



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 13, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: **2018-2019 Video Streamed Training for CTE Administrators**

The Office of Career, Technical, and Adult Education is pleased to announce a series of 17 training sessions to be held during the 2018-2019 school year for new and experienced CTE administrators. All training sessions will be delivered by video streaming on Thursdays from 1:30-3 p.m., as scheduled below. The goal is to provide sustained professional development on the responsibilities of the CTE administrator, identify resources, and provide technical assistance and support throughout the school year. All CTE administrators are strongly encouraged to participate. The sessions will be recorded and archived on the Virginia Department of Education (VDOE) website.

2018-2019 Training Series for CTE Administrators

Date	Session	Title
July 19, 2018	1	Navigating the CTE Resource Center Website
July 26, 2018	2	Navigating the VDOE Website and CTE Webpages
August 9, 2018	3	Option of First Choice: Education Requirements Needed for Success in the Military
August 16, 2018	4	OSHA Safety Requirements
August 23, 2018	5	Delivering Career Investigations
August 30, 2018	6	CTE Federal Program Monitoring Review Process
September 6, 2018	7	CTE Civil Rights Review Process
September 13, 2018	8	Beginning-of-Year: Financial Information, Reimbursements, and Reports
October 11, 2018	9	Curriculum for Careers in Game Design and Development
October 25, 2018	10	Virginia-Leading the Way in Cybersecurity Education
November 1, 2018	11	Nontraditional Occupations in Virginia by Gender

December 13, 2018	12	The 2018-2019 Perkins CTE Local Plan and Budget Submission
February 7, 2019	13	Implementing Career Clusters: Preparing Students for High-Skill, High-Demand, and High-Wage Careers
March 7, 2019	14	Completer Follow-up
March 14, 2019	15	End-of-Year Financial Reports
March 21, 2019	16	Master Schedule Collection, Spring and End-of-Year Student Record Collections, and CTE Student Performance Reports
April 4, 2019	17	CTE Industry Credential Data Collection

Directions for login to the video streamed sessions will be provided to CTE administrators before each scheduled session.

If you have any questions, please contact the Office of Career, Technical, and Adult Education, at CTE@doe.virginia.gov or by telephone at (804) 225-2051.

JFL/GRW/aab