Department of Education

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**CAREER AND TECHNICAL EDUCATION MEMO NO. 194-22**

**DATE:** May 5, 2022

**FROM:** Dr. David S. Eshelman, Director

Office of Career, Technical, and Adult Education

# SUBJECT: Announcing the 2022 Career and Technical Education (CTE) New Teacher Institute

The Virginia Department of Education (VDOE), in collaboration with Longwood University, will offer the CTE New Teacher Institute from July 11-15, 2022, at the **Holiday Inn Roanoke – Valley View, 3315 Ordway Drive, NW, Roanoke, Virginia**. Please note that the location is a change from an email distributed to Superintendent’s on April 18, 2022. 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 Longwood University, and upon successful completion, participants will receive three hours of graduate credit for the course, PEDU 487 **–** Career & Technical Education Curriculum, Instruction, and Assessment*.* 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/CTENewTeacherInstitute) by June 10, 2022. After receipt of approval from the VDOE, participants must register for the course through the Longwood University’s online system and submit the tuition payment to the University.

The VDOE will provide lodging for participants and daily breakfast and lunch meals. The school division or participant will be responsible for the course tuition of $840 and all other travel expenses. Tuition reimbursement through Perkins funds is not allowed for teachers seeking an initial license.

If you have questions, please contact Heather M. Jones, Institute Coordinator, Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-3119.

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