



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
ROP – REGIONAL OCCUPATIONAL PROGRAM CENTER
333 SOUTH BEAUDRY AVENUE, 18TH FLOOR
LOS ANGELES, CA 90017
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DAVID L. BREWER III
SUPERINTENDENT OF SCHOOLS

RAMON CORTINES
SENIOR DEPUTY SUPERINTENDENT

ED MORRIS
INTERIM ASSISTANT SUPERINTENDENT

DOMINICK CISTONE
ADMINISTRATOR

ROCP Funding

REQUEST FOR FUNDING OF CTE PROGRAMS ON SCHOOL CAMPUSES

- Step 1: Principal is to send an email request to ROP Center (alva.lee@lausd.net), stating interest in establishing a new ROP course on the campus.
- Step 2: Alva Lee responds to the email message with instructions and guidelines for principal to complete the 3-page New ROP Class Request, which is attached to the email response.
- Step 3: Upon receipt of the original 3-page Request, Alva Lee sends email notification to the Principal of funding availability and approval status. *Requests received by March are considered for funding in the following school year.*
- Step 4: Once funding has been allocated, the teaching position is posted on www.adultinstruction.org for applicants to be screened, interviewed, and selected by a DACE panel.
- Step 5: DACE selected candidates are referred to the Principal for second interview, consideration, and selection.

REQUEST FOR BUDGET CONVERSION OF CTE TEACHER HOURS (MRT)

Reference Guide 3799

- Step 1: Principal is to identify existing monthly-rated teachers (MRTs) whose instructional hours are to be considered for conversion to ROCP funding.
- Step 2: Principal submits Attachments A and B of Reference Guide 3799 to DACE Administrator, Dr. Dominick Cistone.
- Step 3: ROP sends email notification to Principal to request copies of credential for DACE Specialist to review for eligibility to teach CTE courses. *Monthly-rated teachers (MRTs) approved for conversion are assigned to DACE/ROP/State approved CTE courses, not secondary courses.*
- Step 4: After ROP receives results of the credential review, Alva Lee sends email notification to Principal of the MRTs approved for funding conversion with designated DACE/ROP course title and number along with the 3-page New Class Request.
- Step 5: Upon receipt of the original, 3-page New Class Request, Alva Lee submits Attachments A and B to DACE Fiscal Specialist for processing.

Questions and Assistance: Alva Lee, ROP Principal
Email: alva.lee@lausd.net Telephone: (213) 241-3768