



#168-22

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #168-22

DATE: August 5, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Career and Technical Education Federal Program Monitoring Review System**

The Career and Technical Education (CTE) Federal Program Monitoring review system, which focuses on continuous program improvement and student achievement, is designed to assess school divisions' compliance with regulations, standards, and state and federal laws.

School divisions' CTE programs are reviewed on a [six-year cycle](#). The review process covers a two to three year period with follow-up, as needed. Ongoing technical assistance is provided during the process by webinars and individual teleconferences.

The Federal Program Monitoring Review system process consists of three phases:

- Phase I - requires school divisions, on a six-year cycle, to conduct a comprehensive CTE self-assessment and develop a program improvement plan, as needed, to address identified deficiencies and concerns. The Federal Program Monitoring Review System [Self-Assessment Guidance](#) provides directions for completing the [2022-2023 Self-Assessment Template](#), which must be submitted to the Virginia Department of Education (VDOE) by April 28, 2023.
- Phase II - requires the VDOE to conduct an analysis of the self-assessment report and other relevant data as well as an on-site monitoring review.
- Phase III - requires school divisions to correct any identified deficiencies and concerns.

For more information

If you have questions, please contact Kelly C. Davis, CTE Planning, Administration, and Accountability Specialist, Office of Career, Technical, and Adult Education at cte@doe.virginia.gov or by telephone at (804) 786-4206.

JB/DSE/aar