# Application for New Career and Technical Education

# Program/Course Directions

Revised: **October 1, 2022**

Virginia Department of Education

How do I access and interpret the necessary data for the revised Application for New Career and Technical Education (CTE) Program/Course?

## From the [Trailblazers](https://ctetrailblazers.org) web portal access, interactive pages contain labor market data for each Local Workforce Development Area (LWDA).

* If you do not know your Local Workforce Development Area, refer to the [map](https://ctetrailblazers.org/labor-market-data/).
* Each LWDA provides an interactive page with LWDA, State, and National data. Each page contains three worksheets, entitled SOC Summary, Non-Duplicated Occupations, and Duplicated Occupations, which are labeled across the top of the page. **These new interactive pages allow access to all the information needed to fill out the new course application by scrolling and hovering over items to view more information. No download is needed.**

## Identify occupations related to the proposed course.

* Sample occupations for each cluster may be found in the [Programs/Plans of Study](http://www.doe.virginia.gov/instruction/career_technical/career_clusters/plans_of_study/index.shtml), the CTE curriculum [frameworks](https://www.cteresource.org/career-clusters/), and in the “Duplicated Occupations” worksheet of the interactive Trailblazers labor market data page that you accessed in step 1 above.
* Because relevant employment data may not be available at the regional level, you may not find the desired occupation listed within the LWDA.
* To find additional occupations related to your proposed course using the Trailblazers labor market data, click on the “Duplicated Occupations” tab at the top of the interactive page for your LWDA. Once you have located an occupation related to your proposed course, hover your cursor over the data in any of the 7 columns on the right side of the page in the same row as the occupation of interest to see a list of related Career Clusters and Pathways. Review these related Career Cluster and Pathways in the table to see if there are any additional occupations related to your proposed course that you might like to include in your application.
* Consider that the proposed course may enable a new course sequence, which opens up the range of occupations it supports.

## Use the “Nonduplicated Occupations” worksheet of the interactive Trailblazers labor market data page for your LWDA to complete the Labor Market/Employment Data table in Section H, Part 1 of the application.

* For the occupations you have identified, you will find all the data necessary to complete the Labor Market/Employment Data table by hovering over the data in any of the 7 columns on the right side of the page in the row that corresponds to that occupation. A popup box will provide all the necessary data under the heading “CTE New Course/Program Application Information.”

## Use your completed table to answer the questions posed in Section H.

## Section H.2.C, Part 2, Question (e) asks you to find another source of information to support your claim that this course will be valuable to your division. Provide examples of relevant industry openings/announcements/expansions, predominant industries, major employers, or other reliable examples of information about your community that support the addition of the proposed course. Resources to help with this might include local newspapers, Chambers of Commerce, Virginia Economic Development regional profiles, and media outlets. Attach the printed announcement to the application packet.