



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: June 15, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **Nominations for 2023-2024 Career and Technical Education Curriculum Review Committees**

The Office of Career, Technical, and Adult Education at the Virginia Department of Education (VDOE) is accepting nominations for the 2023-2024 CTE curriculum review committees.

School divisions may nominate a Career and Technical Education (CTE) teacher for any of the 48 committees. Approximately 12 applicants will be selected by the Superintendent of Public Instruction to serve on each committee. The schedule for the committees is in Attachment A.

Committee Meeting Information

All nominees who wish to serve on a committee must complete the web-based application using the [CTE Application Processing System](#) (CTEAPS). The web-based application process requires a professional reference and division-level approval (division superintendent or designee).

Procedures for submitting the web-based application are available on the Virginia Department of Education (VDOE) website.

Committee meetings are conducted face-to-face, with follow-up work assignments. All face-to-face meetings will be conducted at the CTE Resource Center, 2002 Bremono Road, Henrico, VA 23226.

Reimbursement will be provided as follows:

- school divisions will be reimbursed for substitute teachers needed for teachers serving on the face-to-face committees;
- teachers participating on face-to-face committees will be reimbursed for lodging, meals, and mileage in accordance with state guidelines; and
- teachers who are requested to complete follow-up work assignments will receive a \$200 honorarium.

Committee members will be chosen based on the following criteria:

- teacher’s experience and content area expertise;
- in-depth knowledge of CTE competency-based education; and
- instructional experience with [special populations](#) (word).

If you have any questions, please contact:

Office Name	Email	Phone Number
Office of Career, Technical, and Adult Education	cte@doe.virginia.gov	(804) 225-2052

LC/JAW/aar

Attachment:

- A. 2023-2024 CTE Review/Development Committees Schedule (Word)