Department of Education

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# CAREER AND TECHNCIAL EDUCATION MEMO NO. 161-20

**DATE:** June 12, 2020

**TO:** CTE Administrators

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

Office of Career, Technical, and Adult Education

## SUBJECT: Manufacturing Skills Institute (MSI) Virtual Manufacturing Technician Level 1 (MT1) Certified Trainer Course Schedule

The Virginia Department of Education (VDOE), in collaboration with the Virginia Manufacturing Skills Institute (MSI), is pleased to offer a virtual Manufacturing Technician Level 1 (MT1) Certified Trainer course. MSI has also modified certification testing requirements to permit the use of a virtual proctor. This training is designed for licensed technology education teachers in divisions that offer or plan to offer either the Manufacturing Systems program, Materials and Processes, or Project Lead The Way (PLTW) Computer Integrated Manufacturing course; and, for trade and industrial education teachers in divisions that offer or plan to offer the Precision Machining, Industrial Robotics, Mechatronics, or Industrial Maintenance courses.

The MT1 Certified Trainer course is an intensive three-day train-the-trainer program designed to teach instructors how to deliver the MT1 Action Learning Lab in a modular or customized format. Teachers who have taken a previous MT1 Certified Trainer course are permitted to attend the November training course as a refresher course. The course trainer, instructional resource materials, and the certification assessment tests will be provided by VDOE. Registration is limited and slots will be assigned on a first received basis. Refer to the required registration form (attached).

**2020 MT1 Certified Trainer Course Schedule**

| **Month** | **Dates** | **Location** |
| --- | --- | --- |
| June | 17 – 19 | Virtual |
| July | 19 – 21 | Virtual |
| August | 19 – 21 | Virtual |
| November | 4 – 6 | Richmond, Virginia |

If you have any questions, please contact Dr. Lynn Basham, Technology Education and Related Clusters Specialist, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-3119.

GRW/jts

Attachment