



COMMONWEALTH of VIRGINIA
Department of Education

January 11, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Career and Technical Education (CTE) New Teacher Institute

The Virginia Department of Education (VDOE), in collaboration with the University of Virginia, will conduct the New Teacher Institute July 15-19, 2013, at the Holiday Inn Tanglewood, Roanoke, Virginia. The targeted audience is career and technical education teachers who enter the classroom directly from positions in business and industry. This Institute is designed specifically to help the new teacher transition from the workplace to the classroom. In addition, it will satisfy the *Methods of Teaching or Curriculum and Instruction* requirement for teacher licensure, or the Virginia Board of Nursing *Train the Trainer* requirement.

The Institute will be conducted by the University of Virginia. Pre-registration is required. CTE teachers must first complete the attached VDOE Approval to Enroll Form and return to the Office of Career and Technical Education Services at cte@doe.virginia.gov, or fax to 804-530-4560 by Friday, June 14, 2013. On receipt of approval from VDOE to enroll in the Institute, participants must register for the course through the University's online system and submit the tuition payment to the University of Virginia. Upon completion of the course, participants will be awarded three semester hours of graduate credit.

The school division or participant will be responsible for the cost of the course and travel expenses. The VDOE will provide double occupancy lodging for Institute participants and the daily breakfast, lunch, and refreshment breaks.

The cost of tuition is eligible for reimbursement to the school division through federal Perkins funds if budgeted in the local plan for licensed teachers who have been requested to attend by their administrator for the purpose of improving instructional techniques. Reimbursement through Perkins funds is not allowed for teachers seeking licensure.

If you have questions, please contact Helen Fuqua, institute coordinator, Office of Career and Technical Education Services, at cte@doe.virginia.gov or by telephone at 804-225-2826.

PIW/LBH/sgj

Attachment:

- a. [New Teacher Institute Registration Packet](#) (Word)

