



**COMMONWEALTH of VIRGINIA
Department of Education**

September 16, 2016

TO: Division Superintendents

FROM: Steven R. Staples, 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. The 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 [2016-2017 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 2016-2017 are required to submit the self-assessment with the local plan. CTE Local Plans are due to VDOE through the Single Sign-on for Web Systems (SSWS) by April 28, 2017.
- Phase II – requires the VDOE to conduct an analysis of the self-assessment report and other relevant data that may include an on-site visitation to review specific CTE programs.
- Phase III – requires the school division to follow-up on the identified deficiencies and concerns.

If you have questions, please contact William A. Hatch, CTE Planning, Administration, and Accountability Coordinator, Office of Career, Technical, and Adult Education, at cte@doe.virginia.gov or by telephone at (804) 225-2052.

SRS/LBH/aab