



COMMONWEALTH of VIRGINIA
Department of Education

DATE: June 23, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: **2017-2018 Video Streamed Training for Career and Technical Education (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 2017-2018 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.

2017-2018 CTE Administrators Training

Date	Session	Title
July 6, 2017	1	Navigating the VDOE Website
July 13, 2017	2	Navigating the CTE Resource Center Website
July 27, 2017	3	Option of First Choice: Education Requirements Needed for Success in the Military
August 3, 2017	4	Youth Employment Rules and Regulations in the Commonwealth
August 24, 2017	5	Implementing Career Clusters: Preparing Students for High-Skill, High-Demand, and High-Wage Careers
August 31, 2017	6	CTE Federal Program Monitoring Review Process
September 7, 2017	7	CTE Civil Rights Review Process
September 14, 2017	8	Beginning-of-Year: Financial Information, Reimbursements, and Reports
October 12, 2017	9	Authentic Project-Based Learning (PBL) in CTE Classrooms
October 26, 2017	10	Using Career Pathways/Career Academies as a Framework for School Redesign
November 2, 2017	11	Counseling for Careers

December 14, 2017	12	The 2017-2018 Perkins CTE Local Plan and Budget Submission
February 8, 2018	13	Education and Business Engagement: Expanding Opportunities for Students
March 1, 2018	14	Completer Follow-up
March 15, 2018	15	End-of-Year Financial Reports
March 22, 2018	16	Master Schedule Collection, Spring and End-of-Year Student Record Collections, and CTE Student Performance Reports
April 5, 2018	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.

SRS/LBH/aab