



COMMONWEALTH of VIRGINIA  
Department of Education

August 16, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Nominations for Career and Technical Education Curriculum Review Committees**

The Office of Career and Technical Education (CTE) Services is accepting nominations for the 2013-2014 curriculum review committees. School divisions may nominate a CTE teacher for each of the 40 committees. Approximately 12 applicants will be selected to serve on each committee. The schedule for the committees is in [Attachment A](#).

Committee meetings are conducted face-to-face, in an electronic format, or a combination of the two. All face-to-face meetings will be conducted at the CTE Resource Center in Henrico County. Electronic review committees are directed by state cluster specialists and CTE Resource Center writer-editors. Teachers serving on the electronic committees will conduct the curriculum review outside of school hours.

Reimbursement will be provided as follows:

- School divisions will be reimbursed for substitute teachers needed 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 participating in electronic reviews beyond the school day will receive a \$150 payment.

As indicated in [Superintendent's Memo #205-12](#), CTE has now moved to a fully online system for the submission, approval, and selection of applications for the CTE curriculum review committees. All nominees who wish to serve on a committee must complete the Web-based application using the *CTE Application Processing System* (CTEAPS). The Web-based application process requires a professional reference and division-level approval (superintendent or designee). Procedures for submitting the Web-based application are available at: <https://p1pe.doe.virginia.gov/cteaps>. Completed applications should be submitted to the Virginia Department of Education using CTEAPS by September 16, 2013.

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 students with special needs.

Benefits for teachers include:

- Contributing to and ensuring the highest quality curriculum in CTE classes;
- Learning the latest techniques for developing and implementing competency-based education;
- Networking with colleagues as they participate in Virginia's CTE curriculum development process; and
- Earning recertification points, pending local approval.

If you have questions, please contact staff in the Office of Career and Technical Education Services at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or call (804) 225-2052.

Your continued support of career and technical education in Virginia is appreciated.

PIW/LBH/jts

Attachment:

- a. [Curriculum Development Schedule](#) (Word)