



**COMMONWEALTH of VIRGINIA  
Department of Education**

May 9, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: 2014-2015 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 2014-2015 school year for new and experienced CTE administrators. All training sessions will be delivered by video streaming on Thursday, 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.

**2014-2015 CTE Administrator Training**

<b>DATE</b>	<b>SESSION</b>	<b>TITLE</b>
June 19, 2014	1	Navigating the VDOE Web Site
June 26, 2014	2	Navigating the CTE Resource Center Web Site
July 10, 2014	3	Health and Safety and Department of Labor and Industry Regulations
July 17, 2014	4	Career Development and Academic and Career Plans of Study – Part I of Series
August 14, 2014	5	Implementing Career Clusters
September 18, 2014	6	Beginning-of-Year: Financial Information, Reimbursements, and Reports
October 16, 2014	7	Selecting Appropriate Industry Certification Examinations
November 6, 2014	8	School Counselor Advisement: Industry Certifications
November 13, 2014	9	The 2015-2016 CTE Local Plan and Budget Submission, including Federal Program Monitoring Self-Assessment
December 11, 2014	10	Career Development and Academic and Career Plans of Study: Connecting Secondary and Postsecondary Education – Part II of Series

January 15, 2015	11	Work-Based Learning: Expanding Opportunities for Students
March 5, 2015	12	Completer Follow-Up
March 12, 2015	13	End-of-Year Financial Reports
March 19, 2015	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](mailto:CTE@doe.virginia.gov) or by telephone at (804) 225-2051.

SRS/LBH/cmc