Department of Education

P. O. BOX 2120

Richmond, Virginia 23218-2120

**CAREER AND TECHNICAL EDUCATION MEMO NO. 233-24**

**DATE:** January 10, 2024

**TO:** Career and Technical Education (CTE) Administrators

**FROM:** Dr. J. Anthony Williams, Director

Office of Career, Technical, and Adult Education

# SUBJECT: Announcing CTE Professional Development Sessions

The Virginia Department of Education is pleased to offer live, virtual professional development sessions for CTE administrators and work-based learning coordinators. All sessions will be recorded and posted at [CTE Program Administration & Management](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/career-and-technical-education-cte/administration). Please refer to attachment A for description details of each session.

**CTE Administrators**

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| **DATE** | **TIME** | **SESSION** | **ZOOM Link** |
| February 9, 2024 | 1-2 p.m. | Comprehensive Local Needs Assessment (CLNA) 2024-2025 Completion and Submission Guidance | [Register](http://tinyurl.com/4rcdzznu) by February 7 |
| February 23, 2024 | 1-2 p.m. | Perkins 2024-2025 Local Plan Application Completion and Submission Guidance | [Register](http://tinyurl.com/5n72wvd5) by February 21 |
| February 28, 2024 | 3-4 p.m. | How to Use the Trailblazers Labor Market Data Tool for New Course Applications | [Register](http://tinyurl.com/2ued2pz6) by February 26 |

**CTE Administrators and Work-Based Learning Coordinators**

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| **DATE** | **TIME** | **SESSION** | **ZOOM Link** |
| February 7, 2024 | 3-4 p.m. | Understanding the Training Agreement | [Register](http://tinyurl.com/4r6cjn6b) by February 5 |
| February 21, 2024 | 3-4 p.m. | Writing an Effective Training Plan | [Register](http://tinyurl.com/skmaxtmh) by February 19 |
| March 6, 2024 | 3-4 p.m. | Using Forms and Resources | [Register](http://tinyurl.com/ytjrpvam) by March 4 |
| March 20, 2024 | 3-4 p.m. | Evaluating and Marketing Your Program | [Register](http://tinyurl.com/bddfhkwp) by March 18 |

If you have questions, please contact the Office of Career, Technical, and Adult Education, by email at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) by telephone at (804) 418-4720.

JAW/jts

Attachment

1. Professional Development Sessions