



COMMONWEALTH of VIRGINIA
Department of Education

February 6, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Announcing Training for the Work-Based Learning (WBL) Cooperative Education Method

The Virginia Department of Education (VDOE) is pleased to offer a professional development workshop for teachers who are first-time and experienced cooperative education coordinators. Cooperative education is one of seven [WBL methods of instruction](#) and combines classroom instruction with paid employment related to the student's plan of study. The workshop is scheduled for June 30-July 1, 2015, in Richmond, Virginia.

Because a decision for the facility location must be made based on the number of registrants, the deadline for pre-registration is March 13, 2015. If you anticipate having a new cooperative education coordinator who has not been identified, a pre-registration form may be submitted. After the pre-registration deadline, additional participants will be accepted based on available space.

Lodging (up to two nights) will be provided by and master-billed to VDOE for those traveling at least 50 miles one way. Participants staying overnight will be reimbursed according to state guidelines for meals not provided. Local Perkins funds may be used for participants' travel expenses. Detailed information regarding reimbursement, workshop location, agenda, and other pertinent details will be sent to registrants.

CTE Administrators will be provided this information and the [pre-registration form](#) under a separate cover. If you have any questions, please contact Sharon Acuff, coordinator of Work-Based Learning, at CTE@doe.virginia.gov or by telephone at (804) 225-2051.

SRS/LBH/SWA/cmc

Attachment:

- A. [Work-Based Learning Cooperative Education Coordinators Workshop Pre-Registration Form](#) (Word)