



**#114-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #114-22**

DATE: June 3, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Nominations for 2022-2023 Career and Technical Education Curriculum Review Committees**

The Office of Career, Technical, and Adult Education is accepting nominations for the 2022-2023 curriculum review committees. School divisions may nominate a Career and Technical Education (CTE) teacher for any of the 49 committees. Approximately 12 applicants will be selected to serve on each committee. The schedule for the committees is in **Attachment A**.

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 (division superintendent or designee). Procedures for submitting the web-based application are available on the Virginia Department of Education (VDOE) website. Completed applications should be submitted to the VDOE using [CTEAPS](#) by Friday, August 12, 2022.

Committee meetings are conducted virtually with work assignments. Virtual review committees are facilitated by the CTE Resource Center writer/editors and technical assistance provided by state cluster specialists.

Reimbursement will be provided as follows:

- School divisions will be reimbursed for substitute teachers needed for teachers serving on the committees; and
- Teachers participating in virtual reviews beyond the school day will receive a \$200 honorarium.

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 [special populations](#) (PDF).

### For more information

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

JB/DSE/aar

- A. Attachment: [2022-2023 CTE Review/Development Committees Schedule](#) (DOCX)