



**COMMONWEALTH of VIRGINIA
Department of Education**

December 16, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Announcing Teacher Training for Manufacturing Technician Level 1 Certification Course

The Virginia Department of Education (VDOE), in collaboration with the Virginia Manufacturing Skills Institute (MSI), is pleased to offer the Manufacturing Technician Level 1 (MT1) train-the-trainer certification course. This training is specifically for currently licensed technology education teachers in divisions that offer or plan to offer either the Manufacturing Systems program or Project Lead The Way (PLTW) Computer Integrated Manufacturing course and for trade and industrial education teachers in divisions that offer or plan to offer the Precision Machining, Industrial Robotics, or Industrial Maintenance courses. The MSI will be conducted in Norfolk, Richmond, and Virginia Beach, on the dates specified in [Attachment A](#) (PDF).

The course trainer, instructional resource materials, and the certification assessment tests will be provided by VDOE. Participants are responsible for all meals, travel-related expenses, and lodging, if needed. School divisions' Perkins funds are allowable for this expenditure. Teachers must preregister to participate in the MT1 course. Registration is limited and slots will be assigned on a first received basis. Refer to [Attachment B](#) (PDF) for the required registration form.

The MT1 certification course is an intensive three day train-the-trainer program designed to teach instructors how to deliver the MT1 Action Learning Lab in a modular or customized format. The instructor will also learn how to demonstrate the 12 MT1 skills standards through hands-on application. Each participant will receive an Instructor Resource Guide, Student Workbooks, MT1 Online Learning Lab Guide, Instructional PowerPoint Presentations, and membership in the MT1 Certified Trainer Network. For general information, refer to the [MSI Training Program](#) website.

If you have any questions, please contact Dr. Lynn Basham, Specialist for Technology Education and Related Clusters, or Anthony Williams, Specialist for Trade and Industrial Education and Related Clusters, at cte@doe.virginia.gov or by telephone at (804) 225-3119.

SRS/LBH/daw

Attachments:

- A. [2017 MT1 Certified Course Trainer Schedule](#) (PDF)
- B. [Manufacturing Technician Level 1 Trainer Certification Course Registration Form](#) (PDF)

