



**COMMONWEALTH of VIRGINIA  
Department of Education**

February 10, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Career and Technical Education Financial Report for School Year 2015-2016**

The information collected in the Career and Technical Education Financial Report (CTEFR) for school year 2015-2016 will be used to calculate your fiscal year 2017 state career and technical education (CTE) categorical entitlements for occupational preparation and adult education programs. State funding is provided to school divisions and regional centers through categorical entitlements to support the operation, improvement, and expansion of CTE occupational preparation and adult education programs and shall be used for the following:

1. principals and assistant principals of CTE centers where at least 50 percent of their time is spent in CTE program administration or supervision;
2. extended contracts of instructors for activities related to the coordination, development, or improvement of CTE programs; and
3. adult occupational CTE programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.

The CTEFR will collect the additional occupational adult education data by CTE program areas for the number of classes, enrollment, and the number of full-time and part-time teachers.

The CTEFR for school year 2015-2016 will be collected through the Virginia Department of Education (VDOE) Single Sign-On for Web Systems (SSWS) data report entry application. The CTEFR data entry must be completed and submitted to VDOE through the SSWS. If you do not have access to the CTEFR Web-based application, the CTE administrator or designee will need to request access from their divisionwide SSWS Account Manager.

The CTEFR Web-based application will be open and accessible through the SSWS starting on February 13, 2017. Instructions for completing the CTEFR in SSWS are provided on the [VDOE website](#).

After completing the CTEFR data entry, the division superintendent or an authorized designee must verify the report's accuracy and sign the verification form provided in the web-based application with an original blue ink signature.

Signed verification forms must be submitted to the VDOE by April 28, 2017, either electronically to [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) with a color scanned or PDF attachment or mailed to:

Virginia Department of Education  
Office of Career, Technical, and Adult Education  
Attention: Rachel L. Blanton, CTE Senior Budget & Grants Manager  
P.O. Box 2120  
Richmond, VA 23218-2120

After all school divisions and regional centers have submitted their CTEFR for school year 2015-2016, the VDOE will calculate the fiscal year 2017 entitlements and process the state funds payments. The occupational preparation and/or adult education program payments will be paid to school divisions in one payment on June 30, 2017, by electronic funds transfer. The regional center entitlements will be paid directly to each center's fiscal agent.

Those school divisions and/or regional technical centers that did not operate any occupational preparation and/or adult education programs during school year 2015-2016 and did not record any local fund expenditures in their CTEFR, will not receive any state reimbursement in fiscal year 2017.

If you have any questions, please contact Rachel L. Blanton, CTE Senior Budget & Grants Manager, Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-3349.

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Links:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/instruction/career\\_tech/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml)

[http://www.doe.virginia.gov/instruction/career\\_technical/administration/index.shtml](http://www.doe.virginia.gov/instruction/career_technical/administration/index.shtml)