



COMMONWEALTH of VIRGINIA  
Department of Education

June 10, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: 2016-2017 Video Streamed Training for Career and Technical Education (CTE) Administrators**

The Office of Career and Technical Education is pleased to announce a series of 15 training sessions to be held during the 2016-2017 school year for new and experienced CTE administrators. All training sessions will be delivered by video streaming on Thursday from 1:30-3 p.m., as scheduled below. The goal is to provide sustained professional development on the responsibilities of the CTE administrator, identify resources, and provide technical assistance and support throughout the school year. All CTE administrators are strongly encouraged to participate. The sessions will be recorded and archived on the Virginia Department of Education (VDOE) Web site.

<b>2016-2017 CTE Administrator Training</b>		
<b>DATE</b>	<b>SESSION</b>	<b>TITLE</b>
June 16, 2016	1	Navigating the VDOE Web Site
June 23, 2016	2	Navigating the CTE Resource Center Web Site
July 7, 2016	3	Option of First Choice: Education Requirements Needed for Success in the Military
July 28, 2016	4	Health and Safety and Department of Labor and Industry Regulations
August 25, 2016	5	Implementing Career Clusters: Preparing Students for High Skill, High Demand, and High Wage Careers

September 1, 2016	6	CTE Federal Program Monitoring: Self-Assessment and Civil Rights Reviews (Part I of Series)
September 8, 2016	7	Self-Assessment Reviews: Using Data for Continuous Program Improvement (Part II of Series)
September 15, 2016	8	Beginning-of-Year: Financial Information, Reimbursements, and Reports
October 13, 2016	9	Counseling for Careers
December 15, 2016	10	The 2017-2018 Perkins CTE Local Plan and Budget Submission
January 26, 2017	11	Education and Business Engagement: Expanding Opportunities for Students
March 2, 2017	12	CTE Program Completer Follow-up
March 16, 2017	13	End-of-Year Financial Reports
March 23, 2017	14	Master Schedule Collection, Spring and End-of-Year Student Record Collections, and CTE Student Performance Reports
April 6, 2017	15	CTE Industry Credential Data Collection

Directions for login to the video streamed sessions will be provided to CTE administrators before each scheduled session.

If you have any questions, please contact the Office of Career and Technical Education, at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or by telephone at (804) 225-2051.

SRS/LBH/jts

