



**#211-21**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #211-21**

DATE: August 6, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., 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 cyclical schedule](#). 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 cyclical schedule, 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 [2021-2022 Self-Assessment Template](#), which must be submitted to the Virginia Department of Education (VDOE) by April 29, 2022.
- 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. In response to COVID-19,

for the 2021-2022 school year, the on-site monitoring component of the review process may be conducted in a virtual format.

- Phase III - requires school divisions to correct any identified deficiencies and concerns.

### For more information

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

JFL/GRW/jts