# Superintendent’s Memo #128-20

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

DATE: May 29, 2020

TO: Division Superintendents

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

## SUBJECT: New Teacher Institute

The Virginia Department of Education (VDOE), in collaboration with the University of Virginia, will offer the CTE New Teacher Institute from July 13-17, 2020, as an online course. The Institute is designed specifically for CTE teachers who are transitioning directly from business and industry to the classroom. The Institute will be conducted by the University of Virginia and upon successful completion; participants will receive three hours of graduate credit for the course, EDIS 5026-*Currriculum, Instruction, and Assessment for CTE Educators.* In addition, the Institute will satisfy the Curriculum and Instructional Procedures professional studies requirement for teacher licensure.

Preregistration is required. CTE teachers must first complete the [VDOE Approval to Enroll Form](https://www.surveymonkey.com/r/YTGCR3N) by June 12, 2020. After receipt of approval from the VDOE, participants must register for the course through the University of Virginia’s online system and submit the tuition payment to the University.

The school division or participant will be responsible for the course tuition ($1,200). Tuition reimbursement through Perkins funds is not allowed for teachers seeking an initial license.

If you have questions, please contact Helen G. Fuqua, Institute Coordinator, Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:Helen.fuqua@doe.virginia.gov) or by telephone at (804) 225-3119.

JFL/MFB/GRW/jts