



COMMONWEALTH of VIRGINIA
Department of Education

August 21, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Application for New Career and Technical Education Program and/or Course

Beginning with the 2015-2016 school year, school divisions must use the revised application ([Attachment A](#)) when requesting approval to offer new career and technical education (CTE) programs and/or courses. To complete the application, refer to the instructions in [Attachment B](#) and the [Career and Technical Reporting System \(CTERS\)](#) for the correct course titles and course codes, as well as other pertinent information. The application process ensures that new programs/courses comply with the Virginia Board of Education's *Regulations Governing Career and Technical Education* (8VAC 20-120).

The application may be submitted at any time of the year, but must be approved by the Virginia Department of Education prior to implementation and including related budget items in the Perkins Career and Technical Education Local Plan and Budget Application.

If you have any questions, please contact George Willcox, coordinator for planning, administration, and accountability, at CTE@doe.virginia.gov or at (804) 225-2052.

SRS/LBH/aab

Attachments:

- A. [Application for New Career and Technical Education Program and/or Course](#) (PDF)
- B. [Directions for Completing the Application](#) (PDF)

Links:

- [Career and Technical Education Program Administration & Management](#)
- [Career and Technical Reporting System \(CTERS\) Users Manual](#) (PDF)