic enrichment, recruitment, and program administration. Allowable costs include the following:
 - i. Program administration, including professional and non-professional salaries, benefits, staff travel for required program administration as approved by NYSED. **Note: Out of state travel requires prior approval by NYSED liaison.**
 - ii. Stipends for students participating in approved STEP supervised research opportunities and internships (the maximum stipend must be consistent with the average for similar activities at the institution or in the region)
 - iii. Program activities, such as field trips, STEP student conference expenses, program achievement/awards, and related fees/charges, including charges for recreational facilities and activities, standardized tests/instruction fees, etc.

- iv. Expenses related to program attendance such as participant transportation.
- v. Student classroom supplies, including laboratory supplies, calculators, etc.
- vi. Administrative and instructional supplies, materials, and equipment (including instructional or administrative computer software and computers, lab equipment, etc.).
When equipment is purchased with STEP funds, it is the responsibility of the institution to ensure that the STEP Equipment Inventory Form is completed and that a copy is submitted to STEP-SED. If a program closes, any equipment purchased with STEP-SED funds must be released for transfer to another STEP program so that equipment continues to support STEP students. STEP-SED staff will assist in arranging the transfer of such equipment. **Note: Those items with a unit value of \$5,000 or more and having a useful life of more than one year must be reported in the equipment category.**
- vii. Evaluation materials and activities;
- viii. STEP staff development/training (*Out of state travel requires prior approval by NYSED liaison).
- ix. Program brochures/materials and promotional activities.
- x. Subcontracts for program services can be made.
- xi. Indirect costs at no more than 8% are allowed.

Adjustments to an award amount will occur if items within the proposed budget are deemed to be non-allowable or inappropriate.

c. Non-Allowable Costs

- i. Funds for indirect expenses provided by the state STEP award may not exceed eight percent (8%) of total STEP grant expenditures. Indirect costs cannot be charged on certain expenses, including :
 - 1. Equipment purchases
 - 2. Stipends
 - 3. Tuition
- ii. Funds for indirect expenses provided by the institution may not exceed 20 percent of the matching funds contributed by the institution and/or other non-NYS sources.
- iii. State STEP funds cannot be used for organizational dues or items not specifically allowed under the categories identified above.
- iv. State STEP funds cannot be used to pay for the salary or stipend of the STEP Director's Supervisor or someone designated as a Principal Investigator for the grant contract (in their role as supervisor or PI).
- v. State STEP funds may not be used for purposes other than those described in the approved grant contract.
- vi. State STEP funds may not be used for cultural enrichment or other social activities.
- vii. Funds must supplement, not supplant, existing funding sources.

d. Fringe Benefits

- i. The rate for fringe benefits cannot exceed the actual rate paid by the institution. For SUNY institutions, the maximum rate that will be considered is the rate allowed by the New York State Office of the State Comptroller (OSC).

e. Transfer of Funds: ***Failure to follow these procedures may result in the disallowance of all expenditures not previously approved by STEP-SED.***

- i. Consistent with the Fiscal Guidelines for Federal and State Grants, budget transfers must be requested using Form FS-10-A: Proposed Amendment for a Federal or State Project.
- ii. All FS-10-A forms must be submitted anytime between the start date of any funding year and May 15th.

- iii. An amendment that would result in a transfer of funds among program activities or budget cost categories that does not affect the amount, consideration, scope or other terms of such contract may still be subject to the approval of the Attorney General and the Office of the State Comptroller where the amount of such modification is, as a portion of the total value of the contract, equal to or greater than ten percent for contracts of less than five million dollars, or five percent for contracts of more than five million dollars; and, in addition, such amendment may be subject to prior approval by the applicable State Agency as detailed in the contract.
- iv. Funds must not be expended until the budget/contract amendment has been approved in writing.

f. Institutional Funds

i. Matching Funds:

- 1. A minimum 25 percent match of the STEP grant contract is required. The matching requirement may be met through the institution's own resources, private sources, other non-New York State governmental sources, and in-kind services. All matching contributions must be used for activities related exclusively to the STEP project, and institutional accounts must be structured to reflect this contribution by appropriate line item.
- 2. Matching funds for indirect expenses provided by the institution may not exceed 20 percent of the matching funds contributed by the institution and/or other non-NYS sources.

ii. Program Support

- 1. The institution must provide sufficient space and institutional resources consistent with other academic support programs on the campus for the effective operation of the program.
- 2. Programs must have sufficient access to and use of space needed to conduct the following: group meetings/workshops, conferencing, confidential academic and/or financial counseling, program administration, and tutoring services. Should a conflict regarding this provision arise, STEP-SED shall investigate the situation and issue a written decision regarding the adequacy of the access and space.
- 3. Projects must be conducted at a facility, which will, to the greatest extent possible, meet the accessibility needs of individuals with disabilities who will participate in project activities.
- 4. The institutions conducting the programs are responsible for reasonable accommodations, such as interpreters, assistive listening devices, large print or Braille materials, etc.

g. Institutional Obligation

- i. Institutions approved for funding will have an obligation to honor the institutional amount committed in support of the program in each budget category. This obligation will be reflected in the approved budget agreed to by STEP-SED and the institution.
- ii. The budget indicating matching funds may be amended only upon the written agreement of both parties.

h. STEP Payment Schedule

- i. Activities funded under a STEP award will be administered pursuant to a written contract between NYSED and the funded applicant institution or applicant lead institution of a consortium. An institution awarded a contract and accepting STEP funds must submit an annual budget and budget narrative, for the first year and each succeeding year in a form and manner prescribed by STEP-SED.

- i. Budgets (FS-10)
 - i. The application must include an FS-10 Budget Form for the first year of the program.
 - ii. Each institution receiving a STEP award will be required to submit a FS-10 and Budget Narrative prior to the beginning of each subsequent program year. This is due to STEP-SED no later than April 1 for the program year beginning July 1. The FS-10 and Budget Narrative must be approved by SED prior to the requesting of any funds by the institution.
 - iii. General descriptions of expenditures, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State Grants <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>.
- j. Not-for-Profit Applicants:
 - i. The initial payment of 25% will be made upon execution of the contract.
 - ii. Subsequent payments will be made following the project submission of a **FS-25** form.
 - iii. The final payment of **10%** occurs upon the approval of the Final Program and Expenditure Reports (**FS-10F Long Form**).
- k. For-Profit Applicants:
 - i. Funds will be distributed using the SED grant contract process. For-profit institutions will receive payment for work or service that has been performed. The applicant may receive interim payments (up to 90 percent of the grant contract), but only actual expenditures will be reimbursed.
 - ii. The final reimbursement payment of **10%** occurs upon the approval of the Final Program and Expenditure Reports (**FS-10F Long Form**).

Note: The Grant Contract is fully executed when it has been signed by the institution's Chief Executive Officer or their designee, the New York State Education Department, the Office of the New York State Attorney General, and the New York State Office of the State Comptroller.

- l. Records Retention:
 - i. All STEP related institutional records, including student and fiscal records, are subject to audit by the State Education Department and the Office of the State Comptroller, or an agency designated by one of the above.
 - ii. Fiscal records, including those identifying an expense of STEP funds, must be maintained for seven full years, or longer if required by institutional policy or practice.
 - iii. Student records must be maintained for six years after the student graduates.
 - iv. If a student withdraws from the institution prior to graduation, the student STEP record must be maintained for six years from the end of the academic term in which the student withdrew, or longer if required by institutional policy or practice.
 - v. Audit or litigation will "freeze the clock" for records retention purposes. Supporting documentation related to an issue under audit or litigation must be retained until resolved or the above general rule for record retention, whichever is longer.

VI. Project Operational Guidelines (RFP, p. 25)

- a. Operation Dates:
 - i. For the initial program funding year, projects may begin as early as July 1, 2015, but must be completed by June 30, 2016. The operational dates for subsequent years covered by this proposal will be July 1st through June 30th.

b. Required Program Reports:

- i. Late or inaccurate submissions of any budgetary forms and/or Programmatic reports may result in the suspension of funds.
- ii. Exceptions to due dates may be made to programs that have requested an extension in writing to their liaison and have received approval. Acceptable written request may be sent via email, regular mail, or fax. All communication requesting an extension must be copied to the President, Provost of the institution, or appropriate supervisor and indicate the reason why the institution is unable to submit its report on time.
- iii. Each institution receiving a STEP award will be required to submit two program reports annually; a mid-year report and a final report to the STEP-SED.
- iv. The mid-year report is to be received by SED not later than March 15 every year. This report specifies the enrolled STEP students as well as the initial expenditures and activities in operating the STEP in a form and manner prescribed by STEP-SED. The STEP student headcount indicated on the report will be used to ensure that the institution has met their budgeted STEP student headcount. The mid-year report shall cover the period from July 1 through December 31.
- v. The final program report is due on September 15th of each program year. The final report shall cover the period from July 1 through June 30 (the entire program year). This report, in a form and manner prescribed by STEP-SED, outlines the institution's expenditures and activities in STEP for the program year and provides:
 1. An analysis of program operation in terms of the stated priorities and the extent to which the priorities were achieved.
 2. Plans for program change, expansion and development.
 3. An itemization of the institution's support of such program during the contract period including the use of outside (Federal, State and local) funds.
 4. The extent and nature of faculty, staff, student, and community involvement and participation in program planning and development.
 5. Data:
 - a. on the persistence rate of participating students;
 - b. on the persistence rate of participating students in completing mathematics and science courses in an academic track;
 - c. on the college placement rate of participating students in professional or pre-professional programs in scientific, technical, or health-related fields
- vi. Each institution receiving a STEP award will be required to submit an annual roster of their student participants to their respective school districts in a timely manner.
- vii. As indicated, the institution's program reports will be reviewed upon receipt by STEP-SED for accuracy and completeness. The institution will be notified by SED if their submission is incomplete and/or requires additional information.

c. Grant Recipient Responsibilities:

- i. Projects must operate under the jurisdiction of the institution and are subject to at least the same degree of accountability as all other departmental expenditures of the institution.
- ii. The institution is responsible for the proper disbursement of, and accounting for, project funds.
- iii. Written Institution policy, as well as State rules pertaining to wages, mileage and travel allowances, overtime compensation, fringe benefits, competitive bidding, safety regulations, and inventory control must be followed.
- iv. Original supporting documents are required for all Grant Contract related transactions entered into the local agency's recordkeeping system.

- v. Documents that authorize the disbursement of grant contract funds consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation and payment documents. Supporting documentation for Grant Contracts must be kept for at least six years after the last payment was made unless otherwise specified by program requirements.
 - vi. Additionally, audit or litigation will "freeze the clock" for record retention purposes until the issue is resolved. All records and documentation must be available for inspection by State Education Department officials or its representatives.
- d. Institutional Obligation:
- i. Applicants receiving a STEP grant contract have an obligation to honor the amount to which they have committed in the various budget categories. This obligation is reflected in the final budget agreed to by the State Education Department, the Office of the Attorney General, the Division of Budget, the Office of the State Comptroller, the Director of State Operations and the institution/agency. The budget may be amended by written approval of the Commissioner of Education and the Office of the State Comptroller.

VII. Day of Service Guidelines

- a. **Mission:** Day of Service is intended to provide education and career information to students (not currently served by STEP and CSTEP) in grades 6-12 regarding the fields of science, technology, engineering, and mathematics (STEM) and the licensed professions. All STEP and CSTEP regions and each project participate in Day of Service activities. A consistent message statewide promoting access for historically underrepresented and economically disadvantaged students to STEM fields and the licensed professions will be used in presentations conducted for students, parents and school guidance personnel.

This list is designed to be a guideline for Day of Service activity planning and is not intended to be all-inclusive.

- b. All the fields mentioned above do not need to be covered during a particular Day of Service.
 - i. Each STEP and CSTEP project can recruit volunteers to assist in their planned activities including current students, alumni, project staff, instructors, tutors, mentors. Feel free to collaborate with other campus-based groups that share similar goals and objectives to STEP and CSTEP such as the National Society of Black Engineers, the Society for Hispanic Professionals in Engineering, the Ronald E. McNair program, the Louis Stokes Alliance for Minority Participation, the Higher/Education Opportunity Program and your campus Black/Latino/Native American and professional student organizations.
 - ii. Activities are encouraged to be classroom-based. Classroom-based activities are activities that take place within a classroom setting. This will ensure that the greatest numbers of students are exposed to the fields of study promoted by STEP and CSTEP. In addition, STEP and CSTEP projects may sponsor activities that take place outside of the school setting.
 - iii. Based on the list of possible participants from each campus-based STEP or CSTEP project, ***we are suggesting that each project utilize a minimum of at least six volunteers who will visit at least four classes each.*** If we assume a class size of approximately twenty five students per class, we can potentially reach over 65,000 students.
 - iv. A general outline is attached which should be used during the DOS presentations. Presentations can be custom-tailored by the STEP and CSTEP project representatives, but

they should include a standardized message and could conclude with a referral to the website (www.stepforleaders.org)

- v. All activities should occur between October 1st and May 31st.
- vi. Documentation of the number of students impacted by each Day of Service activity and the number of schools/classrooms visited should be collected. Documentation should also be kept regarding the number of volunteers who participate in DOS activities. This information should be made available upon request to the New York State Education Department.

Outline for Day of Service

- Introduction of individual presenters and institutional affiliation (5 min)
- Purpose: To introduce students to careers in Science, Technology, Engineering, Mathematics (STEM) and the Licensed Professions (5 min)
- Interactive activity (15 min)
Overview of Shortage areas: Local, State, National, Global Optional (5 min)
- Wrap Up : Education/Income chart, Website, Office of the Professions handout (10 min)

VIII. Miscellaneous

a. Income Eligibility Criteria

2015-2016

Number of Members in Household	2015-2016
1	\$21,755
2	\$29,471
3	\$37,167
4	\$44,863
5	\$52,559
6	\$60,255
7	\$67,951 ¹

Add \$7,696 for each family member in excess of 7.

b. List of Professions Licensed, Registered, or Certified by the Board of Regents

<http://www.op.nysed.gov/prof/>

[Acupuncture](#)

[Applied Behavior Analysis](#)

- . Licensed Behavior Analysts
- . Certified Behavior Analyst Assistants

[Architecture](#)

[Athletic Training](#)

[Audiology](#)

[Certified Shorthand Reporting](#)

[Chiropractic](#)

[Clinical Laboratory Technology](#)

- . Clinical Laboratory Technologists
- . Cytotechnologists
- . Clinical Laboratory Technicians
- . Certified Histological Technicians

[Dentistry](#)

- . Dentists
- . Dental Anesthesia/Sedation
- . Dental Hygienists
- . Certified Dental Assistants

[Dietetics-Nutrition](#)

[Engineering](#)

[Geology](#)

[Interior Design](#)

[Land Surveying](#)

[Landscape Architecture](#)

[Massage Therapy](#)

[Medical Physics](#)

[Medicine](#)

- . Physicians
- . Physician Assistants
- . Specialist Assistants

[Mental Health Practitioners](#)

- . Creative Arts Therapists
- . Marriage and Family Therapists
- . Mental Health Counselors
- . Psychoanalysts

[Midwifery](#)

[Nursing](#)

- . Registered Professional Nurses
- . Nurse Practitioners
- . Clinical Nurse Specialists
- . Licensed Practical Nurses

[Occupational Therapy](#)

- . Occupational Therapists
- . Occupational Therapy Assistants

[Ophthalmic Dispensing](#)

[Optometry](#)

[Perfusion](#)

[Pharmacy](#)

- . Pharmacists
- . Pharmacy Establishments

[Physical Therapy](#)

- . Physical Therapists
- . Physical Therapist Assistants

[Podiatry](#)

[Polysomnographic Technology](#)

[Psychology](#)

[Public Accountancy](#)

- . Certified Public Accountants
- . Public Accountants

[Respiratory Therapy](#)

- . Respiratory Therapists
- . Respiratory Therapy Technicians

[Social Work](#)

- . Licensed Master Social Worker (LMSW)
- . Licensed Clinical Social Worker (LCSW)

[Speech-Language Pathology](#)

[Veterinary Medicine](#)

- . Veterinarian
- . Veterinary Technician

c. SAMPLE: STEP Student Application (Required data to apply)

Entry Date: _____

Student name: _____

Address: _____

Telephone Number: _____
(area code)

NYS Resident: ☐ Yes ☐ No

New York State Student Identification Number (NYSSIS): _____

Parent/guardian name(s): _____

Parent/guardian addresses: _____

Gender: ☐ Male

☐ Female

Ethnicity: ☐ Black/African-American*

☐ Hispanic/Latino

☐ American Indian/Alaska Native

☐ White **

☐ Asian/Pacific Islander **

☐ Other **

*(Includes all individuals from Africa or the Caribbean)

** (Documentation confirming economically disadvantaged status is required)

Name, address, and telephone number of secondary schools:

- Student report cards must also be kept on file for all terms that the student participates in STEP.
- An interview along with a personal statement addressing their interest in pursuing STEP-related careers is required of all applicants.
- Must include a waiver for the use of student name and likeness for the purpose of promoting STEP on the web or in print.

Note: A permission form must be kept on file at the program office for every student whose name appears on the roster

(SAMPLE) PERMISSION FORM

I (we) _____ give permission for _____
Name of parent(s)/guardian(s) Name of student

to participate in the Science and Technology Entry Program (STEP) _____
(Name of institution)

This form grants permission for the following:

Collect school reports e.g. transcripts, standardized test scores etc...

Share student name and contact information with other CSTEP programs and college/university admissions offices.

Field trips to conferences, college/universities, local exhibits etc...

Photo release for program promotions.

Note: All information will be kept confidential.

Parent/guardian signature

Date

d. Additional data to be collected: not necessarily on the student application

Middle level Language Arts assessment performance _____

Middle level Science _____

Middle level Mathematics assessment performance _____

SAT verbal _____ SAT math _____ PSAT verbal _____ PSAT math _____

ACT _____

Achievement Tests: 1. _____ 2. _____ 3. _____

1. Date of first entry into program: _____ Date of Reentry: _____

2. At time of entry into program: Math average _____ Science average _____
School average _____

3. At end of program year: Math average _____ Science average _____
School average _____

4. Class rank (12th grade/graduates): _____

5. Date of high school graduation: _____

Type of diploma: Advanced Regents: _____ Regents: _____ Local: _____

6. College admission offer(s): 1. _____ 2. _____
3. _____

College enrolled in: _____ CSTEP ☐ yes ☐ no Date of exit: _____

7. Reason(s) for leaving: graduation ☐ other ☐ explain: _____

e. CSTEP and STEP Statewide Committees

SED Regional Representative

SED Regional Representative Alternate

CSTEP Conference Committee

Sub-Committees:

- Entertainment
- Oral Presentations
- Poster Presentation
- Workshops
- Transfer, Graduate & Professional Opportunities fair
- Student Ambassadors
- Conference Journal

STEP Conference Committee

Sub-Committees:

- Entertainment
- Poster Presentation
- Workshops
- Staff Professional Development
- College Fair
- Student Ambassadors
- Robotics Exhibition

APACS Committees

- Executive Committee
- Regional Liaison
- Best Practices Conference
 - Sub-Committees
- Website/Communications Committee
- Advocacy Committee
- Membership
- Other Initiatives
 - Data Committee

f. SAMPLE: Site Review and Assessment

**New York State Education Department
Office of Postsecondary Access, Support and Success
Science and Technology Entry Program
Site Visit Review and Assessment**

Date of Visit: _____ Project #: 0516-_____

Institution: _____ Grant Contract #: _____

Address: _____

Name of Project Director: _____

Project Staff and Title: _____

Contracted Number of Students: _____

Number of Students Registered: _____

Program Operation Period: Summer _____ Academic Year _____

SED Reviewer: _____

This document is designed to identify the strengths and improvement opportunities for institutions funded to operate a Science and Technology Entry Program (STEP). There is no pass/fail rating for this review and assessment. The institution should use the responses and comments to guide and provide direction for program development. The findings reported will be used as part of the institution's annual performance summary. The review and assessment covers the following areas:

1. Priorities
2. Requirements
3. Student Data
4. Project Staffing and Management
5. Summary of Findings and Recommendations

Each item will receive one of the following responses:

Not Applicable (**NA**) Satisfactory (**S**) or Improvement Needed (**IN**).

Space for comments to each item is provided for the reviewer to record observations that were especially significant.

The last page is for the Summary of Findings and Recommendations.

RECRUITMENT/ STUDENT DATA	(NA)	(S)	(IN)	COMMENTS
The institution has reached contract enrollment number.				
The institution has all of the required information for students in the program.				

PROJECT STAFFING AND MANAGEMENT	(NA)	(S)	(IN)	COMMENTS
Institution meets its proposed staffing level				
Program conducts staff meetings				
Staff participates in professional development activities				
Staff receive performance evaluations				

REQUIREMENTS	(NA)	(S)	(IN)	COMMENTS
<u>Requirement #1</u> Provide academic program services and activities that include tutoring, academic and career counseling, college planning, special summer courses, supplemental financial assistance, academic enrichment, and planning for students to enter higher education and pursue careers in scientific, technical fields and the licensed professions.				
<u>Requirement #2</u> Provide prior to graduation, services to enhance and increase STEP student involvement in research, internships, and college level coursework and/or service learning.				
<u>Requirement #3</u> Provide program services to enhance student skills in mathematics and the sciences in accordance with the Advanced Regents Diploma and Common Core curriculum.				
<u>Requirement #4</u> Implement a parent component with clearly defined roles, responsibilities, and activities. Outline the relationship between the parent and the program.				
<u>Requirement #5</u> Describe Day of Service planning, implementation, and assessment.				
<u>Requirement #6</u> Develop and implement a STEP Advisory Committee with membership representation from various stakeholder groups, such as students, parents, local K-12 administrators or teachers, and campus faculty or staff. The purpose of the STEP Advisory Committee is to meet occasionally to discuss upcoming programming or calendar of events and assist with the self-review process.				
<u>Requirement #7</u> Provide student professional development opportunities: workshops, poster presentations, publications in professional/research that promote access to careers in math, science, technology, health-related fields, and the licensed professions.				

Summary of Findings:

Recommendations:

Name of Institution: _____

Grant Contract #: _____

Grant Project #: 0516 - _____

SED Reviewer's Signature: _____

Date: _____