Department of Education

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# **CAREER AND TECHNICAL EDUCATION MEMO NO. 215-23**

**DATE:** January 25, 2023

**TO:** CTE Administrators

**FROM:** Dr. J. Anthony Williams, Interim Director

Office of Career, Technical, and Adult Education

## SUBJECT: Career and Technical Education (CTE) Pharmacy Technician Program Resources

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 for the purpose of ensuring workplace health and safety of high school students under the age of 18 who participate in CTE pharmacy technician programs (see [Superintendent’s Memo #271-22](https://www.doe.virginia.gov/home/showpublisheddocument/37773/638063949301270000)).

On December 5, 2022, DOLI held a meeting for pharmacy technician program directors and CTE administrators to discuss the new requirements. A recording of the virtual meeting has been posted to the CTE Resource Center [website](https://www.cteresource.org/resources/professional-development/). Since the meeting, DOLI has modified the work-training program written agreement as required by Va. Code §40.1-89 to assure proper oversight of child labor conditions in pharmacy settings in accordance with child protection statutes (Va. Code§§ 40.1-100.A.4 and 40.1-103). The agreement will be signed by the student, the student's parent/guardian, the CTE Program Director, and the Pharmacy. Additionally, a DOLI Letter to Program Directors (Attachment A), a DOLI Email to Parent-Guardian for DJJ Records Request (Attachment B), and a Checklist of Documents for VDOE/DOLI Pharmacy Technician Work-Training Written Agreement (Attachment C) have been created.

If you have questions concerning the Pharmacy Technician program, 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. For technical assistance with completing the DocuSign process, please contact DOLI at [ctehelp@doli.virginia.gov](mailto:ctehelp@doli.virginia.gov).

JAW/jts

Attachment A: DOLI Letter to Program Directors - Introduction to DocuSign

Attachment B: DOLI Email to Parent-Guardian for DJJ Records Request

Attachment C: Checklist of Documents for VDOE/DOLI Pharmacy Technician Work-Training Written Agreement