



**COMMONWEALTH of VIRGINIA
Department of Education**

May 24, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: 2013-2014 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 15 training sessions to be held during the 2013-2014 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 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.

2013-2014 CTE Administrator Training

DATE	SESSION	TITLE
June 13, 2013	1	Navigating the VDOE Web Site
June 20, 2013	2	Navigating the CTE Resource Center Web Site
July 11, 2013	3	Implementing the Academic and Career Plan of Study – Part I of Series
July 18, 2013	4	Health and Safety and Department of Labor and Industry Regulations
August 8, 2013	5	CTE Local Advisory Committees: The Key to Strong, Successful Business/Industry Partnerships

August 15, 2013	6	Implementing Career Clusters: Virginia's Best Practices
September 19, 2013	7	Beginning-of-Year: Financial Information, Reimbursements, and Reports
October 10, 2013	8	Selecting Appropriate Industry Certification Examinations
November 7, 2013	9	Using Data for Program Planning and Continuous Improvement
December 12, 2013	10	Career Development and Academic and Career Plans of Study – Part II of Series
January 30, 2014	11	The 2014-2015 CTE Local Plan and Budget Submission, including Federal Program Monitoring Self-Assessment
February 13, 2014	12	Career Development and Academic and Career Plans of Study: Connecting Secondary and Postsecondary Education – Part III of Series
March 13, 2014	13	End-of-Year Financial Reports
March 20, 2014	14	Master Schedule Collection, Spring and End-of-Year Student Record Collections, and CTE Student Performance Reports
April 17, 2014	15	Completer Follow-Up

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 Lolita B. Hall, director, Office of Career and Technical Education Services at CTE@doe.virginia.gov or by telephone at (804) 225-2051.

PIW/LBH/sgj