



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: April 16, 2020

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Dr. Scott M. Koenigsknecht, Deputy Superintendent 
P-20 System and Student Transitions

SUBJECT: Career and Technical Education (CTE) Virtual Delivery Guidance to Support Governor Whitmer's Executive Order 2020-35

The Michigan Department of Education is providing guidance on the virtual delivery of Career and Technical Education (CTE) State Approved Programs.

Providing education in a virtual delivery format represents a significant challenge, especially for CTE educators. While virtual learning cannot replace the hands-on instructional experience, the Michigan Department of Education (MDE), Office of Career and Technical Education (OCTE) recommends teachers review the program-specific Classification of Instructional Program (CIP) Gap Analysis and identify standards that may be delivered virtually. In some instances, a greater depth of instruction may be provided in a virtual format and in other instances the virtual format may reinforce previous instruction. Based on the available virtual delivery options, teachers should be mindful to address all 12 segments as practicable.

Each state-approved program is required to incorporate four components:

1. Integration of academic and technical skills to support core knowledge needs
2. Laboratory hands-on learning to develop skills
3. Work-based learning opportunities to further develop and apply skills
4. Student leadership to support employability and career readiness skills

The ability to successfully integrate these four components in a virtual delivery format will vary, based on several factors: type of CTE program, class schedule, instructional design plan, technology resources and access, and current progress toward achievement of standards and skills. Career Education Planning District (CEPD) administrators and local directors of CTE are encouraged to engage in discussion with CTE teachers and district leaders to develop a customized plan for each program and agency, as needs and resources differ from district to district.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

Programs are asked to consider the following instructional strategies in virtually delivering the four components of a CTE program:

Integration of Academic and Technical Skills to Support Core Knowledge Needs

- Focused instruction, reinforcement, and additional depth on academic concepts that support technical skills
- Webinar/video conference call classes with students

Laboratory Hands-On Learning to Develop Skills

- Online instruction or demonstration of specific competencies
- Virtual simulation labs, where available
- Virtual or online learning support
- Project-based learning using resources from home
- Student skill demonstration via video

Work Based Learning Opportunities to Further Develop and Apply Skills

- Virtual tours or remote interactions with business and industry partners, including advisory committee members
- Online communication or conference calls with business mentors
- Virtual informational interview with career-related professionals

Student Leadership to Support Employability and Career Readiness Skills

- Online virtual CTSO chapter meetings
- Community service planning for the upcoming school year
- Focus on career ready practices, such as resume development, cover letters, and interviewing skills
- Virtual recognition events for students at the end of the year

OCTE recommends that teachers collaborate with district special education personnel to continue providing accommodations to students with an IEP or Section 504 plan to the extent practicable.

For additional ideas or CIP-specific questions, please contact your [OCTE program consultant](#) and visit the [CTE resource page](#) located on the MDE webpage.

cc: Michigan Education Alliance