



**#271-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #271-22**

DATE: November 18, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **CTE Pharmacy Technician Program Health and Safety Guidelines**

The Virginia Department of Education (VDOE), in collaboration with the Virginia Department of Labor and Industry (DOLI), Virginia Department of Health Professions (DHP), and Virginia Board of Pharmacy has provided guidance (**Attachment A**) for the purpose of ensuring workplace health and safety of high school students under the age of 18 that participate in career and technical education (CTE) pharmacy technician programs. The American Society of Health System Pharmacist/Accreditation Council for Pharmacy Education (ASHP/ACPE) accreditation standards require students to complete a minimum of 130 hours of work-based learning clinical experiences. DOLI has created the work-training program written agreement (**Attachment B**) to assure proper oversight of child labor conditions in the pharmacy setting in accordance with child protection statutes (*Code of Virginia* § 40.1-100.A.4 and § 40.1-103). DOLI suggests using the DocuSign process (**Attachment C**) for the written agreement portion of the VDOE/DOLI Pharmacy Technician Work-Training Written Agreement.

The VDOE will host a virtual webinar on **December 5, 2022, at 3:30 p.m.** for pharmacy technician program directors and CTE administrators to provide detailed guidance and assistance in implementing the new procedures. The webinar will be recorded and posted to the CTE Resource Center website.

## For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone (804) 225-3119.

JB/JAW/daw

- A. Attachment: [DOLI Guidance to VDOE and School Divisions on CTE High School Pharmacy Technician Training Programs](#) (PDF)
- B. Attachment: [DOLI Pharmacy Technician Student Work-Training Program Written Agreement](#) (PDF)
- C. Attachment: [DOLI Pharmacy Technician Work-Training Written Agreement DocuSign Process](#) (PDF)