**00:00:01: VDOE-Sharon Acuff | Coordinator:** Welcome everyone. Welcome to the Career and Technical Education High-Quality Work-Based Learning professional development session, “Using Forms and Resources”. We are excited to have you here with us for the third of four sessions we are offering, based on your feedback to learn more about implementing high-quality work-based learning program in your school division. My name is Sharon Acuff, and I am the Program Administration and Workforce Development Coordinator for the Office of Career, Technical and Adult Education at the Virginia Department of Education.

**00:00:40: VDOE-Sharon Acuff | Coordinator:** Again, if you are using a shared link to join today. Please click on this session’s registration link in the chat box in order to individually register. This is important for us to send you an attendant certificate for attending today’s live session. If you are viewing this webinar in a recorded format, an attendance certificate will not be generated from our office. My team has developed the information we will share with you today.

**00:01:13: VDOE-Sharon Acuff | Coordinator:** At this time, I will turn the presentation over to Dr. Jan Huffman to get us started. Jan.

**00:01:21: VDOE - Dr. Jan Huffman | Region 7:** Thank you, Sharon, and good afternoon, everyone. Thank you again for joining us today. And if you didn't have the opportunity already, please tell us your name and title and school division in the chat. As Sharon said, I'm Dr. Jan Huffman, I'm the Secondary Workforce Development Specialist for Region 7. Let's quickly review some housekeeping tips for today's training.

**00:01:46: VDOE - Dr. Jan Huffman | Region 7:** The chat feature is open for all attendees during this session. We ask that you only use the chat feature to access the links that we will be posting, or, as we prompt. For all other general questions, please put those in the Q&A section, and we will do our best to address those. All sessions are being recorded and will be posted to the VDOE website on the CTE Program Administration and Management page, accompanied by a transcript. And I'll show you where to access those later in the webinar. Professional development points may be awarded based upon the policies of your school division. And at the end of this live session, webinar attendees will receive a survey to complete in order to earn the attendance certificate.

**00:02:37: VDOE - Dr. Jan Huffman | Region 7:** Now, as Sharon mentioned, if you have joined today's session using another person's link, you will need to register using the link in the chat in order to receive an attendance certificate.

**00:02:50: VDOE - Dr. Jan Huffman | Region 7:** Now let's take a look at today's agenda. So, for today's session, we will be providing an overview of the CTE High-Quality Work-Based Learning forms and demonstrating how to access these. Then we're going to highlight valuable CTE High-Quality Work-Based Learning resources on the VDOE and CTE Resource Center webpages.

**00:03:15: VDOE - Dr. Jan Huffman | Region 7:** Following the presentation, we'll open the session up for Q and A where we ask that you submit your questions using the Q and A feature. Don't forget to submit your questions anytime during this session. At the end of the session, you will have the opportunity to complete a survey, to give us feedback, and also record your attendance at our live session today. Now the attendance certificate will be generated only for those who attend the live session. If you experience any issues with receiving the survey, please contact us at the conclusion of this session.

**00:03:54: VDOE - Dr. Jan Huffman | Region 7:** Now, before we delve into our presentation on using forms and resources, let's kick things off with some information from you. Let's start with a chat question. So, what are your most used CTE High-Quality Work-Based Learning resources? Now place your answers in the chat and let's see what those resources are

**00:04:24: VDOE-Dr. Nikki Finley | Region 2:** Alright. We have a few coming in. We have a couple of people using the VDOE website, the High-Quality Work-Based Learning Guide, Dr. Huffman is a resource, the training agreement and training plan courses and guide. Alright, but we see our primary resource is the High-Quality Work-Based Learning Guide, Dr. Huffman.

**00:04:49: VDOE - Dr. Jan Huffman | Region 7:** Great. Thank you so much, Nikki. I appreciate you reading those. So, as she mentioned, and you have put into the chat, the CTE High-Quality Work-Based Learning Guide is your primary resource. And we are going to start today by taking a closer look at resources and forms in a few minutes.

**00:05:09: VDOE - Dr. Jan Huffman | Region 7:** But now, before we do that, I have one more question for you, but this time it's in the form of a poll question. So, do you have enough CTE High-Quality Work-Based Learning resources available to you?

**00:05:27: VDOE - Dr. Jan Huffman | Region 7:** Let’s see, we've got some answers coming in. Let's see what we have here. Oh, you're answering this one quickly. This is great. We'll get a few more coming in. Alright, almost there? Let's see if we can get just a, we'll give it a couple more seconds. So, we have a lot of you that have responded, and I'll have to say I am pleased to see that most of you are saying that you do have enough resources. Some of you would still like some more. So hopefully, we can find out what other resources you need as we go through. So, thank you for responding to those today.

**00:06:12: VDOE - Dr. Jan Huffman | Region 7:** So, now there is a lot I would like to cover with you today. So, let's get started with an overview on that CTE, on the CTE High-Quality Work-Based Learning forms and resources that are currently available to you.

**00:06:30: VDOE - Dr. Jan Huffman | Region 7:** Now to start, we're going to walk you through how to find that VDOE CTE High-Quality Work-Based Learning website. The link to the VDOE page is placed in the chat so that you can access this while I walk you through. Now I know this was covered in the previous sessions, but we want to make sure that everyone is able to access your primary resource.

**00:06:54: VDOE - Dr. Jan Huffman | Region 7:** Now from the VDOE webpage, point to the Teaching, Learning and Assessment link. Now you're going to click on the CTE Link under K12 Standards and Instruction column. Now, when this opens up to the CTE page, on the left side of the navigation pane, you're going to click on the plus sign beside of CTE. Now, you should have access to be able to click on High-Quality Work-Based Learning. This will take you to the VDOE CTE High-Quality Work-Based Learning page. Now, click on the first link on this web page. That will allow you to download the entire CTE High-Quality Work-Based Learning Guide. We want to point out that this downloads in the online version of Word. But from here you can use the download button to save that entire copy to your Desktop, or other Word, other folder in Word format.

**00:07:58: VDOE - Dr. Jan Huffman | Region 7:** Now, after opening the document in Word, I want to take a moment here to show you an easy way to navigate through the Guide. From this Word document on the View tab, you can activate the Navigation pane in the Show Group. Now, once you do this, you'll note all of the linked sections of the Guide on the left-hand side including each of the 12 CTE High-Quality Work-Based Learning experiences. Here you can quickly access any section by clicking on the desired link. Now for today's training, we want to start by looking at a few of the different resources that are in your CTE High-Quality Work-Based Learning Guide.

**00:08:42: VDOE - Dr. Jan Huffman | Region 7:** Now that we have the Guide open, let's start by looking at Page 26. This is the Career and Technical Education High-Quality Work-Based Learning Opportunities in Virginia chart. This chart is a great summary of the 12 different recognized CTE High-Quality Work-Based Learning experiences, the suggested grade levels for each of these experiences, if a training plan is required for the experience, the minimum duration of the specific experience, if the experience normally has an option for the student to be paid, if an additional credit above the course credit could be awarded, if the experience meets a graduation requirement, and if the experience can be counted towards CCCRI. Now again, this chart is a good, quick summary of CTE High-Quality Work-Based Learning experiences that are recognized in Virginia.

**00:09:47: VDOE - Dr. Jan Huffman | Region 7:** But now let's jump into the experiences, and I'm going to use job shadowing as an example.

**00:09:54: VDOE - Dr. Jan Huffman | Region 7:** Within each experience you will find an At-a-Glance table that may be very helpful. The At-a-Glance table contains the information from the chart that we just reviewed, but what only applies to that specific experience. The suggested grade level, the graduation requirement, CCCRI, duration, pay option, and additional credit available option. But now, along with that, there are a few other items that you need to consider. Is there any special requirement for the CTE Work-Based Learning point of contact that's overseeing the experience? Are there any student eligibility requirements for that experience. And then a list of forms, those that are required and suggested that should be used for the specific experience. Now, each form name is linked here to the specific form in and in the noted appendix for your quick access.

**00:11:01: VDOE - Dr. Jan Huffman | Region 7:** So, with that being said, let's review the forms that are provided for you, and we will start with Appendix A.

**00:11:14: VDOE - Dr. Jan Huffman | Region 7:** Now the first form in Appendix A is the sample CTE High-Quality Work-Based Learning Employer Participation form. This is a form that can be used when contacting new business or community partners that may be interested in offering CTE High-Quality Work-Based Learning opportunities.

**00:11:35: VDOE - Dr. Jan Huffman | Region 7:** The next form is the CTE High-Quality Work-Based Learning Workplace Evaluation Checklist. A Workplace Evaluation Checklist is required where noted in the Guide to help ensure the safety of all your students.

**00:11:53: VDOE - Dr. Jan Huffman | Region 7:** Next is the CTE High-Quality Work-Based Learning Student Incident form. Now, I hope you never have to use this form, but in case there is an incident that happens in the workplace that involves your student, this form provides the guidance in documenting the necessary information.

**00:12:14: VDOE - Dr. Jan Huffman | Region 7:** Now, the next forms are the CTE High-Quality Work-Based Learning Training Agreement. Training Plan, and Training Plan Evaluation forms. These forms were covered in depth during the past two webinars. If you would like to view either of these two webinars, a link has been placed into the chat where the recordings can be viewed.

**00:12:37: VDOE - Dr. Jan Huffman | Region 7:** Now, the next form is the CTE High-Quality Work-Based Learning Student Reflection form. This form is recommended for the job shadowing, service learning, externship, school-based enterprise, mentorship, internship, entrepreneurship, and cooperative education experiences. This provides the student an opportunity to assess their CTE High-Quality Work-Based Learning, and how that experience can help them in their future career.

**00:13:12: VDOE - Dr. Jan Huffman | Region 7:** Now the last form in Appendix A is the CTE High-Quality Work-Based Learning Employer / Mentor Evaluation form. This form is recommended for the job shadowing, externship, mentorship, internship, entrepreneurship, and cooperative education experiences. This form provides an opportunity for the employer or mentor to provide some final feedback on the student and the experience. Now, the information obtained from the CTE High-Quality Work-Based Learning Employer / Mentor Evaluation will also give you the opportunity to assess if the employer is willing to sponsor another experience or is a good fit for your high-quality work-based learning program.

**00:14:06: VDOE - Dr. Jan Huffman | Region 7:** Now let's go to the next section, which is Appendix B. In Appendix B, samples of all the clinical forms can be found in this section. Now, different clinical experiences require different forms. So, review the clinical section in the specific experience to determine which of these forms are necessary.

**00:14:31: VDOE - Dr. Jan Huffman | Region 7:** Next, let's go to Appendix C. In Appendix C, a sample of the Education/Training Agreement for the Youth Registered Apprenticeship can be found. The form, though, is only a sample. You will need to contact your regional apprenticeship consultant through the Virginia Workforce Development and Advancement Office to obtain the actual form that that must be completed for the Youth Registered Apprenticeship. Now a link has been placed in the chat so that you can determine who your apprenticeship consultant is. But as always, you can contact your Secondary Workforce Development Specialist if you need help connecting with your apprenticeship consultant.

**00:15:20: VDOE - Dr. Jan Huffman | Region 7:** So, the next section is Appendix D, where you will find forms that are related to specific experiences. The first of these forms is the Service Learning Needs Assessment and Initial Research form. This form is useful in the student’s research for that service learning project. It is a great document that provides guidance to the student in preparation for the project.

**00:15:49: VDOE - Dr. Jan Huffman | Region 7:** Now, the next form is the Service Learning Group Project Student List. If more than one student is involved with that specific service learning project, the forms can, the form can be used to list the name of each student, the associated CTE course, the CTE teacher, and each individual student's role for this service learning project.

**00:16:16: VDOE - Dr. Jan Huffman | Region 7:** Now, the Service Learning Project Planning Worksheet is the next form in Appendix D. This form is useful for the planning and implementation phase of the project for the student. Now the student will be able to identify more concrete items necessary for that project completion.

**00:16:37: VDOE - Dr. Jan Huffman | Region 7:** Now, the next form is the Service Learning Projects Task and Timelines form which will also be useful in the planning and implementation of the service learning project. This form will help the student, or the team, organize each task and a timeline for completion of each task.

**00:16:58: VDOE - Dr. Jan Huffman | Region 7:** Now, the last form, specifically for service learning is the Service Learning Project Partner Evaluation form. This form can be used with a business or community partner that is involved with the service learning project. The project partner can provide input for evaluating the student, their project planning, and the project completion.

**00:17:22: VDOE - Dr. Jan Huffman | Region 7:** Now, the next form in Appendix D is specifically for the mentorship experience. This is the Mentorship Independent Study Project Template. This template provides an overview of the research by the student into the mentor’s profession. The template has 3 sections: preparing for the Mentorship Independent Study Project that includes the suggested rubric for the student’s journal, components for presentation, and a recommended culminating presentation.

**00:17:59: VDOE - Dr. Jan Huffman | Region 7:** Now, the last experience-specific form in Appendix D is the Entrepreneurship Business Plan Template. The template lists eight categories that should be addressed in the student's prepared Business Plan: products and/or the services that are offered, the description of that target audience, description of any competition, the manufacturing and development, their marketing strategy, team or structure of the organization, customer service, and finances.

**00:18:39: VDOE - Dr. Jan Huffman | Region 7:** So now we'll jump to Appendix E, the last Appendix in your CTE High-Quality Work-Based Learning Guide. This has your Promotional Resources. Now these will be covered in detail during the next professional development webinar. So, if you've not registered for that webinar, a link has been placed in the chat so that you can go ahead and register for that upcoming webinar.

**00:19:05: VDOE - Dr. Jan Huffman | Region 7:** So, having explored those forms, now let's shift our focus to some CTE High-Quality Work-Based Learning resources. We're going to start off with the CTE Resource Center, and the link has been placed in the chat for you to access the Resource Center.

**00:19:23: VDOE - Dr. Jan Huffman | Region 7:** The CTE Resource Center is here to support CTE programs by offering free resources for curriculum development and CTE program implementation. Whether you're a CTE teacher, a CTE administrator, a work-based learning point of contact, a parent or student, the CTE Resource Center provides valuable tools to assist you in your journey.

**00:19:49: VDOE - Dr. Jan Huffman | Region 7:** Now, the first link is Educators. The Educator page is a hub for detailed information about course frameworks and industry recognized credentials. How to find your course competencies and integrate these into a training plan, was covered in detail during that last webinar.

**00:20:11: VDOE - Dr. Jan Huffman | Region 7:** There's also a link to the High-Quality Work-Based Learning page that you can find from the Educators tab. But I don't want you to overlook the other information that can be of interest to you. Especially if you go down to the bottom of the page and look at the FAQ, or the Frequently Asked Questions. This is a wealth of information for you.

**00:20:33: VDOE - Dr. Jan Huffman | Region 7:** The next tab targets the parents and students, and it includes resources for identifying and exploring career interest, courses that fit those interest, and industry recognized credentials connected to the courses. This could be helpful if parents and students are questioning exactly what to expect from a course when the student is enrolling, and if it is useful for the students chosen career path.

**00:21:01: VDOE - Dr. Jan Huffman | Region 7:** Also of interest is the News and Announcements link. Notice when you go to this link, the VACTEA Scholarship link on the News tab. There's also more great information that can be found on the Announcements tab. This is great information for you, and that you can share with your students. Notice the Career Success Stars can be accessed here as well as the new and revised CTE course information. Again, even though it's the Parents and Students tab, great information for you that you can share with your students.

**00:21:40: VDOE - Dr. Jan Huffman | Region 7:** Next, the Career Clusters page. This page includes all of the 17 clusters and allows you to view all VDOE approved CTE courses within a particular cluster. Now, as a Work-Based Learning point of contact, your ability to access information on career clusters is pivotal. This skill empowers you to communicate effectively with businesses by drawing clear connections between their job descriptions and those course core competencies. Now, how to access the course competencies was covered in the last professional development webinar, “Writing an Effective Training Plan.” But I want to give you a quick refresher. So, you can select whichever career cluster you would like. You can either then search for the specifics course or scroll to find your course. Then click on the course name. Once you click on the course name, you can either view the curriculum online or download that cartridge file for future use.

**00:22:51: VDOE - Dr. Jan Huffman | Region 7:** Now let's go to the Resources page. This page includes information on industry credentials, workplace readiness skills, and for us, most importantly, your High-Quality Work-Based Learning resources. So, let's take a closer look at the CTE High-Quality Work-Based Learning page.

**00:23:11: VDOE - Dr. Jan Huffman | Region 7:** Now, as you can see, Experience Works 2023 is displayed. Experience Works is our annual professional development conference with a specific focus on CTE High-Quality Work-Based Learning. By clicking on the Go button, you will see our conference program for last year's event. Here you will find a plethora of invaluable resources. There are 27 workshop session videos along with the associated resource materials ready for your access. Now, looking further in depth, you have the session name, the presenters and their titles, and a robust session description outlining what information was presented to that live audience. Now also available are any resources that were provided and the link to the recorded session.

**00:24:11: VDOE - Dr. Jan Huffman | Region 7:** Additionally, there are 19 exhibitor videos that you can access by clicking your mouse on the View Exhibitor videos. The exhibitor videos are listed in alphabetical order for ease of navigation. Now, once again, there is a wealth of information contained in the Exhibitors Section of the conference program. The Exhibitors Section features the speaker's name, title, and description of what was presented. The exhibitor section begins with Anton Par, an organization that focuses on apprenticeships, and goes all the way to the end with Wilson Workforce and Rehabilitation Centers, Post-Secondary Education, Rehabilitation and Transition program, or also known as PERT. Now, further, you can learn about the summer opportunities with Virginia Space Consortium, gaining employability skills with the Virginia Restaurant Lodging and Travel Association, how the Virginia Association of Surveyors has opportunities across multiple rear paths, and many more. Don't forget to view the exhibitor videos.

**00:25:29: VDOE - Dr. Jan Huffman | Region 7:** So, the next section in the CTE Resource Center is the Services tab. The Services tab provides a closer look at the services that the CTE Resource Center provides to school divisions which includes training and workshops, training and workshops, curriculum development, customized research and facilities hosting availability.

**00:25:54: VDOE - Dr. Jan Huffman | Region 7:** So, now let's take a focus to on the CTE Program Administration and Management page. The link has been placed in the chat, but if you will notice, this is a part of the VDOE CTE webpage, which we visited earlier.

**00:26:13: VDOE - Dr. Jan Huffman | Region 7:** So, still on the Career and Technical Education link over on the navigation pane, click the plus sign that's beside of CTE Program Administration and Management. Now you can click on the CTE Professional Development link. This is where you can find all my CTE High-Quality Work-Based Learning professional development sessions. These are complete with recordings and transcripts. So, whether you are reviewing this information, or sharing it with those who are unable to attend, the recording and transcript can be conveniently accessed.

**00:26:54: VDOE - Dr. Jan Huffman | Region 7:** Now we have one other resource that we would like to share with you. The last resource we would like to cover with you today is the Time Log and Wage Calculator template workbook. A link to access this template and download has been placed in the chat. But, of course, you can also contact your Regional Secondary Workforce Development Specialist at any time to get this link.

**00:27:25: VDOE - Dr. Jan Huffman | Region 7:** Now, the Time Log and Wage Calculator template is a tool that can be used for all experiences. The Time Log and Wage Calculator template workbook can just track hours if you need it, dedicated to the specific work-based learning experience, even if it's unpaid. But the best part, the student completes this workbook, not you. This tool will also help in tracking the wages earned, including tips for the entire school year.

**00:27:59: VDOE - Dr. Jan Huffman | Region 7:** Now, in most cases a new Time Log and Wage Calculator template workbook will need to be used for each experience for the student. So, what this means is, a student begins an experience with one employer, then changes to a different employer, or to a different experience during the school year, a second Time Log and Wage Calculator workbook template will need to be utilized and saved. Now it may work for your program, though, to allow a student to use the same template for multiple job shadowing experiences. Now this should be helpful to you in reporting of the time dedicated and the wages earned for each experience. So, now let's take a look at how easy it is to use this Time Log and Wage Calculator template workbook.

**00:28:50: VDOE - Dr. Jan Huffman | Region 7:** Now, once you have downloaded the Time Log and Wage Calculator template, you can share the Excel workbook with your student to save a copy where you direct them, such as a shared folder or on their desktop folder. Now I recommend that the student saves the workbook with their name and experience in the title.

**00:29:12: VDOE - Dr. Jan Huffman | Region 7:** Now, if you'll notice at the bottom, the workbook has multiple tabs. The first tab is for the student demographics. And then there's one tab for each month, from June through June of the next year. And then the last tab which we'll look at in a few moments, compiles the information for the entire year.

**00:29:35: VDOE - Dr. Jan Huffman | Region 7:** So, let's start on the first tab Information and Instructions for the student’s demographics.

**00:29:44: VDOE - Dr. Jan Huffman | Region 7:** When the student enters on this tab, will populate to the other tabs. So, the information that the student enters will be their school name, or the school division, the student's name, the job title, the company sponsoring or hosting this opportunity, the supervisor's name or mentor name.

**00:30:06: VDOE - Dr. Jan Huffman | Region 7:** When the student gets to the experience type, there is a drop-down menu for them to make a selection. They will click in the cell, and they'll have an arrow to the right which will show all the experiences. From here they will select the CTE High-Quality Work-Based Learning experience. Again, this information will automatically populate to the other tabs in the spreadsheet.

**00:30:33: VDOE - Dr. Jan Huffman | Region 7:** So next, I would like to demonstrate how that student can complete the Time Log and Wage Calculator template. Now remember, all the tabs are labeled by months. I'm going to start on September.

**00:30:47: VDOE - Dr. Jan Huffman | Region 7:** From here, the student, well first of all notice that the information has been populated at the top from what we entered on the Information and Instructions tab. Now the student can begin entering their hours for the specific experience on a specific day. So, I'm going to enter a few here just so that we can see what happens. And if you'll notice, as I enter in some time, it is automatically calculating the amount of hours for the week.

**00:31:23: VDOE - Dr. Jan Huffman | Region 7:** Underneath that is a table where it is also automatically calculating the number of hours for the month. Now, if the student is in a paid experience, this is where they'll enter their pay rate, and we'll put in a pay rate. Once the pay rate is entered, the gross income will automatically calculate.

**00:31:47: VDOE - Dr. Jan Huffman | Region 7:** Now there is also a cell for the student to enter any tips during the week. And we will let them earn a few tips. Notice that the total income for the month recalculates when it adds in the tip amount.

**00:32:09: VDOE - Dr. Jan Huffman | Region 7:** Now there is a place on this tab on each of the tabs for notes or comments. An example of an important note may be the business names, if the template is being used for multiple job shadowing experiences, or, if you need for them to enter the date that the internship began.

**00:32:27: VDOE - Dr. Jan Huffman | Region 7:** Now each tab can be printed separately, if necessary, and then signed by the student and the employer for verification. Now, if you'll also notice, the red line is also calculating year-to-date information. So now let's look at another tab to see what happens with the year-to-date information.

**00:32:51: VDOE - Dr. Jan Huffman | Region 7:** Again, on the next tab, the information has still populated and notice the year to date information has automatically calculated with the additional information added to this month's tab. But now let me show you what the student can do if they receive a raise any time during their experience.

**00:33:11: VDOE - Dr. Jan Huffman | Region 7:** So, let's say, during this month the student receives a raise that takes effect the second week of the month. So, in that week they'll change their pay rate. All that needs to be done is to enter it during that week, and the rate will change for the remaining weeks in that month.

**00:33:32: VDOE - Dr. Jan Huffman | Region 7:** Now want to show you the last tab of the spreadsheet, and if you'll notice, as we go through all the different months, all the way up through June. On the Year-End tab, the information from all the other months has been pulled and populates the Year-End Report tab. This includes the hours spent toward the specific work-based learning experience and that gross pay amount. Now, in Cell C25, the student can enter, if you would like for them to, the last pay rate if it's applicable to that experience. Now again, each worksheet and tab can be printed separately and then signed by the student.

**00:34:22: VDOE - Dr. Jan Huffman | Region 7:** Now from this tab, the Year-End Report tab, useful data can be gathered related to your work-based learning program. How many hours your students spent in a CTE High-Quality Work-Based Learning experience and the economic impact to the community if wages were earned. This will be great information that you can provide to your school board and community partners to show the positive impact of your CTE High-Quality Work-Based Learning program.

**00:34:52: VDOE - Dr. Jan Huffman | Region 7:** Now look for the 2024-2025 Time Log and Wage Calculator template workbook to be available in probably May. Again, the link to access this template as well as a How to Use video has been placed in the chat, or you can reach out to your Regional Secondary Workforce Development Specialist for access. Now, I hope you have found the review of these CTE High-Quality Work-Based Learning forms and resources helpful.

**00:35:26: VDOE - Dr. Jan Huffman | Region 7:** So now let's look at any questions you may have placed in the Q and A or in the chat. Sue and Amy, do we have any questions at this time?

**00:35:37: VDOE-Susan McNamara | Region 4:** Do not see anything.

**00:35:39: VDOE - Amy Hammond | Region 5:** Nothing in the chat.

**00:35:43: VDOE - Dr. Jan Huffman | Region 7:** I'll give you just a moment. If you can think of any question you have, we'd love for you to go ahead and place those in the Q and A and we'll take, we'll do our best to answer those today. Of course, if you can't think of any today, but you do think of some after the training session you may reach out to us at any time.

**00:36:06: VDOE - Dr. Jan Huffman | Region 7:** Alright, so, if you have any questions regarding this training session, please feel free to contact me or your Regional Secondary Workforce Development Specialist. Now, my email information is provided here along with the contact information for the Office of Career, Technical and Adult Education at the Virginia Department of Education. If you have any general questions regarding CTE, please email cte@doe.virginia.gov or call 804-625-3592.

**00:36:52: VDOE - Dr. Jan Huffman | Region 7:** In case you don't have this information, here is a list of the Regional Secondary Workforce Development Specialists, their regional assignments, and contact information. Please do not hesitate to contact us with questions you may have regarding your work-based learning programs.

**00:37:14: VDOE - Dr. Jan Huffman | Region 7:** And here are the contacts for the Office of Career, Technical and Adult Education. Dr. Anthony Williams, Director. Kelly Davis, Associate Director for Curriculum, Instruction and Innovation. Bill Hatch, Associate Director for Program Administration and Workforce Development. And Sharon Acuff, Program Administration and Workforce Development Coordinator.

**00:37:42: VDOE - Dr. Jan Huffman | Region 7:** So, Using Forms and Resources was the third session in a series of our four training sessions that the Secondary Workforce Development Specialist team has presented. We invite you to join us for our final session on Evaluating and Marketing your Program on Wednesday, March 20th, at 3 PM. The link for that training session has been placed in the chat. You can also access it through the CTE Director’s Memo, number 233-24, and for your convenience the link to the Director's Memo page has been placed in the chat.

**00:38:19: VDOE - Dr. Jan Huffman | Region 7:** Now, before we conclude, I'll check one more time. Susan or Amy, did any questions come in while we were waiting?

**00:38:29: VDOE-Susan McNamara | Region 4:** Yes, there is a question it states, “can part of the hours for the high-quality work-based learning entrepreneurship experience take place, be earned through an entrepreneurship education course?”

**00:38:48: VDOE-Sharon Acuff | Coordinator:** And the answer to that would be no, because it has to be hours that are outside of the course in order to get an additional credit. So, the answer is no to that question.

**00:39:02: VDOE-Susan McNamara | Region 4:** Okay, we have another question, “may we submit questions ahead of the next webinar?”

**00:39:10: VDOE-Sharon Acuff | Coordinator:** Yeah, I think that would be a great idea, Adrian. Could you send those to your Regional Specialist and let them gather those? And we could do that. Absolutely.

**00:39:27: VDOE-Susan McNamara | Region 4:** We got a floating heart.

**00:39:32: VDOE-Sharon Acuff | Coordinator:** That’s good.

**00:39:33: VDOE - Dr. Jan Huffman | Region 7:** So, are those all the questions that we had for today?

**00:39:38: VDOE-Susan McNamara | Region 4:** I don't see anymore.

**00:39:40: VDOE - Amy Hammond | Region 5:** No questions in the chat.

**00:39:42: VDOE - Dr. Jan Huffman | Region 7:** Well, we hope this training has been helpful and that it benefits you as you continue to build upon the CTE High-Quality Work-Based Learning programs in your school division. Now we look forward to seeing you again at the next training session, Evaluating and Marketing Your Program on March 20. So, at this time I will turn it back over to Sharon to close out our session.

**00:40:07: VDOE-Sharon Acuff | Coordinator:** Thank you so much for joining us today. Please keep in mind that the only participants who attended today’s live session will earn an attendance certificate by completing the survey at the end of the session. Once you have completed the survey, you will need to allow a few days for the certificates to be generated. Please do not close your zoom window until you receive this survey. If you have any questions or concerns. Please do not hesitate to reach out to your Regional Secondary Workforce Development Specialist.

**00:40:42: VDOE-Sharon Acuff | Coordinator:** Thank you for joining us today.