

DEPARTMENT OF EDUCATION

P. O. Box 2120
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CAREER AND TECHNICAL EDUCATION MEMO NO. 095-16

DATE: January 27, 2016
TO: CTE Administrators
FROM: Lolita B. Hall, Director
Office of Career and Technical Education
SUBJECT: Career and Technical Education (CTE) R U Ready Spotlight Referral

The Office of Career and Technical Education, in partnership with Virginia Business Publications, LLC, is seeking information on CTE program completers to showcase in the 2017 edition of the *R U Ready?* magazine. The *R U Ready?* magazine is a career resource designed especially for teenagers and distributed to tenth-grade students in Virginia public schools.

The *R U Ready?* magazine features former CTE completers now in their 20s and 30s with relevant work experience in their careers. Selection considerations will include diverse representation by gender, race/ethnicity, and statewide regional locations. Additionally, one of the “spotlight” parents will be interviewed and featured in the RU Ready Parents’ Brochure.

Individuals will be selected to represent each of the 16 career clusters listed below. Once selections are made, a representative from Virginia Business Publications, LLC, will contact these individuals for a brief interview and to arrange for a photograph.

For more information on the 16 career clusters and 79 related pathways, refer to the [Career Planning Guide \(CPG\)](#).

16 Career Clusters

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, A/V Technology and Communications
- Business Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution, and Logistics

Please complete the Career and Technical Education [Spotlight Referral Form](#) for each former student, and return it by **April 11, 2016**, to the Office of Career and Technical Education, at cte@doe.virginia.gov or fax to (804) 530-4560.

If you have any questions, please contact Sharon Acuff, specialist for marketing and related clusters, Office of Career and Technical Education, at cte@doe.virginia.gov or by telephone at (804) 225-3119.

LBH/aab