



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 20, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: Career and Technical Education Federal Program Monitoring Review System

The Career and Technical Education (CTE) Federal Program Monitoring Review System is designed to focus on continuous program improvement and student achievement. School divisions' CTE programs are reviewed on a [six-year cyclical schedule](#) over a two- to three-year period with follow-up as needed. Ongoing technical assistance during the process is provided to school divisions by webinars and individual teleconferences. The [Federal Program Monitoring Review System Self-Assessment Guidance Document](#) provides directions for completing the [2018-2019 Self-Assessment Template](#) and must be submitted to the Virginia Department of Education (VDOE) as described in Phase I below.

The Federal Program Monitoring Review System consists of three phases:

- Phase I – requires the school division to conduct a comprehensive CTE self-assessment on a six-year cyclical schedule and develop a program improvement plan, as needed, to address identified deficiencies and concerns. Only school divisions scheduled to undergo federal program monitoring in 2018-2019 are required to submit the self-assessment with the local plan. The CTE Local Plans are due to the VDOE through the Single Sign-on for Web Systems (SSWS) by April 30, 2019.
- Phase II – requires the VDOE to conduct an analysis of the self-assessment report and other relevant data that may include an on-site visit to review specific CTE programs.
- Phase III – requires the school division to follow-up on the identified deficiencies and concerns.

If you any have questions, please contact Kelly C. Davis, CTE Planning, Administration, and Accountability Specialist, Office of Career, Technical, and Adult Education at cte@doe.virginia.gov ✉ or by telephone at (804) 225-2052.

JFL/GRW/jts