

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 096-16

DATE: February 2, 2016

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education

SUBJECT: Use of Virginia CTE Course Codes with the CTECS Workplace Readiness Skills Assessment[®]

High school students who are enrolled in or who have completed a state-approved career and technical education (CTE) course may take the *CTECS Workplace Readiness Skills Assessment*[®] to satisfy the industry certification graduation requirement for the Standard Diploma. This includes students who have taken an approved CTE course in a previous school year but are not currently enrolled in a CTE course. To ensure the correct use of CTE course codes for the WRS assessment, refer to the [CTE Course Listing](#) by current or previous years on the Virginia Department of Education (VDOE) Web site or to the [CTERS User's Manual](#).

If you have specific questions pertaining to the use of CTE course codes during the Student Registration process for WRS testing, please contact Robyn Marshall, computer applications specialist, at rmarshall@cteecs.org. If you have questions concerning the WRS assessment, please contact George R. Willcox, coordinator for planning, administration, and accountability, Office of Career and Technical Education, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

LBH/jts