IQPS Incentive Grant Instructions:

Using the FTP Server

Documents will be managed through an FTP server (File Transfer Protocol). The FTP is a secure system for handling documents and can only be accessed through an individual email and password account. The state review team will be given access to your account to complete their review.

All new applicants will need to contact Jacob Barber to start an account. His contact information is 208.429.5534 or Jacob.barber@cte.idaho.gov.

Accessing the FTP server:

1. <https://sftp.cte.idaho.gov>
2. Your email and password information will be needed to open the link.
3. You will find two folders:
	1. IQPS Master Templates – Each applicant will fill out each of these forms and save in Local Documents.
	2. FTIQPS Local Documents – This is where you will save the completed Master Documents. Be sure to put them into the correct Standard file folder. Additional documents may also be put in these folders.

**Master Templates**

* **IQPS Application**
	+ - IQPS Application
		- Budget
		- Signature page
		- The rating checklist and administrator checklist.
		- This document is one excel sheet. The checklist is an electronic document. The local program rating checklist contains instructions and tabs labeled LP standards to rate. The administrator checklist is in the same documents with instructions and tabs labeled Admin standards to rate. The QIs once rated will automatically transferred to a summary sheet contained on a sheet in the document.
	+ The IQPS Standard (1-7) Information Sheets
		- These documents contain the Standard, Standard Statement, QI and scoring rubrics. These documents are used along with the local program rating checklist and administrator checklist to determine QI rating.
* **Standard 1**
	+ IQPS POS Report for each Program of Study
		- The document will define the program POS(s). You will complete several POS reports if you have multiple POS in your program. For programs that qualify as a cluster program, the Ag Science/Technology Cluster POS is available. IQPS Ag Pathways, POS, Course Information contains the pathways, POS and courses. You can use it as guide in completing this document. Only enter the courses that you teach.
	+ IQPS Course Syllabus (complete for each class you teach)
		- The document gathers the course information needed to rate the QI in Standard 1. The document is designed as a guide and may be modified to meet your needs or local school.
	+ IQPS Advisory Committee Report
		- The document will list advisory committee members and dates of advisory committee meetings.
		- Advisory Committee agendas and/or minutes.
* **Standard 2**
	+ No documentation is needed for this standard as all QIs are rated by the Administrative Checklist.
* **Standard 3**
	+ 2017-2018 ID Building Safety Report
		- Make sure documentation is provided that action items have been corrected.
	+ No documentation is needed for QIs (1, 2, 5, 6) as are rated by the Administrative Checklist.
* **Standard 4**
	+ AET SAE IQPS report or IQPS SAE Report
	+ No documentation is needed for QIs (4) as saved in Standard 1.
* **Standard 5**
	+ AET FFA IQPS report or IQPS FFA Report
	+ 2017-2018 FFA Chapter Program of Activities
	+ 2017-2018 Annual FFA Chapter Report
	+ No documentation is needed for QIs (6) as saved in Standard 1.
* **Standard 6**
	+ IQPS Marketing Plan
	+ IQPS Recruitment and Retention Plan
* **Standard 7**
	+ IQPS Instructor Information Sheet
	+ No documentation is needed for QIs (3, 4, 5, 6) as are rated by the Administrative Checklist.

**IQPS Required Documents:**

* IQPS Signature Page
* IQPS Budget Request
* IQPS Program of Study Report
* IQPS Marketing Plan
* IQPS Recruitment and Retention Plan
* IQPS Instructor Information Sheet
* IQPS Advisory Committee Report **and** minutes from corresponding meetings
* IQPS Rating Checklist **and** Administrator Checklist
* AET SAE IQPS report or IQPS SAE Report
* AET FFA IQPS report or IQPS FFA Report
* 2017-2018 FFA Chapter Program of Activities
* 2017-2018 Annual FFA Chapter report
* Course Syllabus
* 2017-2018 Idaho Building Safety Report
* Extended Contract (if you have one)