



COMMONWEALTH of VIRGINIA
Department of Education

April 29, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Nominations for 2016-2017 Career and Technical Education Curriculum Review Committees

The Office of Career and Technical Education (CTE) is accepting nominations for the 2016-2017 curriculum review committees. School divisions may nominate a CTE teacher for each of the 36 committees. Approximately 12 applicants will be selected to serve on each committee. The schedule for the committees is in [Attachment A](#).

All nominees who wish to serve on a committee must complete the Web-based application using the *CTE Application Processing System* (CTEAPS). The Web-based application process requires a professional reference and division-level approval (division superintendent or designee). Procedures for submitting the Web-based application are available on the Virginia Department of Education Web site at <https://plpe.doe.virginia.gov/cteaps>. Completed applications should be submitted to the VDOE using CTEAPS by June 20, 2016.

Committee meetings are conducted face-to-face, virtually, or a combination of the two. All face-to-face meetings will be conducted at the CTE Resource Center in Henrico County. Virtual review committees are facilitated by the CTE Resource Center writer-editors and technical assistance provided by state cluster specialists. Teachers serving on the virtual committees will conduct the curriculum review outside of school hours.

Reimbursement will be provided as follows:

- School divisions will be reimbursed for substitute teachers needed for teachers serving on the face-to-face committees;
- Teachers participating on face-to-face committees will be reimbursed for lodging, meals, and mileage in accordance with state guidelines; and
- Teachers participating in virtual reviews beyond the school day will receive a \$150 honorarium.

Committee members will be chosen based on the following criteria:

- Teacher's experience and content area expertise;
- In-depth knowledge of CTE competency-based education; and
- Instructional experience with [special populations](#).

If you have questions, please contact the Office of Career and Technical Education staff, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

SRS/LBH/aab

Attachment:

A. [Curriculum Development Schedule](#) (PDF)