# Superintendent’s Memo #213-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 6, 2019

TO: Division Superintendents

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

## SUBJECT: Application for New Career and Technical Education Program and/or Course

Effective school year 2015-2016, school divisions began using the new course application when requesting approval to offer new career and technical education (CTE) programs and/or courses.  The application process ensures that new programs/courses comply with the [*Regulations Governing Career and Technical Education*](http://www.doe.virginia.gov/instruction/career_technical/administration/regulations/regulations_governing_cte.pdf)*.*

The application has been revised to include two required components:

* The inclusion of a student interest survey of grades 7 through 11 administered within the prior twelve months and a detailed summary report of that survey.
* Evidence showing that new industry opens in the Local Workforce Investment Area (LWIA) will hire for the skills taught in the proposed course.

The application may be submitted at any time of the year, but must be approved by the Virginia Department of Education prior to implementation and including related budget items in the Perkins Career and Technical Education Local Plan and Budget Application.

To complete the application, refer to the [Application for New Career and Technical Education Program/Course](http://www.doe.virginia.gov/instruction/career_technical/administration/application/application-new-cte-program-course.docx) (Word), the [Directions for Completing the Application](http://www.doe.virginia.gov/instruction/career_technical/administration/application/directions-for-completing-the-application.docx) (Word), and the [*Career and Technical Reporting System (CTERS) Manual*](http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/cters/users-manual.docx) (Word) for the correct course titles and course codes, as well as other pertinent information.

If you have any questions, please contact George R. Willcox, Director, Operations and Accountability, Office of Career, Technical, and Adult Education, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JFL/GRW/aab