**Department of Education**

**P. O. BOX 2120**

**Richmond, Virginia 23218-2120**

**CAREER AND TECHNICAL EDUCATION MEMO NO. 155-20**

**DATE:** March 30, 2020

**FROM:** George R. Willcox, Director, Operations and Accountability

 Office of Career, Technical, and Adult Education

David S. Eshelman, Director, Workforce Development and Initiatives

Office of Career, Technical, and Adult Education

**SUBJECT: Career and Technical Education Update**

On March 23rd, Governor Northam ordered all K-12 schools in Virginia to close for the remainder of the academic year as a response to the continued spread of COVID-19. We request that all CTE directors review and follow updates on the [COVID-19 & Virginia Public Schools and Frequently Asked Questions](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.virginia.gov%2Fhome%2Fshowpublisheddocument%2F574%2F637890727206100000&wdOrigin=BROWSELINK) information on the VDOE website.

The information in this memo is being provided in response to a wide range of questions from CTE directors across the Commonwealth. This may be the first in a series of responses to questions that might impact all school divisions.

**Local Perkins V Plan Submission Deadline**

There has not been any change in the April 30 submission deadline for Local Perkins V Plans. However, VDOE will work with school divisions that have challenges meeting the deadline. Note, because of the federal regulations for the substantially approvable submission of the local Perkins plan, before any funds can be used that would be subject to reimbursement, the Perkins V plans must be submitted prior to July 1, 2020.

Because most of the individuals that must sign the Perkins V application and budget are working remotely, individuals that need to sign the Perkins V application and budget may send the local CTE director an email that states their approval of the plan and that the email serves as their electronic signature. This procedure shall only be used during the COVID-19 challenge.

The 2019-2020 Perkins V Plan may be amended to reallocate funds as a result of the school closures. Amendments must be submitted by June 30, 2020.

Expenditures associated with Perkins V school year 2019-2020, must be paid or encumbered by July 30, 2020. Reimbursement claims must be submitted in OMEGA by September 30, 2020.

Perkins V funds may only be used to purchase goods and services that will become the property of the school division. Perkins V funds cannot be used to purchase individual items for student personal use.

**CTE Federal Program Monitoring Self-Assessment**

School divisions listed in the Six-Year Cyclical Schedule of the CTE Federal Program Monitoring Self-Assessment are required to submit the self-assessment on April 30, 2020. School divisions may extend the submission to June 30 if needed.

**Perkins Reimbursement Request**

Reimbursement requests pertaining to use of Perkins funds must be for goods and services that have been provided in accordance with the purchase agreement. Perkins funds cannot be used to reimburse travel (auto, airline, hotel, registration) expenses that did not occur due to cancellation. This includes Career and Technical Student Organization (CTSO) events.

**CTE State Grant Reimbursement**

The May 22, 2020 deadline for submission of CTE paper state grant reimbursement requests has been extended to May 28, 2020.

**Nurse Aide Examinations**

All Nurse Aide testing through Pearson Vue has been cancelled. Monitor the Pearson Vue website for updates <https://home.pearsonvue.com/coronavirus-update> pertaining to Pearson Vue.

**Virginia Board of Nursing Waives Certain Regulations for 2019-2020 Graduating Seniors**

Certain waivers have been approved and shall remain in effect until June 10, 2020, unless sooner amended or rescinded by further executive order.

**Registered Nurse (RN)**: The minimum requirement of 500 hours of direct client care supervised by qualified faculty has been waived.

**Practical Nurse (PN)**: The minimum requirement of 400 hours of direct client care supervised by qualified faculty has been waived. Note: The requirement for practical nurse students to not exceed more than 25% of direct client contact hours through simulation has been waived. The requirement for prelicensure registered programs must not exceed 100 hours of simulated client care hours under the waiver. No more than

50 percent of the total clinical hours for any course may be used as simulation.

**Nurse Aide (NA):** The requirement that other instructional personnel who assist the primary instructor in providing classroom instruction be limited to registered nurses or licensed practical nurses has been waived. Further, the requirement that all instructional personnel shall demonstrate competence to teach adults has been waived.

The issue of clinical hours for nurse aide programs is definitely a concern across Virginia. I can share that regulatory barriers are being considered, so keep an eye on your email and the Board of Nursing website. I am sure this didn't provide a definitive answer, but it is the best that I can do at this point. Please keep a record of the impact COVID-19 is having on your program and students, along with your plan and rationale and, most importantly, be safe and healthy.

**2019-2020 Graduating Seniors Enrolled in Cosmetology, Master Barber, and Nail Technology Programs**
Students enrolled in cosmetology, master barber, and nail technology courses will be eligible to take the licensure examination if their instructor submits a Training Verification form certifying the student completed the VDOE-required training, regardless of the hour amount.

**Workplace Readiness Skills Assessment**

The WRS testing portal has been temporally closed. CTECS will disseminate information pertaining to alternative ways to administer the Workplace Readiness Skills assessment in the weeks ahead.

Student-centered, self-paced learning instructional materials may be accessed by teachers and students at [https://wrs.ctecs.org](https://wrs.ctecs.org/).

**Certiport Examinations**

Certiport exams are now available to be administrated from home by Certiport employee administers using remote exam management. The exam only requires a computer internet connection. To participate, a teacher may follow the steps at [www.certiport.com/examsfromhome](http://app.learn.pearson.com/e/er?s=2049007180&lid=3930&elqTrackId=DE672CA442974E1FF66BB9490F42550E&elq=642a918e6e5f4dc39e1b51fbc70b6737&elqaid=4178&elqat=1) to schedule the remote exams. The requests for exams are first come, first scheduled.

If you have questions or need additional information, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or at (804) 225-2052.

GRW/DSE/WAH/JAW/jts