



COMMONWEALTH of VIRGINIA  
Department of Education

February 17, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Application for New Career and Technical Education Program and/or Course**

Effective school year 2015-2016, school divisions began using the new course application when requesting approval to offer new career and technical education (CTE) programs and/or courses. The application process ensures that new programs/courses comply with the *Regulations Governing Career and Technical Education* ([8VAC 20-120](#) (PDF)).

The application has been revised as a result of new decade data for 2014-2024 and the availability of nonduplicated disaggregated employment data to use for labor market projections and duplicated data for use in career planning.

The application may be submitted at any time of the year, but must be approved by the Virginia Department of Education prior to implementation and including related budget items in the Perkins Career and Technical Education Local Plan and Budget Application.

To complete the application, refer to the [Application for New Career and Technical Education Program/Course](#) (Word), the [Directions for Completing the Application](#) (PDF), and the [Career and Technical Reporting System](#) (PDF) (CTERS) for the correct course titles and course codes, as well as other pertinent information.

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

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Links:

[Career and Technical Education Program Administration & Management](#)

[Career and Technical Reporting System \(CTERS\) Users Manual](#) (PDF)