Department of Education

P. O. Box 2120 Richmond, Virginia 23216-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 172-20

**DATE:** December 3, 2020

**TO:** CTE Administrators

**FROM:** George R. Willcox, Director, Operations and Accountability Office of Career, Technical, and Adult Education

# SUBJECT: Microsoft Imagine Academy (MSIA)/Certiport Contact Request

The Virginia Department of Education has renewed the Microsoft Imagine Academy (MSIA)/Certiport contract for the period December 1, 2020 to November 30, 2021. In order to provide the best instruction, professional development, and testing opportunities for each high school, local school division technical center, and regional technical center, it is important that Certiport maintain current contact information from each facility. All official notices and announcements will be sent from Microsoft and Certiport to one designated contact person at each facility who will then be responsible for distributing the information to the appropriate personnel.

CTE Directors are herein asked to identify one teacher or administrator from each facility who will be the primary contact for the MSIA/Certiport program. Please complete or assign other staff/teachers to submit the MSIA/Certiport [**form**](https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSwI8ULiYPr9MhfP217oRJkxUMTQ3RElFWUswTkJPNzNFREoxTEZVRzUxNy4u) by no later than December 11, 2020.

If you have questions, please contact Judith P. Sams, Microsoft Imagine Academy Coordinator, at cte@doe.virginia.gov or by telephone at (804) 371-0196.

GRW/aar

c: Joy Spencer

David S. Eshelman