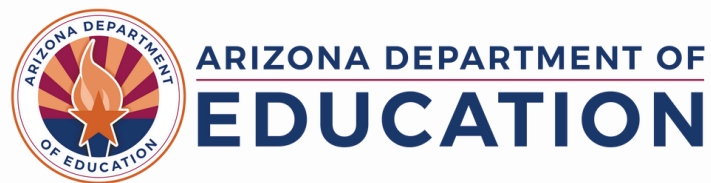


2025-2026 CTSO Annual Submission Walkthrough



Frequently Asked Questions

What is this form?

This form serves as a central submission place for all chapter documents. This is an **annual** submission, not just when your CTE program is being monitored.

Why do we have to submit every year?

One requirement of membership for each CTSO is to have each of these documents on file with ADE each year. Additionally, if the chapter or district misplaces their files, we have recent uploads for each of the compliance documents, ultimately helping YOU as an advisor.

Who has to submit to this form?

CTSO advisors have to submit this form for each CTSO they advise or serve as a co-advisor. For example, if you are the DECA and HOSA advisor, you will need to submit this form for both your DECA chapter and HOSA chapter.



What is the Data Portal?

What is the Data Portal?

The Data Portal is a live ADE Hub that is housed within the Arizona Department of Education. This portal is not linked to a 3rd party (ex. Jotform) which makes the data more secure.

What do I do if I don't have access to the Data Portal?

We have created advisor access for CTSO submissions; however, please work with your school admin for a solution that works for your school.

How does it work?

Advisors will submit their annual chapter documentation to be reviewed by the state CTSO team. Once reviewed, the CTE director and advisor will receive a live update on approval or if it needs modification (with notes) and resubmission.



Chapter Annual Submission (Formally 7a) Deadline

Fall: December 1, 2025

Spring: March 1, 2026

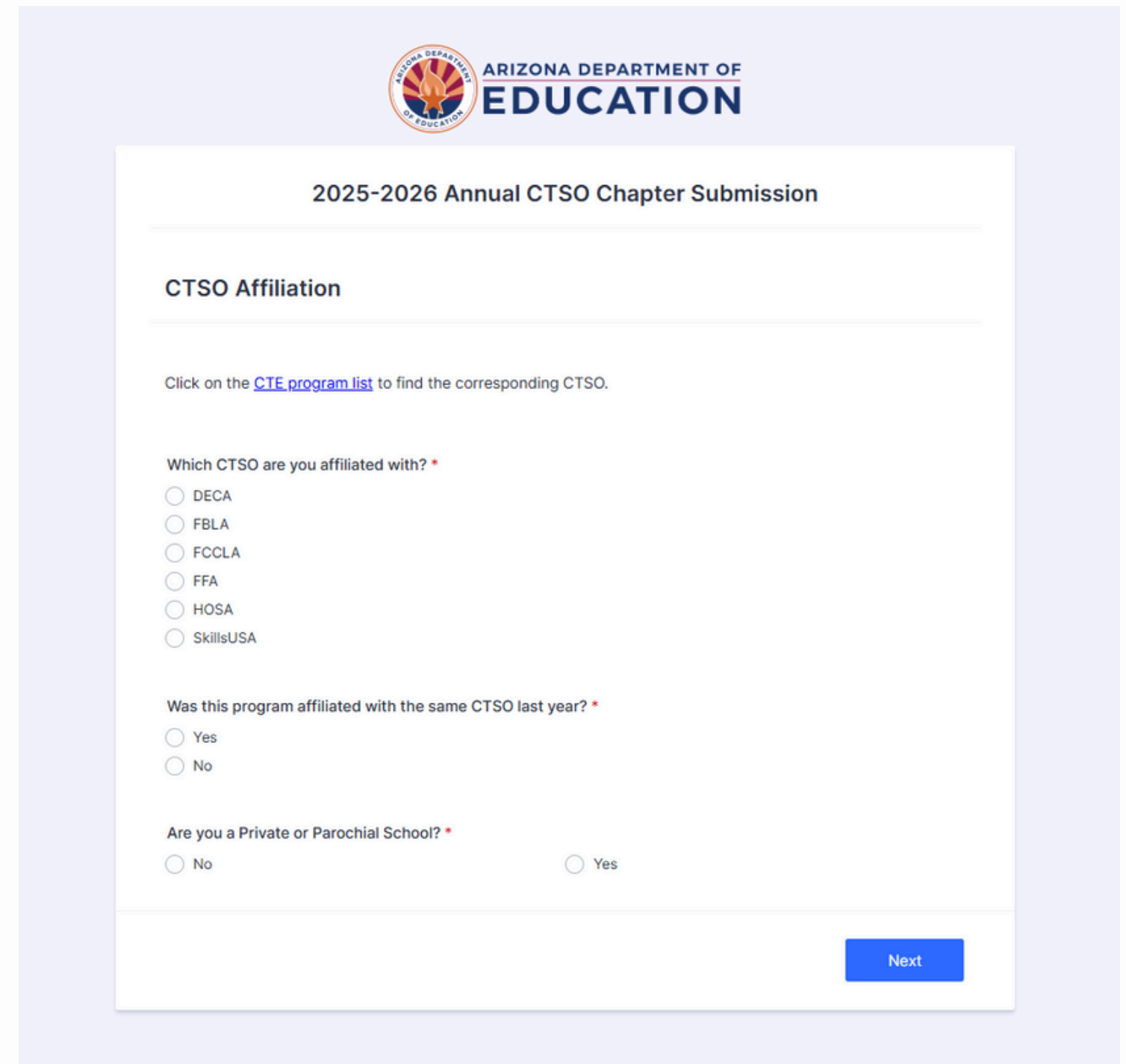
Annual Chapter Submission Form Elements

1. CTSO and Advisor Information
2. Membership/Officers
3. Chapter Constitution and/or Bylaws
4. Program of Work, Program of Activities, Program of Leadership
5. Meeting Minutes
6. Statement of Assurance

1 CTSO Affiliation

To start the form, some basic information needs to be established:

- Which CTSO are you affiliated with?
 - This question allows the correct person to review your submissions
- Was this program affiliated with the same CTSO last year?
 - This allows us to update our records
- Are you a Private or Parochial School?
 - These schools have to go through an additional approval process, so this question allows us to follow up if needed



The screenshot shows the '2025-2026 Annual CTSO Chapter Submission' form from the Arizona Department of Education. The form is titled 'CTSO Affiliation' and includes instructions to click on the 'CTE program list' to find the corresponding CTSO. It contains three sections with radio button options:

- Which CTSO are you affiliated with? ***
 - ☐ DECA
 - ☐ FBLA
 - ☐ FCCLA
 - ☐ FFA
 - ☐ HOSA
 - ☐ SkillsUSA
- Was this program affiliated with the same CTSO last year? ***
 - ☐ Yes
 - ☐ No
- Are you a Private or Parochial School? ***
 - ☐ No
 - ☐ Yes

A blue 'Next' button is located at the bottom right of the form.

Important Notes



Chapters need to have their Chapter ID available.



If you are not sure about what CTSO you are affiliated with, reach out to a campus administrator or district CTE director



For questions about Private/Parochial school CTSO requirements, please reach out to CTELocalPrograms@azed.gov or the State Advisor for the CTSO you are affiliated with



2 CTE Program Information

- District Name and School Name
 - These dropdown selections prevent misspellings and submissions from being filtered out. If your district and/or school name is missing, please **do not proceed** from this point, and instead email CTELocalPrograms@azed.gov
- 1st through 4th CTE Programs
 - If you oversee multiple CTE programs within one CTSO, you can input up to four programs in this section and fill this form out once. Only one program is required.

The screenshot shows a web form titled "CTE Program Information". It contains several dropdown menus for selecting district, school, and CTE programs. Red horizontal lines separate the sections. Small text below each dropdown provides instructions on what to do if a selection is missing.

CTE Program Information

District Name *
Please Select
If the district name is missing, please email ctelocalprograms@azed.gov

School Name *
Please Select
If the school name is missing, please email ctelocalprograms@azed.gov

1st CTE Program *
Please Select
If the CTE program is missing, please email ctelocalprograms@azed.gov

2nd CTE Program
Please Select
Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov

3rd CTE Program
Please Select
Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov

4th CTE Program
Please Select
Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov

2 CTE Program Information

- District CTE Director Name and Email Address; Chapter Advisor/Adviser Name, Email, Cell Phone Number, Years of Service
 - This information may be used to contact the CTSO Advisor if there are any questions or to connect new advisors to resources. After submitting this form, both contacts will receive copies of the submission with links to PDFs of each upload.
- Are there additional chapter advisors/advisers for this program at this school?
 - Up to two additional contacts can be added in this section.

The form is titled "2 CTE Program Information" and contains the following fields and sections:

- District CTE Director Name *** (text input)
- District CTE Director Email Address *** (text input, placeholder: example@example.com)
- Chapter Adviser/Adviser - Name *** (text input, placeholder: First Name)
- Chapter Adviser/Adviser - Email Address *** (text input, placeholder: example@example.com)
- Chapter Adviser/Adviser - Cell Phone Number *** (text input, placeholder: (000) 000-0000, note: Please enter a valid phone number.)
- Chapter Adviser/Adviser - Years of Service** (text input, placeholder: e.g., 23)
- Are there additional chapter adviser/advisors for this program at this school?** (radio buttons for Yes and No)
- Buttons:** Back, Save, Next

3 Membership

Membership refers to affiliated members. In order for students to compete and be an official member of each respective CTSO, they must be affiliated and each chapter to hold no outstanding balance.

- Official invoices are required for each CTSO. FFA's Membership Contract is accepted
- A typed/written list of members is not an approved upload
- Districts that register all chapters at once may submit a combined invoice.

Membership

Upload a copy of the initial membership invoice (for HOSA, membership statement; for FFA, Membership Contract Email) that was received after submitting members to the CTSO. The invoice/statement should reflect having met the minimum membership requirements for each CTSO as outlined below.

- DECA: 10 students and minimum 1 advisor
- FBLA: 5 students and all advisers
- FCCLA: 12 students and all advisers (national requirement)
- FFA: Total Member Affiliation
- HOSA: 5 students and all advisers
- SkillsUSA: 5 students and all advisers

Where applicable, each co-adviser/advisor must also be registered, not just the primary adviser/advisor.

The chapter may continue to add new members after submitting this initial membership.

Upload Membership Invoice/Statement (PDF required) *



Browse Files

Drag and drop files here

List of Chapter Officers (Full Name and Position) *

Back

Next

3 Chapter Officers

List of Chapter Officers

- These students should be active, affiliated members of your chapter
- Please include the full name and position/title of all elected officer positions in the text box provided.

Membership


Upload a copy of the initial membership invoice (for HOSA, membership statement; for FFA, Membership Contract Email) that was received after submitting members to the CTSO. The invoice/statement should reflect having met the minimum membership requirements for each CTSO as outlined below.

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The chapter may continue to add new members after submitting this initial membership.

Upload Membership Invoice/Statement (PDF required) *


Browse Files
Drag and drop files here

List of Chapter Officers (Full Name and Position) *

Back

Next

Frequently Asked Questions

Do I use the Sample Constitution/Bylaws?

The Sample Constitution and/or Bylaws should only be used for **new** chapters. new advisors should contact their state advisor for the previous year's documents.

How often do I have to review my Constitution/Bylaw?

Every year! The Constitution/Bylaws have to be reviewed or revised with your chapter every year. The revision/review date should be on the bottom of the Constitution/Bylaws (new requirement)



4

Constitution/Bylaws

- The uploaded document(s) must be your chapter's constitution/bylaws
 - Uploads of incomplete documents, the organization's constitution/bylaws, or constitution/bylaws for another chapter will not be accepted
- Constitution/bylaws should be reviewed and approved yearly by the advisor and the chapter officer team and the date needs to be on the document.

Chapter Bylaws/Constitution


Upload a copy of the local CTE program's document. See below for specific CTSO requirements:

- DECA: Constitution and/or Bylaws
- FBLA: Bylaws
- FCCLA: Constitution and/or Bylaws
- FFA: Constitution and Bylaws
- HOSA: Bylaws
- SkillsUSA: Constitution and/or Bylaws

If the chapter has a constitution and bylaws, the upload link below will allow both documents to be uploaded.

Consult the CTSO's state website or state advisor for samples, or to see if a document already exists for the CTE program.

Upload Bylaws/Constitution (PDF required) *


Browse Files
Drag and drop files here

Back

Next



Meeting Minutes

New this year!

Two Meeting Minutes are required. They must be from different meetings in the current school year

Meeting minutes should include


- Which students were in attendance
- The date of the meeting
- A written summary and any action items

Meeting Minutes


Upload a copy of two different meeting minutes from the current school year. Meeting minutes must:

- Be dated in the current school year
- Have clear and legible sections, such as:
 - Attendance
 - Called to order
 - Voting Items/Action Items
 - New Business/Old Business
 - Adjournment
- Be from two separate meeting dates

Meeting Minute Upload One *


Browse Files
Drag and drop files here

Meeting Minute Upload Two *


Browse Files
Drag and drop files here

Back

Next



Certified CTE Teacher Affirmation

CTSO Advisors must be ADE-certified teachers. While we do not require an upload of your teacher certification through this form, advisors may be asked to produce a copy of their certification while their program is being monitored.

Certified CTE Teacher

An adviser/advisor must be an ADE state-certified CTE teacher in order to serve as a CTSO chapter adviser/advisor.

By typing full name below, it certifies that the chapter adviser/advisor for the CTSO being submitted, holds a valid and current Arizona CTE teacher certification.

Chapter Adviser/Advisor Name:

Signature *

Type your full name.

Back

Save

Next

7 Program of Work or Leadership

- - The Program of Work template for FBLA, FCCLA, HOSA, and SkillsUSA is the only PoW format that will be accepted.
 - If you do not have the template, it is linked to the blue “Program of Work” text and can be found on the ADE Website
 - Your Program of Work should be a tool for you and your chapter!
 - DECA must submit the Program of Leadership
 - FFA must submit the Program of Activities

DECA - Program of Leadership

Upload a copy of the chapter's [Program of Leadership](#) using this template. This document should be detailed and address the goals, objectives and actions of the chapter for the school year.

FBLA - Program of Work

Please provide a brief description of each [Program of Work](#) activity the chapter plans to accomplish.

FCCLA - Program of Work

Upload a copy of the chapter's [Program of Work](#) using this template. This document should be detailed and address the goals, objectives and actions of the chapter for the school year.


HOSA - Program of Work

Upload a copy of the chapter's [Program of Work](#) using this template. This document should be detailed and address the goals, objectives and actions of chapter for the year.

SkillsUSA - Program of Work

Upload a copy of the chapter's [Program of Work](#). This document should be detailed and address the goals, objectives and actions of chapter for the year.

Upload Program of Work/Leadership (PDF Preferred) *

Browse Files
Drag and drop files here

Back

Save

Next

Program of Work/ Leadership/Activities

Instead of the Program of Work, DECA requires a Program of Leadership and FFA requires a Program of Activities



Program of Work Template



CTED Name: _____ Advisor: _____
 Program: _____ Chapter POW Approval Date: _____

Use this template with your student members to strategically plan your CTED activities for the school year. A successful Program of Work will include activities each month from the listed categories plus at least one to two activities each month. Please also include meeting dates, student dates, related school events, and other important dates. Student members should make use of the completed Program of Work prior to the first activity.

Student Development	Chapter Development	Community Development
Leadership	Chapter Recruitment	Work-Based Learning Opportunities
Professional Development	Chapter Fundraising	Community Service
Social Activities	Public Relations/Events	Business and Industry Conventions
	Chapter Meetings	

Month	Activity Category	Event	Date
August			
September			
October			
November			
December			
January			

Month	Activity Category	Event	Date
February			
March			
April			
May			





Program of Work | Page 10



Program of Work | Page 11



8

Statement of Assurance

The statement of assurance for each CTSO provides a clear understanding of the expectations for Conference Liability & Release Form

- The CTSO that was indicated in step one will determine which upload will be visible to you
- The Conference Liability & Release Form can be accessed on each of the respective CTSO's websites or via the blue link in the statement of assurance

This will be on the form as a signature field.

FBLA - Statement of Assurance

Each CTE program must complete the FBLA Arizona Statement of Assurance. This is only completed once per school year and verifies that each student for every conference/event (including regional, state and national events) will have completed the Comprehensive Consent Form.

Chapter advisers must keep the Comprehensive Consent Forms for all their students in their possession for the duration of the conference/event, including travel to and from these conferences/events. FBLA Arizona will not collect the Comprehensive Consent Forms prior to or at conferences/events.

This requirement applies to any conference, event, activity, workshop, seminar, meeting or other function sponsored or hosted by FBLA Arizona.

This Annual CTSO Compliance Form should be completed PRIOR to attending any of the above functions.

The Comprehensive Consent Form can be found by [Clicking Here](#).

Type your full name below. By typing your full name below, you certify that you have read the above and hereby offer assurance that you understand and agree to comply with and enforce the policies stated for the duration of the school year.

Signature - FBLA - Statement of Assurance *

Type your full name.

BackSaveNext

For any questions:

Julie Ellis
julie.ellis@azed.gov

Megan Victory
megan.victory@azed.gov

