



#138-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #138-21**

DATE: May 21, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Nominations for 2021-2022 Career and Technical Education Curriculum Review Committees**

The Office of Career, Technical, and Adult Education is accepting nominations for the 2021-2022 curriculum review committees. School divisions may nominate a Career and Technical Education (CTE) teacher for any of the 47 committees. Approximately 12 applicants will be selected to serve on each committee. The schedule for the committees is in **Attachment A**.

All nominees who wish to serve on a committee must complete the web-based application using the CTE Application Processing System (CTEAPS). The web-based application process requires a professional reference and division-level approval (division superintendent or designee). Procedures for submitting the web-based application are available on the Virginia Department of Education (VDOE) website. Completed applications should be submitted to the VDOE using [CTEAPS](#) by Friday, August 13, 2021.

Committee meetings are conducted virtually with work assignments. Virtual review committees are facilitated by the CTE Resource Center writer/editors and technical assistance provided by state cluster specialists.

Reimbursement will be provided as follows:

- School divisions will be reimbursed for substitute teachers needed for teachers serving on the committees; and
- Teachers participating in virtual reviews beyond the school day will receive a \$150 honorarium.

Committee members will be chosen based on the following criteria:

- Teacher's experience and content area expertise;
- In-depth knowledge of CTE competency-based education; and
- Instructional experience with [special populations](#) (PDF).

For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education staff, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JFL/GRW/aar

- A. Attachment: [2021-2022 CTE Review/Development Committees Schedule](#) (DOCX)