Department of Education

P. O. BOX 2120

Richmond, Virginia 23218-2120

**CAREER AND TECHNICAL EDUCATION MEMO NO. 260-24**

**DATE:** November 14, 2024

**TO:** CTE Administrators

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

Office of Career and Technical Education

# SUBJECT: Revised Application for New Career and Technical Education Program/Course

The [Application for New Career and Technical Education Program/Course](https://www.doe.virginia.gov/home/showpublisheddocument/58384/638663167419941478) has been revised and posted to the Virginia Department of Education (VDOE) [website](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/career-and-technical-education-cte/administration). School divisions can request VDOE approval of new Career and Technical Education (CTE) programs and/or courses at any time of the year, but they must be approved prior to including related budget items in the CTE Local Plan and Budget Application.

When completing the application, please use the [Career and Technical Education Reporting System (CTERS) User's Manual](https://www.doe.virginia.gov/home/showpublisheddocument/32196/638640735913827691%22%20%5Ct%20%22_self) for the correct course titles and course codes, as well as other pertinent information. Resources to assist in the completion of the labor market/employee needs data include [CTE Trailblazers Labor Market Data](https://ctetrailblazers.org/labor-market-data/), [Labor Market Data Tool Instructions](https://ctetrailblazers.org/wp-content/uploads/2024/02/New-CTE-Course-Tool-Instructions.pdf), and [Labor Market Data Tool for New CTE Course Applications](https://public.tableau.com/app/profile/kathryn.crespin4240/viz/TrailblazersLaborMarketDataToolforNewCTECourseApplications/LaborMarketDataTool-DEMO). A recording of the webinar, *How to Use the Trailblazers Labor Market Tool for New Course Applications*, is available on the VDOE website, [CTE Professional Development](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/career-and-technical-education-cte/cte-program-administration-management/cte-professional-development) webpage. Additionally, a new resource, [New CTE Program/Course Evaluation Rubric](https://www.doe.virginia.gov/home/showdocument?id=58236&t=638658078557510593), is also being provided to help school divisions evaluate the strength of their application prior to submission to the VDOE.

If you have questions, please contact the Office of Career and Technical Education, by email at CTE@doe.virginia.gov or by telephone at (804) 750-8129.

JAW/jts