# Superintendent’s Memo #078-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 5, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Nominations for 2019-2020 Career and Technical Education Curriculum Review Committees

The Office of Career, Technical, and Adult Education is accepting nominations for the 2019-2020 curriculum review committees. School divisions may nominate a Career and Technical Education (CTE) teacher for any of the 36 committees. Approximately 12 applicants will be selected to serve on each committee. The schedule for the committees is in [Attachment A (Word)](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/078-19a.docx).

All nominees who wish to serve on a committee must complete the web-based application using the *CTE Application Processing System* (CTEAPS). The web-based application process requires a professional reference and division-level approval (division superintendent or designee). Procedures for submitting the web-based application are available on the Virginia Department of Education (VDOE) website. Completed applications should be submitted to the VDOE using [CTEAPS](https://p1pe.doe.virginia.gov/cteaps/) by Friday, August 9, 2019.

Committee meetings are conducted face-to-face, virtually with work assignments, or a combination of the two. All face-to-face meetings will be conducted at the CTE Resource Center in Henrico County. Virtual review committees are facilitated by the CTE Resource Center writer-editors and technical assistance provided by state cluster specialists. Teachers serving on the virtual committees will conduct the curriculum review outside of school hours.

Reimbursement will be provided as follows:

* School divisions will be reimbursed for substitute teachers needed for teachers serving on the face-to-face committees;
* Teachers participating on face-to-face committees will be reimbursed for lodging, meals, and mileage in accordance with state guidelines; and
* Teachers participating in virtual reviews beyond the school day will receive a $150 honorarium.

Committee members will be chosen based on the following criteria:

* Teacher’s experience and content area expertise;
* In-depth knowledge of CTE competency-based education; and
* Instructional experience with [special populations](http://www.doe.virginia.gov/instruction/career_technical/administration/perkins/definitions-special_populations_and_nontraditional.pdf) (PDF).

If you have questions, please contact the Office of Career, Technical, and Adult Education staff, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JFL/GRW/aab

Attachment:

1. [Curriculum Development Schedule (Word)](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/078-19a.docx)