Department of Education

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**CAREER AND TECHNICAL EDUCATION MEMO NO. 244-24**

**DATE:** May 30, 2024

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

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

Office of Career, Technical, and Adult Education

# SUBJECT: Nominations for 2024-2025 Career and Technical Education (CTE) Curriculum Review Committees

The Office of Career, Technical, and Adult Education at the Virginia Department of Education (VDOE) is accepting nominations for the 2024-2025 CTE curriculum review committees. School divisions may nominate a CTE teacher for any of the 39 committees, as outlined in the [CTE Review/Development Committee Schedule](https://www.doe.virginia.gov/home/showdocument?id=54413&t=638513028160096690). Approximately 12 applicants will be selected by the Superintendent of Public Instruction to serve on each committee.

All nominees who wish to serve on a committee must complete the web-based application using the [CTE Application Processing System (CTEAPS)](https://p1pe.doe.virginia.gov/cteaps/). The web-based application process requires a professional reference and division-level approval (division superintendent or designee). Committee meetings are conducted face-to-face, with follow-up work assignments. All face-to-face meetings will be conducted at the CTE Resource Center, 2002 Bremo Road, Henrico, Virginia 23226.

Reimbursement will be provided as follows:

* school divisions will be reimbursed for substitute teachers required for teachers serving on the face-to-face committees;
* teachers participating on face-to-face committees will be reimbursed for lodging, meals, and mileage in accordance with state guidelines; and
* teachers who are requested to complete follow-up work assignments will receive a $200 honorarium.

Committee members will be chosen based on the following criteria:

* teacher’s experience and content area expertise;
* in-depth knowledge of CTE competency-based education; and
* instructional experience with [special populations](https://www.doe.virginia.gov/home/showpublisheddocument/19641/638042920179030000) (docx).

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) 750-8129.

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