



COMMONWEALTH of VIRGINIA  
Department of Education

October 25, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Career and Technical Education Federal Program Monitoring Review System**

The Career and Technical Education (CTE) Federal Program Monitoring Review System is designed to focus on continuous program improvement and student achievement. The school division's CTE programs are reviewed on a [six-year cyclical schedule](#) over a two- to three-year period with follow-up as needed. The [Federal Program Monitoring Review System Self-Assessment Guidance Document](#) provides directions for completing the [Federal Program Monitoring Review System Self-Assessment 2013-2014 template](#) and must be completed and submitted to the Virginia Department of Education (VDOE) as described in Phase I below. Technical assistance during the process is provided to school divisions by webinars and individual teleconferences.

The Federal Program Monitoring Review System consists of three phases:

- Phase I - requires the school division to conduct a comprehensive CTE self-assessment on a six-year cyclical schedule and develop a program improvement plan, as needed, to address identified deficiencies and concerns. Only school divisions scheduled to undergo federal program monitoring in 2013-2014 are required to submit the self-assessment with the local plan. (Refer to the CTE Local Plan assurances, statement 24.) CTE Local Plans are due to VDOE via SSWS by April 30, 2014.
- Phase II – requires the VDOE to conduct an analysis of the self-assessment report and other relevant data which may include an on-site visitation to review specific CTE programs.
- Phase III – requires the school division to follow-up on the identified deficiencies and concerns.

If you have questions or need additional information, please contact George R. Willcox, coordinator of planning, administration, and accountability, Office of Career and Technical Education Services, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or (804) 786-4206.

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