Department of Education

P. O. Box 2120 Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 219-23

**DATE:** February 13, 2023

**TO:** CTE Administrators

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

 Office of Career, Technical, and Adult Education

**SUBJECT:** **Announcing the Train-the-Trainer Safety Workshop**

TheTrain-the-Trainer Safety Workshop will be held Saturday, March 11, 2023, at Old Dominion University, 4100 Hampton Boulevard, Education Building Room 4138, Norfolk, Virginia. Career and Technical Education Administrators may recommend teachers they would like to become trainers to attend this workshop. This workshop is open to Technology Education and other interested CTE teachers and is limited to 20 participants.

To register, please email Kathleen Ferguson at mkfergus@odu.ed**.** Teachers are encouraged to preregister early as space is limited, and registration must be submitted by Thursday,
February 23, 2023, at 3 p.m. There is no registration fee for the workshop and participants are responsible for travel-related expenses to include lodging, meals, and mileage, if needed. Travel-related expenses are an allowable Perkins expenditure if included in the school division’s approved local plan.

If you need additional information, please contact Dr. Lynn Basham, Technology Education and Related Clusters Specialist, Office of Career, Technical, and Adult Education, at cte@doe.virginia.gov, or by telephone (804) 225-3119.

JAW/jts

Attachment: Train-the-Trainer Safety Workshop Agenda