# Superintendent’s Memo #167-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: July 19, 2019

TO: Division Superintendents

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

# SUBJECT: Career and Technical Education Federal Program Monitoring Review System

The Career and Technical Education (CTE) Federal Program Monitoring Review System is designed to focus on continuous program improvement and student achievement. School divisions’ CTE programs are reviewed on a [six-year cyclical schedule](http://www.doe.virginia.gov/instruction/career_technical/administration/monitoring/six-year-cyclical-schedule.docx) over a two- to three-year period with follow-up as needed. Ongoing technical assistance during the process is provided to school divisions by webinars and individual teleconferences. The [Federal Program Monitoring Review System Self-Assessment Guidance Document](http://www.doe.virginia.gov/instruction/career_technical/administration/monitoring/self-assessment-guidance.docx) provides directions for completing the [2019-2020 Self-Assessment Template](http://www.doe.virginia.gov/instruction/career_technical/administration/monitoring/self-assessment-template.docx) and must be submitted to the Virginia Department of Education (VDOE) as described in Phase I below.

The Federal Program Monitoring Review System consists of three phases:

* Phase I – requires the school division to conduct a comprehensive CTE self-assessment on a six-year cyclical schedule and develop a program improvement plan, as needed, to address identified deficiencies and concerns. School divisions that are required to conduct a 2019-2020 self-assessment will submit the completed self-assessment with their CTE Local Plan, which is due to the VDOE by April 30, 2020.
* Phase II – requires the VDOE to conduct an analysis of the self-assessment report and other relevant data that may include an on-site visit to review specific CTE programs.
* Phase III – requires the school division to follow-up on any identified deficiencies and concerns.

If you have any questions, please contact Kelly C. Davis, CTE Planning, Administration, and Accountability Specialist, Office of Career, Technical, and Adult Education at cte@doe.virginia.gov or by telephone at (804) 225-2052.

JFL/GRW/jts