



**COMMONWEALTH of VIRGINIA
Department of Education**

May 1, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2015-2016 Video Streamed Training Sessions for Career and Technical Education (CTE) Administrators

The Office of Career and Technical Education Services is pleased to announce a series of 14 training sessions to be held during the 2015-2016 school year for new and experienced CTE administrators. All training sessions will be delivered by video streaming on Thursday from 1:30-3 p.m., as scheduled below. The goal is to provide sustained professional development on the responsibilities of the CTE administrator, identify resources, and provide technical assistance and support throughout the school year. All CTE administrators are strongly encouraged to participate. The sessions will be recorded and archived on the Virginia Department of Education (VDOE) Web site.

2015-2016 CTE Administrator Training		
DATE	SESSION	TITLE
June 11, 2015	1	Navigating the VDOE Web Site
June 18, 2015	2	Navigating the CTE Resource Center Web Site
July 9, 2015	3	Health and Safety and Department of Labor and Industry Regulations
July 16, 2015	4	CTE Federal Program Monitoring: Self-Assessment and Civil Rights Reviews
August 13, 2015	5	Implementing Career Clusters: Preparing Students for High Skill, High Demand, and High Wage Careers
September 17, 2015	6	Beginning-of-Year: Financial Information, Reimbursements, and Reports
October 15, 2015	7	Career Development and Academic and Career Plans of Study – Part I of Series
November 12, 2015	8	Career Development and Academic and Career Plans of Study: Connecting Secondary and Postsecondary Education – Part II of Series
December 10, 2015	9	The 2016-2017 CTE Local Plan and Budget Submission
January 14, 2016	10	Education and Business Engagement: Expanding Opportunities for Students

February 18, 2016	11	Digital Badges: Validating Achievement of Workplace Readiness Skills for the Commonwealth Credential
March 3, 2016	12	Completer Follow-Up
March 10, 2016	13	End-of-Year Financial Reports
March 17, 2016	14	Master Schedule Collection, Spring and End-of-Year Student Record Collections, and CTE Student Performance Reports

Directions for login to the video streamed sessions will be provided to CTE administrators before each scheduled session.

If you have any questions, please contact the Office of Career and Technical Education Services at CTE@doe.virginia.gov or by telephone at (804) 225-2051.

SRS/LBH/jts