



COMMONWEALTH of VIRGINIA
Department of Education

April 15, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Career and Technical Education (CTE) New Teacher Institute

The Virginia Department of Education (VDOE), in collaboration with the University of Virginia, will offer the CTE New Teacher Institute from July 11-15, 2016, at the [Hotel Richmond Airport](#), 5501 Eubank Road, Richmond, Virginia. The Institute is designed specifically for CTE teachers who are transitioning directly from business and industry to the classroom. The Institute will be conducted by the University of Virginia and upon successful completion, participants will receive three hours of graduate credit for the course, PSED 6503-*Effective Teaching Strategies*. In addition, the Institute will satisfy the Curriculum and Instructional Procedures professional studies requirement for teacher licensure.

Preregistration is required. CTE teachers must first complete the VDOE Approval to Enroll Form ([Attachment A](#)) by June 10, 2016, and return to cte@doe.virginia.gov or fax at (804) 530-4560. After receipt of approval from VDOE, participants must register for the course through the University of Virginia's online system and submit the tuition payment.

The VDOE will provide lodging for participants and daily breakfast and lunch meals. The school division or participant will be responsible for the course tuition (\$1,023) and all other travel expenses. The tuition is eligible for reimbursement through federal Perkins funds if budgeted in the local plan for licensed teachers who have been requested to participate for the purpose of improving instructional techniques. Reimbursement through Perkins funds is not allowed for teachers seeking an initial license.

If you have questions, please contact Helen Fuqua, institute coordinator, Office of Career and Technical Education, at cte@doe.virginia.gov or by telephone at (804) 225-3119.

SRS/LBH/aab

Attachment:

- A. [VDOE Approval to Enroll Form](#) (Word)