



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** April 20, 2018  
**TO:** Division Superintendents  
**FROM:** Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction  
**SUBJECT:** **Nominations for 2018-2019 Career and Technical Education Curriculum Review Committees**

The Office of Career, Technical, and Adult Education is accepting nominations for the 2018-2019 curriculum review committees. School divisions may nominate a Career and Technical Education (CTE) teacher for any of the 45 committees. Approximately 12 applicants will be selected to serve on each committee. The schedule for the committees is in [Attachment A](#) (Word).

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 at [link: https://p1pe.doe.virginia.gov/cteaps](https://p1pe.doe.virginia.gov/cteaps). Completed applications should be submitted to the VDOE using CTEAPS by Friday, August 10, 2018.

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](#) (PDF).

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

SMC/GRW/aab

**Attachment:**

- A. [Curriculum Development Schedule](#) (Word)

