

Attachment A  
Supts. Informational Memo #030

**Regional Teacher Training Academies for Industry  
Certification  
Virginia Department of Education  
Office of Career and Technical Education  
Application Form**

Use a separate form for each training academy for which you are submitting an application.

Please print or type.

|   |  |
|---|--|
| First Name:   | Last Name:   |
| School Division:  | School Name:   |
| School Address:   |  |
| School Address City:  | School Zip:  |
| School Phone (daytime phone):   | Home Phone:<br><br>(weather cancellation purposes)   |
| Email:  | School Fax:  |
| Career and Technical Education Administrator Approving This Registration: | Career and Technical Education Course You Teach That Is Used to Prepare Students for Industry Certification Content Covered by Training Academy: |

Please indicate (checkmark) the Industry Certification Training Academy you would like to attend:

|  |  |
|--|--|
| First Name:  | Last Name:   |
| <p>_____ <b>Brainbench AutoCAD 2000 Certification</b>, Dates TBA, 2004 - Location TBA, <u>Registration</u> Coordinator: George Willcox, Virginia Department of Education, (<a href="mailto:gwillcox@pen.k12.va.us">gwillcox@pen.k12.va.us</a>)</p>   | <p>_____ <b>National Professional Certification in Customer Service</b>, April (dates TBA), - Virginia Beach, Virginia Beach City Schools hosting, <u>Registration</u> Coordinator: Dr. Margaret Kirby, Virginia Department of Education, (<a href="mailto:mkirby@pen.k12.va.us">mkirby@pen.k12.va.us</a>)</p>   |
| <p>_____ <b>*Teacher Trainer Workshop for the Internet and Computing Core Certification (IC3)</b>, March 26, 2004 - Workforce Development Consortium, West Campus Workforce Development Center Lab, Rocky Mount, Franklin County Schools hosting, <u>Registration</u> Coordinator: Gordon Creasy, Virginia Department of Education, (<a href="mailto:gcreasy@pen.k12.va.us">gcreasy@pen.k12.va.us</a>), Site Coordinator: Mark Church, Franklin County Schools. *(One registration will be accepted per school division as a "trainer of teachers" for the IC3 certification. A computer literacy background is recommended for participants.)</p> | <p>_____ <b>Dreamweaver Certification</b> (Preparation can be used for Brainbench Dreamweaver Examination. Participants should have intermediate to advanced knowledge of Dreamweaver.), April 20-21, 2004 - Centreville High School, 6001 Union Mill Road, Clifton, Fairfax County Schools hosting, <u>Registration</u> Coordinator: Anne Rowe, Virginia Department of Education, (<a href="mailto:arowe@pen.k12.va.us">arowe@pen.k12.va.us</a>), Site Coordinator: Beth Downey, Fairfax County Schools</p> |
| <p>_____ <b>Microsoft Office Specialist (MOS 2000 prep/test)</b>, March 16, 2004 - Taylor Magnet School, 825 Piney Forest Road, Danville, Danville City Schools hosting, <u>Registration</u> Coordinator: Anne Rowe, Virginia Department of Education, (<a href="mailto:arowe@pen.k12.va.us">arowe@pen.k12.va.us</a>); Site Coordinator: Jackie Rochford, Danville City Schools</p>  | <p>_____ <b>Microsoft Office Specialist (MOS XP prep/test)</b>, March 16, 2004 - Instructional and Administrative Technology Lab (IAT), 31 Baltimore Avenue, Danville, Danville City Schools hosting, <u>Registration</u> Coordinator: Anne Rowe, Virginia Department of Education, (<a href="mailto:arowe@pen.k12.va.us">arowe@pen.k12.va.us</a>), Site Coordinator: Jackie Rochford, Danville City Schools</p>   |

Regional Teacher Training Academies for Industry Certification  
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|   |  |
|---|--|
| First Name:   | Last Name:   |
| <b>Brainbench MS FrontPage 2000 Certification</b> (Participants should have intermediate to advanced knowledge of FrontPage.), March 30-31, 2004 - Arnold R. Burton Technology Center (Room 105), Roanoke County Schools hosting, <u>Registration</u> Coordinator: Anne Rowe, Virginia Department of Education, ( <a href="mailto:arowe@pen.k12.va.us">arowe@pen.k12.va.us</a> ), Site Coordinator: Janice Agee, Roanoke County Schools | <b>Outdoor Power Equipment Certification</b> (4-Stroke Exam), (Equipment and Engine Training Council), March 17, 2004 - Virginia Tech, Blacksburg, <u>Registration</u> Coordinator: Dr. Glenn Anderson, Virginia Department of Education, ( <a href="mailto:ganderso@pen.k12.va.us">ganderso@pen.k12.va.us</a> ), Site Coordinator: Dr. Lee Ross, Virginia Department of Education   |
| <b>Preparation for A+ Certification</b> (CompTIA), Part 1, Core Hardware Exam, April 26-30, 2004 - Arnold R. Burton Technology Center, Roanoke County Schools hosting, <u>Registration</u> Coordinator: Gordon Creasy, Virginia Department of Education, ( <a href="mailto:gcreasy@pen.k12.va.us">gcreasy@pen.k12.va.us</a> ); Site Coordinator: Dr. Lee Ross, Virginia Department of Education   | <b>Preparation for A+ Certification (CompTIA)</b> , Part 2, OS Technologies, August 2-6, 2004 (session will be part of VATIE conference), - Arnold R. Burton Technology Center, Roanoke County Schools hosting, <u>Registration</u> Coordinator: Gordon Creasy, Virginia Department of Education, ( <a href="mailto:gcreasy@pen.k12.va.us">gcreasy@pen.k12.va.us</a> ); Site Coordinator: Dr. Lee Ross, Virginia Department of Education |
| *Will you commute?                    YES            NO<br><br>*ALL WORKSHOPS WILL BEGIN BY 9:00 A.M  | <b>Overnight lodging and meals <u>will not</u> be reimbursed by the VDOE for training academy participants.</b>  |

Please return this registration form by **February 25, 2004** to:

(Specific Workshop Registration Coordinator)  
 Office of Career and Technical Education  
 Department of Education  
 P.O. Box 2120  
 Richmond, VA 23218-2120

or Fax To: 804-371-2456  
 Attention: (Specific Workshop Registration Coordinator)