# Superintendent’s Memo #164-20

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

DATE: July 10, 2020

TO: Division Superintendents

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

## SUBJECT: 2020 *CTE Work-Based Learning Guide*

During the 2019-2020 school year, the Virginia Department of Education (VDOE) conducted stakeholder meetings to expand work-based learning (WBL) credit opportunities for students. Through revisions to the guide, students are now offered credit options toward graduation when completing a mentorship or youth registered apprenticeship work experience in addition to cooperative education and internship. Effective July 1, 2020, completing 140 hours of mentorship will earn one-half of a credit, and completing 280 hours of a youth registered apprenticeship will allow students to earn one credit toward graduation in addition to any credit earned through the associated Career and Technical Education (CTE) course.

The revised [*2020 CTE Work-Based Learning Guide*](http://doe.virginia.gov/instruction/career_technical/work-based_learning/documents/wbl-guide.docx) offers expanded flexibility for school divisions in implementing WBL instructional methods. It also serves to bolster career exploration options for students and recognizes the importance of WBL that occurs in entrepreneurial and school-based settings. Rules have been simplified to open WBL experiences to students from grades six to twelve. Paid experiences must adhere to age and safety requirements associated with child labor laws and highly regulated fields.

If you have questions, please contact Sharon W. Acuff, CTE Marketing and Work-Based Learning Specialist, Office of Career, Technical, and Adult Education, at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or by telephone at (804) 225-3119.

JFL/GRW/jts