Department of Education

P. O. Box 2120

Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 225-23

DATE: June 15, 2023

TO: CTE Administrators

FROM: Dr. J. Anthony Williams, Acting Director

Office of Career, Technical, and Adult Education

## SUBJECT: Career and Technical Education (CTE) New Teacher Institute, July 10-14, 2023

This memo is to serve as the announcement for the 2023 CTE New Teacher Institute offered in collaboration with Longwood University. The CTE New Teacher Institute provides CTE teachers employed by local school divisions who hold or will hold a provisional license, the opportunity to complete the *Career & Technical Education Curriculum, Instruction, and Assessment (PEDU 487*)course, which satisfies the curriculum and instructional procedures professional studies requirement for teacher licensure.

[Preregistration](https://virginiadoe.gov1.qualtrics.com/jfe/form/SV_0quxdWLvRUrfRem) is required no later than June 30, 2023. The VDOE will provide lodging for the participants at the Hotel Weyanoke in Farmville, VA and daily breakfast and lunch meals on campus. The participant will be responsible for the course tuition of $840 and all other travel expenses. Tuition reimbursement is not a permissible use of Perkins funds for teachers seeking an initial license.

For questions regarding the CTE New Teacher Institute, please contact Heather M. Jones, Institute Coordinator, Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-3119.

JAW/daw