

09/17/2015

## **2015 Training Session for Administrators September 17, 2015 **Transcript** Beginning of the Year: Financial Guidance and Reports**

(00:00)

Welcome to the Department of Education's Career and Technical professional development series. The 2015-2016 training series is for administrators, and is comprised of 14 training sessions for new and experienced CTE administrators and directors. The goal is provide sustained professional development on the responsibilities of the CTE administrator, identify resources, and provide support throughout the year. Today's session is number six in the series, Beginning of the Year: Financial Guidance and Reports.

(00:44)

Our agenda for today is to discuss the 2015-2016 school year. We're going to discuss the federal Perkins Funds, and the State Career and Technical Education funds, which includes state equipment, industry certification exams, Workplace Readiness Skills exams, information technology industry certifications, and occupational preparation and CTE adult education program entitlements.

(1:15)

There are three sources of funding for school divisions for CTE programs. The first one is the local school division funds, the second is the state Career and Technical Education funds, and the last one is the federal Perkins funds.

CTE Federal Perkins Funding is based on the Carl D. Perkins Career and Technical Education Act of 2006. For school year 2015-2016, we received a little over 23-million dollars as a grant award for Title I Perkins funding. This was a 1.3-percent increase in funding, a little over \$300,000, from the last school year.

(02:01)

Perkins Title I Federal Funding formula tells us we have to use at least 85-percent of our funding for local programs, which include secondary and postsecondary education. Ten-percent of the funding is allowed to be used for state leadership activities and professional development. Five-percent of the funding is used for the state administration and administration of Career and Technical Education programs.

(02:30)

The allocation of local funds for school divisions and postsecondary education is broken down to be 85-percent for secondary education, which goes to the Virginia

Public School divisions, and 15-percent for postsecondary education, which goes to the 23 Virginia community colleges.

(02:51)

The school division allocation is based on two factors. The first is the number of individuals, ages 5-17, who reside within the school division. That source of data is the National Center for Education Statistics Common Core Data for school year 2013-2014. The second factor is the number of individuals, ages 5-17, who are from families below the federal poverty level. That source of data is the U.S. Census Bureau Income Year 2013 Poverty Data.

(03:27)

Using those two sources of data, the school division funds allocation formula is based on the following: 30-percent of the funding is based on the number of 5-17 year olds who reside within the school division. 70-percent of the funding is based on 5-17 year olds in families below the poverty line, based on the data collected under the Elementary and Secondary Education Act (ESEA) of 1965, and that's compared to the total number of such individuals who reside within the school division.

School year 2016-2015 federal Perkins funds were announced in the Superintendent's Memo No. 076-15 issued on April 3, 2015. The subject was the estimated state allocation funds under the Carl D. Perkins Career and Technical Education Act of 2006 for July 1, 2015 through June 30, 2016. \$17,308,173.15 was allocated to secondary education program funding for the school divisions. This was an increase of \$232,428.97 from the last school year.

(04:40)

All of the school year 2015-2016 Perkins Secondary Program Funds are managed through the Online Management of Education Grant Awards (OMEGA) System from the Department of Education. Initially, we load 29.6-percent of the yearly allocation in OMEGA under Object Code 0000, which is a default, on July 1, 2015.

The remaining 70.4-percent of your yearly allocation is loaded into OMEGA, again under the default Object Code 0000, after October 1, 2015, when we receive our second allocation of funds from the federal government.

(05:21)

Perkins Federal Grant Award Funds require several transactions. First of all of the loading of the allocation from the Superintendent's Memo No. 076-15 issued April 3, 2015, that are loaded into Omega on July 1, 2015 and October 1, 2015. The second is that each school division must have an approved local plan and Career and technical Education Management System (CTEMS) Schedules 17 and 18, which describe the administration and budget summary worksheet. The third item is that each school must have an approved OMEGA budget transfer, which takes the object code amounts based on your approved local plan and CTEMS Schedule 18, and moves the

funding from the default object codes, where the funds are loaded unto OMEGA, to the actual object codes based on your approved plan.

(06:15)

Now, the school divisions have two options in loading their initial OMEGA budget transfer request. The first one is if you wish to have your budget transfer submitted prior to October 1, 2015. You can use your 29.6-percent funding allocation equally distributed to each budgeted object code in your approved local plan. Or, you can selectively target your funding to one or more object codes, based on your approved plan.

You also have the option of waiting until after October 1, 2015, when the full allocation amount has been loaded into OMEGA, and then you can select your budget transfer based on your object code amount from your approved local plan and CTEMS Schedule 18, Administration and Budget Summary Worksheet.

(07:08)

There are several expenditure requirements for Perkins Secondary Program Funds. The first is that you must have an approved local plan and budget. The second is that they must be actual school year 2015-2016 expenditures. These expenditures must be encumbered by no later than June 30, 2016. Lastly, all expenditures must be an appropriate use of federal funds to improve CTE programs.

(07:43)

The OMEGA System has several reimbursement request requirements. First of all, in order to submit a request, you must have an approved OMEGA Budget Transfer Request in the system. We also recommend that you should be submitting your reimbursement requests for Perkins funds on a monthly basis, based on your actual expenditures. At a minimum, each school division should be submitting reimbursement requests in quarterly.

You must have an encumbrance date in your reimbursement request for all object codes, except for 1000 and 2000, which are personnel and benefits. But, for Object Code Expenditures 3000, 5000, and 8000, you must have an encumbrance date.

(08:33)

You may use more than one line entry with each reimbursement request. Entry expenditures also can be split between local, state, and federal funding sources in order that you can use 100-percent of your total school year 2015-2016 Perkins allocation amount and have a \$0.00 funds balance. So, if you have a balance of \$49.60, you could split a \$100 equipment expenditure between Perkins and local or state funds to use all of your Perkins allocation.

We also recommend that school divisions do not wait until the end of the school year to submit one request for the entire allocation amount for the entire school year. If there are any problems with that reimbursement request, then the whole

request has to be sent back for corrections vs. having several monthly reimbursement requests submitted through the system.

It also makes more sense on the financial side that as you spend your federal funding, that you get reimbursement for those federal expenditures.

(09:49)

Federal Perkins funds cannot be spent capital improvements, upgrades, or improvements to physical structures, buildings, classrooms, laboratories, etc. Perkins funds cannot be used to purchase used, reconditioned, or repaired equipment. They also cannot be used for equipment repairs or to purchase repair parts, even if the original piece of equipment was purchased with Perkins federal funds.

(10:21)

Perkins federal funds cannot be spent for the installation of equipment and shipping charges unless those costs are included in the original purchase invoice and price. Perkins funds also cannot be used for materials, supplies, and/or commodities that are consumed or materially altered when used, such as welding gases, paints, lumber, sheet metal, batteries, solvents, etc.

(10:52)

Perkins federal funds can be spent for the purchasing of any new CTE equipment, for any instructional and/or classroom reference set of textbooks, for computer and software upgrades, and for rechargeable batteries if they are a part of the original purchase of equipment. For example, if you purchase a digital camera or portable drill, and the rechargeable batteries come with that piece of equipment.

(11:26)

“Equipment” is defined as instrument, machine, apparatus, or set of articles that meets all of the following criteria. First, it retains its original shape, appearance. And character with use. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance. And lastly, it is nonexpendable.

Under normal use, equipment can be expected to serve its principle purpose for at least one year. It excludes any supplies and materials, as defined by the Virginia Department of Planning and Budget’s Expenditure Structure, Part II.A 13-XX, Supplies and Materials, June 2011. The direct link to that web source is listed at the bottom of the slide.

(12:22)

All equipment purchased with federal Perkins funds must be listed in the current state edition, *Recommended Equipment Approved for Career and Technical Education Programs*. The direct link to that list is provided at the bottom of the slide.

Just some reminders concerning Career and Technical Education and Federal Perkins Funds: School year 2015-2016 funds cannot be carried over to the next school year. Reimbursement requests must be submitted by September 30, 2016. Any unspent Perkins school year 2015-2016 funds will result in forfeiture of remaining allocated Perkins funds. Unspent Perkins school year 2015-2016 funds will be reallocated for unpaid industry certification reimbursements submitted by school divisions.

(13:20)

The OMEGA System is accessed through the Virginia Department of Education (VDOE) Web site, Single Sign-on for Web Systems (SSWS). This is secure portal access to VDOE data processes, reports, and applications. Each school division has an assigned SSWS account manager who issues authorized access. So, if you're a new CTE administrator or director, you'll need to contact your division's SSWS account manager for access to OMEGA. OMEGA access is issued by the VDOE, and it's based on the submission of an OMEGA User Permission Form OP1, which lists your responsibilities and levels of approval.

(14:15)

The OMEGA Budget and Reimbursement Request has several submission and approval levels. The first one is the local school division level. Someone has to be designated as a Level 0 approval to create and submit any OMEGA budget transfer requests or Perkins reimbursement requests.

The school division may set up Level 1 and Level 2 review and approvals, but that's a local option; however, each school division must have someone designated at Level 3, which has the Superintendent's approval and submission of all reports, budget transfers, and reimbursement requests to the VDOE—this is a requirement.

At the VDOE, Career and Technical Education has several levels. We have the Level 5, which is the Accountability Coordinator Review and Approval, and then a second Level 5 approval, which is my approval level for the Grants Administrator Review. I review all OMEGA budget transfer requests and all OMEGA reimbursement requests. Level 6 is the CTE director's approval, and they have final review, approval, and submission to VDOE and Accounting.

(15:34)

For OMEGA Budget Transfer Requests, once VDOE Fiscal Services approves it at a Level 7, then it will take one cycle of the OMEGA program in order to transfer the budget funds to the object code expenditure accounts.

So, if the budget transfer request is approved one day at a Level 7, it normally takes until the next day until the funds are actually moved into the object code expenditure accounts.

(16:05)

For OMEGA Reimbursement requests, VDOE Fiscal Services also is at the Level 7 approval. VDOE normally approves all payments on a weekly basis for school divisions and transfers those payments to the Virginia Department of Accounts.

The Virginia Department of Accounts then, on a weekly basis, provides to the school division, either through the county or city financial department, an electronic funds transfer of the Perkins federal reimbursement.

(16:37)

A reminder concerning the closeout of Perkins funds for the school year 2014-2015. All school year 2014-2015 federal Perkins funds cannot be carried over to the current school year 2015-2016 funding. Final reimbursement requests for school year 2014-2015 funds must be submitted no later than September 30, 2015. If school divisions do not spend 100-percent of those funds, unspent funds will result in forfeiture of remaining allocated funds. The unclaimed funds will be reallocated to pay for unpaid industry certification reimbursements.

(17:21)

Now let's talk about the Career and Technical Education state funding. There are several different areas for which school divisions receive state funding. They include CTE equipment, industry certification exams for students, Workplace Readiness Skills for the Commonwealth Examinations, Information Technology Industry Certifications, and Occupational preparation and CTE adult education entitlements.

(17:55)

CTE state equipment allocations were notified on the Superintendent's Memo No. 181-15, issued on July 24, 2015. We were provided with \$1,800,000 in State Lottery funding for state equipment expenditures. School divisions and regional technical center allocations were provided with a \$2,000 floor allocation, and the remainder of the allocation was based on CTE enrollment from the prior school year. It basically worked out to \$2.515 per CTE student enrollment.

(18:32)

VDOE and CTE will provide 100-percent reimbursement of equipment expenditures, not to exceed your approved allocation amount in the superintendent's memo. Just remember that all equipment expenditures must be from the state-approved recommended equipment list for CTE programs, and that link is provided at the bottom of the slide.

(18:58)

All state equipment funds must be used first. That is, 100-percent of your funds must be used and submitted on a reimbursement request before requesting any Perkins federal funds for equipment under Object Code 8000. State equipment funds can be used to supplement, not supplant, any funds currently provided by the local school division.

Equipment purchased with state funds cannot be claimed on federal Perkins funds reimbursement requests.

(19:37)

Remember that equipment purchases may be split between local, state, and federal funding sources. If you are buying a bulk order of computers that are worth \$5,000, you can split that: \$2,000 against your state allocation, \$2,000 against your federal allocation, and the remaining \$1,000 could be provided with local funds.

Reimbursement request forms must be submitted to the VDOE by Friday, June 6, 2016, and the reason for that early submission date is because we must be able to process those reimbursement requests and submit them to the Virginia Department of Accounting in order to be paid by the end of the state fiscal year.

Request forms must be signed by the division superintendent or designee's original signature in blue ink so we know it's an original form. You can mail your completed and signed form to the VDOE at the address listed on the slide, or you can scan and email a color PDF signed form to the Web site listed on the form. Or, you can fax it to (804) 530-4560. Any of those methods of submitting your request form in are acceptable.

(20:59)

The next thing we're going to talk about is CTE state industry certification funding. Funding was announced on Superintendent's Memo No. 179-15, issued on July 24, 2015. We are at the same funding level as last year, which is \$1,331,464 in state lottery funding. This basically worked out at \$2.275 per CTE student enrollment.

(21:30)

Funding for industry certification is provided for student credentialing, to include industry certification exams. These include Workplace Readiness Skills exams, state licensure exams, Occupational Competency Assessments, and school/center site licenses. All industry certification exams and credentials must be approved by the DOE and are located on our CTE Web site.

(22:00)

Funding reimbursements for industry certification exams will be available for two different periods: for industry certification exams taken in June of 2015, reimbursement requests must be submitted by October 31, 2015. For all remaining industry certification exams taken from July 2015 through the end of May 2016, reimbursement requests must be submitted by June 3, 2016. Schools will be reimbursed for 100-percent of exam costs, not to exceed your allocation amount from the superintendent's memo.

(22:27)

Some reminders regarding industry certification. They must be submitted on the CTE State Industry Certification Reimbursement Request Forms. School divisions

will be paid initially 100-percent, or less, of their allocation amount. So, I recommend that each school division submit in a separate reimbursement request for your initial allocation so that those funds can be immediately paid.

Subsequent CTE state industry certification reimbursement requests, and any that exceed the initial allocation amount, must be submitted on a separate reimbursement request form(s).

(23:34)

The next type of state funding is the Workplace Readiness Skills (WRS) or any other type of industry certification exams. This was announced in the Superintendent's Memo No. 180-14, issued on July 24, 2015. We received \$308,655 in state funding, which was the same level as the last school year, for Workplace Readiness Skills examinations. This basically works out to \$0.527 per CTE student enrollment.

(24:05)

The General Assembly, when issuing Workplace Readiness Funding, provides flexibility, meaning the funding allocation may be used for the actual WPR assessment or any other industry certification preparation and testing. Funding allocation is based on the school year 2014-2015 enrollment data for students in secondary CTE courses.

Again, WRS and any other industry certification exams are available for reimbursement for two separate periods: for WRS and/or other industry certification exams taken in June of 2015, reimbursement requests must be submitted by October 31, 2015. For all remaining WRS and/or other industry certification exams taken from July 2015 through the end of May 2016, reimbursement requests must be submitted by June 3, 2016. Schools will be reimbursed for 100-percent for of exam costs, not to exceed your allocation amount from the superintendent's memo.

(25:20)

WRS and/or other industry certification exams must be submitted on the CTE Workplace Readiness Skills for the Commonwealth and/or other industry certifications reimbursement request forms. Initial Workplace Readiness exams reimbursement requests forms must be for 100-percent or less of the allocation amount. Then, all subsequent Workplace Readiness reimbursements, and any reimbursements that exceed the initial allocation amount, must be submitted on a separate reimbursement request form(s).

(25:55)

The next item we're going to talk about is the Information Technology Industry Certifications. This is a little bit different than the Microsoft IT Academy funding that provided last school year. Superintendent's Memo No. 190-15, issued July 31, 2015

identifies the state funding allocation for information technology industry certifications and relating testing preparation resources for school year 2015-2016.

The General Assembly provided \$1.5 million in state funding for information technology industry certifications. This is the same funding level that was provided last year for the Virginia Microsoft Information Technology Academy. Funding basically works out to be \$2.37 per CTE student enrollment.

(26:50)

Funding for the CTE Information Technology Certification was provided to be used to support the following priority objectives:

- Increase percentage of students enrolled in CTE information technology (IT) courses.
- Increase number of students achieving industry-recognized IT certifications.
- Increase number of high schools and regional CTE programs implementing IT curricula.
- Increase number of instructors receiving IT training for targeted CTE programs.
- Increase number of teachers achieving industry-recognized IT certifications.
- Increase Superintendent's Region 6, 7, and 8 and Regional CTE Centers implementation of IT curricula and IT credentials.

(27:27)

An important thing to remember this year is that the information technology industry certification reimbursement is limited to only those IT industry certification examinations approved by the Board of Education and Attachment of of Superintendent's Memo No. 190-15.

Expenditures must cover IT industry certification examinations and assessments taken by teachers and/or students from December 1, 2015 through May 31, 2016.

(28:23)

Information Technology industry certifications must be submitted on CTE Information Technology Industry Certifications Reimbursement Request Forms. Initial CTE Information Technology Industry Certifications Reimbursement Request Forms must be for 100 percent or less of the initial allocation amount.

Subsequent CTE Information Technology Industry Certifications reimbursement requests and any that Exceeds the initial allocation amount, must be submitted on a separate reimbursement request form(s).

(28:57)

All your Career and Technical Industry Certifications, Workplace Readiness Skills, and Information Technology Industry Certification reimbursement request forms must be Friday, June 3, 2016. The early submission date is to ensure that the forms can be processed and paid by the Department of Accounts prior to the end of the state fiscal year. Request forms must have the division superintendent's, or designee's, original signature in blue ink.

You can mail the completed and signed form(s) to: Virginia Dept. of Education, Office of Career and Technical Education, Attn: Grants Administrator, P.O. Box 2120, Richmond, VA 23218-2120. Or, you can scan and e-mail a color PDF signed form to [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or fax to (804) 530-4560.

(29:51)

In order to officially use all of your CTE Industry Certification, Workplace Readiness Skills, and Information Technology Industry Certification funding, these are the following recommended reimbursement request actions.

To begin, ensure all expenditures are for only those Industry Certification Examinations, State Licensure Exams, and Occupational Competency Assessments that have been approved by the Board of Education. Also, be sure to use the specific name of the examination, credential and/or license as listed on the Board of Education approved list on all reimbursement request forms.

(30:33)

First, submit your initial Workplace Readiness Skills and/or Other Industry Certification Examinations for your total school year 2015-2016 allocation amount on the reimbursement request form. Second, submit your initial Industry Certification Examinations, State Licensure Exams, and Occupational Competency Assessments for your total SY 2015-2016 allocation amount on the reimbursement request form.

Third, submit your initial Information Technology Industry Certifications for your total school year 2015-2016 allocation amount on the reimbursement request form. Fourth, submit any additional Industry Certification, Workplace Readiness Skills, and Information Technology Industry Certification Examinations that *exceed* your school year 2015-2016 allocation amounts on a separate Industry Certification Examinations reimbursement request forms.

(31:39)

Any additional Industry Certification, Workplace Readiness Skills, and Information Technology Industry Certification Examinations that *exceed* your school year 2015-2016 allocation amounts, will be held for payment processing until June 6, 2016. On June 6, 2016 unclaimed state allocated industry credentialing funds will be reallocated to school divisions and regional technical centers that have submitted additional reimbursement requests for Workplace Readiness Skills, Information Technology and other Industry Certification Examinations.

(32:23)

For school year 2015-2016, state payments are directed from two different funds. First is the State General funds payments for Workplace Readiness Skills for the Commonwealth Exams and/or other Industry Certification and Information Technology Industry Certifications--these will be paid fully on the state semi-monthly payment schedule.

Second is the State Lottery funds payments for State Equipment and Industry Certification Exams reimbursement requests—these will be posted for payment after January 4, 2016.

(33:08)

A reminder that school divisions must first use all their state allocations for Workplace Readiness Skills, Information Technology and other Industry Certifications Examinations before submitting any industry certifications examinations for reimbursement with Federal Perkins funds.

If you are submitting reimbursement requests for additional funding from federal Perkins funds, the following OMEGA comments statement will be required:

“Industry Certification Examinations, Information Technology and/or Workplace Readiness Skills Examinations submitted with this OMEGA Federal Perkins request are additional, unpaid examinations that have not been previously submitted for reimbursement payment with State funds.”

(34:07)

The last state programming entitlement that we want to talk about is Occupational Preparation and Adult Education entitlements. Superintendent’s Memo No. 154-15, issued June 26, 2015, provided for the payment of Fiscal Year 2015 Occupational Preparation and CTE Adult Education programs. Almost \$6 million was designated for Occupational Preparation and little of \$2 million for CTE Adult Education.

(34:42)

State funding was provided for the operation, improvement, and expansion of CTE for occupational preparation and adult education programs to support:

- Principals and assistant principals of CTE centers where at least 50-percent of their time is spent in CTE program administration or supervision;
- Extended contracts of instructors for activities related to the coordination, development, or improvement of CTE programs; and
- Adult occupational CTE programs to provide opportunities for adults to prepare for initial employment, retraining, or career advancement.

(35:31)

Program Entitlements for Occupational Preparation and Adult Education funding are based on actual expenditures reported by school divisions and regional centers for the prior school year on the CTE Financial Report (CTEFR).

For school year 2013-2014, Occupational Preparation Expenditures were reimbursed at 48.52% of expenditures. For school year 2013-2014, CTE Adult Education Expenditures were also reimbursed at 48.52% of actual expenditures.

(36:11)

Career and Technical Education Financial Report for Fiscal Year 2016 (with school year 2014-2015 expenditures) will be posted shortly in mid-October 2015. Each CTE director will receive an email notification when it has been posted. This report will require that the CTEFR data submission via VDOE Single Sign-On for Web Systems (SSWS) report application for the CTEFR actual expenditures by school divisions and regional technical centers for school year (SY 2014-2015) report the following:

- Occupational Preparation Expenditures – state and local funds
- CTE Adult Education Expenditures – state and local funds

(37:13)

We now want to talk about some of the Online Management of Education Grant Awards (OMEGA) support help and tips. The first thing we want to talk about are some of the helpful tips. When you log into OMEGA, you'll notice at the top of the screen there are several blocks. On your OMEGA submission page, if you click on "OMEGA Support," (red arrow above) you will be able to send an e-mail message directly to the OMEGA support specialist at the Virginia Department of Education.

The second item that is very helpful in OMEGA is the User's Guide. If you click on "Help" (red arrow above), you will be directed to the OMEGA Web page on which the first paragraph provides a link to the User's Guide. The guide is very helpful with screen shots and step-by-step directions. I would advise every user of OMEGA to go into the "Help" screen, go to the User's Guide (which is a PDF document), and print out the guide in order to have reference material with helpful hints for OMEGA.

(38:21)

Let's now review our federal funding. The school year 2015-2016 Federal Title I Perkins Funds were announced Superintendent's Memo No. 076-15, issued on April 3, 2015. This provides all the Perkins funding allocations for the school divisions for your entire school year: July 1, 2015 through June 30, 2016.

Let's review the CTE state funding. CTE state funding is provided for the following:

- CTE Equipment
- Industry Certification Exams for Students
- Workplace Readiness Skills (WRS) for the Commonwealth Examinations
- Information Technology Industry Certifications

- Occupational Preparation and CTE Adult Education Program Entitlements

(39:26)

Now for future announcements and updates. Remember that you must have a substantially approvable Perkins local plan in the system in order to start receiving reimbursement requests. If you do not have a substantially approvable Perkins local plan by July 1, 2015, you cannot spend Perkins funding and request reimbursement until the date that your plan has been substantially approved.

Next, we want to talk about the CTE Director's Memo 081-15, released on January 9, 2015. This provides the guidance for the use of federal Perkins funds for Career and Technical Student Organizations for travel and reimbursement and conferences for those organizations. Here are some key CTE reporting dates that are coming up:

- -CTE Max Enrollment Status Report for some division: September 11, 2015
- Student Enrollment Demographic Form (SEDF) End-of-Year Report (school year 2014-2015): September 30, 2015

Upcoming events include the following:

- ACTE Region II Conference - September 24-27, 2015 in Montgomery, AL
- VACTEA Conference - October 13-16, 2015 in Williamsburg, VA
- Next Video Streaming Session No. 7 - October 15, 2015  
Career Development and Academic and Career Plans of Study  
(Part I of Series)

(41:18)

We would like for you to please complete the evaluation this professional/technical update video streaming session by visiting the following address:

<https://www.surveymonkey.com/r/QD3GZTP>

The following slide is the contact information for Lolita Hall, CTE Director; George Willcox, Coordinator for Planning, Administration, and Accountability; and my e-mail and phone number as the grant administrator for the office of Career and Technical Education.

Any correspondence should be sent to:

Virginia Department of Education  
Office of Career and Technical Education Services  
P.O. Box 2120  
Richmond, VA 23218-2120

Or, by contacting us by phone at (804) 225-2052 or e-mail ([cte@doe.virginia.gov](mailto:cte@doe.virginia.gov)).

Thank you for attending Training Session No. 6.