



COMMONWEALTH of VIRGINIA
Department of Education

DATE: May 4, 2018
TO: Division Superintendents
FROM: Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction
SUBJECT: **Career and Technical Education (CTE) New Teacher Institute**

The Virginia Department of Education (VDOE), in collaboration with the University of Virginia, will offer the CTE New Teacher Institute from July 9-13, 2018, at the [Four Points by Sheraton Richmond](#) ➔, 9901 Midlothian Turnpike, Richmond, Virginia. The Institute is designed specifically for CTE teachers who are transitioning directly from business and industry to the classroom. The Institute will be conducted by the University of Virginia and upon successful completion, participants will receive three hours of graduate credit for the course, EDIS 5500-*Curriculum, Instruction, and Assessment for CTE*. In addition, the Institute will satisfy the Curriculum and Instructional Procedures professional studies requirement for teacher licensure.

Preregistration is required. Career and Technical Education teachers must first complete the VDOE Approval to Enroll Form ([Attachment A](#) (Word)) by June 8, 2018, and return to cte@doe.virginia.gov ✉ or fax at (804) 530-4560. After receipt of approval from VDOE, participants must register for the course through the University of Virginia's online system and submit the tuition payment.

The VDOE will provide lodging for participants and daily breakfast and lunch meals. The school division or participant will be responsible for the course tuition (\$1,125) and all other travel expenses. Tuition reimbursement through Perkins funds is not allowed for teachers seeking an initial license.

If you have any questions, please contact Helen G. Fuqua, Institute Coordinator, Office of Career, Technical, and Adult Education, at cte@doe.virginia.gov ✉ or by telephone at (804) 225-2052.

SMC/GRW/aab

Attachment:

- A. [VDOE Approval to Enroll Form](#) (Word)