DATE: June 3, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: Nominations for 2022-2023 Career and Technical Education Curriculum Review Committees

The Office of Career, Technical, and Adult Education is accepting nominations for the 2022-2023 curriculum review committees. School divisions may nominate a Career and Technical Education (CTE) teacher for any of the 49 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 12, 2022.

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 $200 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.

JB/DSE/aar

A. Attachment: 2022-2023 CTE Review/Development Committees Schedule (DOCX)