



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** July 28, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT: Career and Technical Education Federal Program Monitoring Review System**

The Career and Technical Education (CTE) Federal Program Monitoring Review System is designed to focus on continuous program improvement and student achievement. The school divisions' CTE programs are reviewed on a [six-year cyclical schedule](#) over a two- to three-year period with follow-up as needed. Ongoing technical assistance during the process is provided to school divisions by webinars and individual teleconferences. The [Federal Program Monitoring Review System Self-Assessment Guidance Document](#) provides directions for completing the [2017-2018 Self-Assessment Template](#) and must be submitted to the Virginia Department of Education (VDOE) as described in Phase I below.

The Federal Program Monitoring Review System consists of three phases:

- Phase I – requires the school division to conduct a comprehensive CTE self-assessment on a six-year cyclical schedule and develop a program improvement plan, as needed, to address identified deficiencies and concerns. Only school divisions scheduled to undergo federal program monitoring in 2017-2018 are required to submit the self-assessment with the local plan. CTE Local Plans are due to VDOE through the Single Sign-on for Web Systems (SSWS) by April 27, 2018.
- Phase II – requires the VDOE to conduct an analysis of the self-assessment report and other relevant data that may include an on-site visitation to review specific CTE programs.
- Phase III – requires the school division to follow-up on the identified deficiencies and concerns.

If you any have questions, please contact Kelly C. Davis, CTE Planning, Administration, and Accountability Specialist, Office of Career, Technical, and Adult Education at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-2052.

SRS/LBH/jts