



COMMONWEALTH of VIRGINIA
Department of Education

January 17, 2014

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Career and Technical Education (CTE) New Teacher Institute

The Virginia Department of Education (VDOE), in collaboration with the University of Virginia, will offer the New Teacher Institute, July 14-18, 2014, at the DoubleTree by Hilton Richmond-Midlothian Hotel, 1021 Koger Center Boulevard, Richmond, Virginia 23235. The targeted audience is new career and technical education teachers who entered the classroom directly from positions in business and industry. This Institute is designed specifically to help the new teacher transition from the workplace to the classroom. Upon completion of the Institute, participants will receive three semester hours of graduate credit from the University of Virginia for the course entitled, PSED 6503-Effective Teaching Strategies. In addition, the Institute will satisfy the Curriculum and Instructional Procedures professional studies requirement for teacher licensure.

The Institute will be conducted by the University of Virginia. Pre-registration is required. CTE teachers must first complete the attached VDOE Approval to Enroll Form by Friday, June 13, 2014, and return it to the Office of Career and Technical Education Services at cte@doe.virginia.gov, or send by fax at (804) 530-4560. After receipt of approval from VDOE to enroll in the Institute, participants must register for the course through the University's online system and submit the tuition payment to the University of Virginia.

The school division(s)/participant(s) will be responsible for the cost of the course (\$954) and travel expenses. The VDOE will provide double occupancy lodging for Institute participants, as well as daily breakfast, lunch, and refreshment breaks.

The cost of tuition is eligible for reimbursement through federal Perkins funds if budgeted in the division's local plan for licensed teachers who have been requested to attend by their CTE administrator for the purpose of improving instructional techniques. Reimbursement through Perkins funds is not allowed for teachers seeking an initial license.

If you have questions, please contact Helen Fuqua, specialist, family and consumer sciences and related clusters, by telephone at (804) 225-3119 or by e-mail at cte@doe.virginia.gov.

PIW/LBH/hb

Attachment:

- a. [New Teacher Institute Registration Packet](#) (Word)

