Department of Education

P. O. BOX 2120

Richmond, Virginia 23218-2120

**CAREER AND TECHNICAL EDUCATION MEMO NO. 208-22**

**DATE:** October 14, 2022

**TO:** CTE Administrators

**FROM:** Dr. J. Anthony Williams, Interim Director

Office of Career, Technical, and Adult Education

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

The [Application for New Career And Technical Education Program/Course](https://www.doe.virginia.gov/home/showpublisheddocument/19573/638042889732270000)( has been revised effective October 1, 2022. Prior versions of the application will no longer be accepted.

School divisions can request Virginia Department of Education approval of new Career and Technical Education (CTE) programs and/or courses at any time of the year but must be approved prior to including budget items in the CTE Local Plan and Budget Application.

Resources to assist in the completion of the application are [Directions for Completing the Application](https://www.doe.virginia.gov/home/showpublisheddocument/19575/638042889735870000), [CTE Trailblazers](https://ctetrailblazers.org/), and the [CTERS User's Manual](https://www.doe.virginia.gov/home/showpublisheddocument/32196/638047175351800000)for the correct course titles and course codes, as well as other pertinent information.

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

JAW/jts