

Connecting EDUCATION and CAREERS

Virginia Department of Education

Career and Technical Education Professional Development Institute Announcement

Hotel Roanoke & Conference Center
and Roanoke Higher Education Center

August 3–6, 2003

If you would like to be able to complete the registration forms in Word Form Format, please go to the web address <http://www.pen.k12.va.us/VDOE/Instruction/CTE/>

Date: August 3-6, 2003

Location: The Hotel Roanoke & Conference Center and the Roanoke Higher Education Center

Theme: *Connecting Education and Careers*

Audience: Career and technical educators from middle and high schools, technical centers, central offices, and educators participating in High Schools That Work and Tech Prep

Goal: The Institute will offer information and resources that provide comprehensive professional development for career and technical, academic, guidance, and administrative personnel in

- *state-of-the-art career and technical education programs*
- *techniques for integrating academics and CTE*
- *effective teaching skills based on research*
- *effective practices to improve parental and community involvement*
- *current needs, expectations, and methods employed in business and industry*
- *transition of students from secondary education to postsecondary education and to careers.*

Institute Registration

On or before June 13, 2003 **\$125 per person**
After June 13, 2003 **\$150 per person**

Registration includes dinner on Sunday, continental breakfast and refreshment breaks daily, and lunch on Monday and Tuesday.

See Page 4 for lodging information and Page 5 for the registration form.

Institute Schedule

Sunday, August 3

12:30 p.m. - 6:30 p.m. Institute Registration
Resource Exhibits Open

1:00 p.m. - 6:00 p.m. Professional Association Meetings
VATIE VBEA VHOEA

4:30 p.m. - 5:30 p.m. Facilitators' Orientation Meeting

6:30 p.m. - 8:30 p.m. Dinner and Opening General Session

Monday, August 4

7:00 a.m. - 8:30 a.m. Continental Breakfast

7:15 a.m. - 8:00 a.m. Facilitators' Orientation Meeting
(Make-up session)

7:30 a.m. - 5:30 p.m. Resource Exhibits Open

8:30 a.m. - 12:00 Noon Workshop Sessions

12:00 Noon - 1:30 p.m. Lunch and General Session

1:45 p.m. - 5:00 p.m. Workshop Sessions

3:30 p.m. - 5:00 p.m. DOE CTE Program Area Updates

3:30 p.m. - 5:30 p.m. Resource Exhibits/Light Refreshments

5:30 p.m. - 10:30 p.m. Back-to-School Caricatures

7:30 p.m. - 10:30 p.m. Dessert Reception/Networking

Tuesday, August 5

7:00 a.m. - 8:30 a.m. Continental Breakfast

7:30 a.m. - 5:30 p.m. Resource Exhibits Open

8:30 a.m. - 12:00 Noon Workshop Sessions

12:00 Noon - 1:30 p.m. Lunch and General Session

1:45 p.m. - 5:00 p.m. Workshop Sessions

3:30 p.m. - 5:00 p.m. DOE CTE Program Area Updates

3:30 p.m. - 5:30 p.m. Resource Exhibits/Light Refreshments

5:30 p.m. - 10:30 p.m. Back-to-School Caricatures

6:30 p.m. - 10:30 p.m. Professional Association Banquets

Wednesday, August 6

7:00 a.m. - 8:30 a.m. Continental Breakfast

8:30 a.m. - 10:15 a.m. Workshop Sessions

10:30 a.m. - 11:30 a.m. Closing General Session

The registration form for the Information Technology Fundamentals Post-Institute training workshop is on page 11.

Keynote Presentations

Sunday

Opening General Session

Mark Jon Snyder
Chief Information Officer
MSA Consulting

*Skills 2003—Employer Expectations
for the 21st Century Workforce*

Monday and Tuesday

*Luncheon and Mini-General Sessions/
Workshops include:*

Stephen Gower: *The Connection Question: "Have
You Encouraged Someone Today?"*

Sandra LaBelle: *"Working Smarter, Not Harder"*

Michael Megeath: *"Building Strong CTE
Programs: It's PR"*

James R. Stone: *"The Role of CTE in a World of
No Child Left Behind"*

Mark Jon Snyder: *"Jobs 2003—Careers for the
New Millennium"
"Leave No Teacher/Child Behind—Addressing the
Technology Gap in America"*

Wednesday

Closing General Session

Creating Excellence Awards Program

The Honorable Mark R. Warner,
Governor of Virginia
(invited)

Tentative Across-the-Board Workshops Include:

Ann A. Cooper, Central Carolina Technical College, SC
Professional Dress/Image

Ann Craig, Educational Consultant
*Curriculum Standards, Contextual Learning, and Career Development—A
Combination that WORK\$!*
Engaging Parents and Students in Planning for Career Success

Dr. Tena B. Crews, Chair, Richards College of Business, State University
of West Georgia
*Diversity
Multi-intelligences*

Dr. Bobbie J. Cutlip, Director/Educator, Dreaming and Achieving
A REAL Classroom Experience—Teaching History to ALL Students

Dr. John A. Fahey, Assistant Professor, James Madison University
Feedback Loops and Other Assessment Models for Formative Assessment

Dr. Mark A. Forget, President/Director of Staff Development, MAX
*Teaching with Reading and Writing
Getting ALL Teachers to Practice Reading and Writing in Their Classrooms*

Wayne Free, Director of Professional Development, Agency for
Instructional Technology
*Engaged Learning: Using Multimedia to Impact Student Involvement
Welcome to Earth Third Rock from the Sun: Multimedia and Applied
Strategies for Core Academics
If I Could Make a Million Out of Loving You: Multimedia, Applied Strategies,
and Career Development*

Stephen M. Gower, CSP, President
*Zebra Dazzle: The Team Approach to Connecting Education and Careers
What Do They See When They See You Coming? The Perception-Connection
Relationship*

Dr. Betty Heath-Camp, Professor/Program Leader, Department of
Teaching and Learning, Virginia Tech
Online Courses

Susan Henson, Director, Technical Assistance HSTW, SREB
*Using the HSTW Benchmark Indicator Data to Improve Student Achievement
Getting Ready for a Technical Assistance Visit*

Dr. Jack E. Johnson, Dean, Richards College of Business, State
University of West Georgia
Internet Resources

Cheryl Larsen, Retired College Instructor, Mississippi Gulf Coast
Community College
Teaching As a Performing Art

Dr. J. Richard Lewis, President, JRL Educational Services
*I'm Working—They're Coasting: Change Through the Power of Active
Learning*

Mimi Lufkin, Executive Director, National Alliance for Partnership in
Equity
Nontraditional Careers: Get Your Students Involved

Dr. Roger W. Mackey, Associate Professor of Education/Director of
Oxford/London Experience, Grove City College
*Instructional Strategies for Promoting Greater Student Engagement and
Teacher Enjoyment
Using the Seven Laws of Teaching to Change Lives*

Louis Mangione, Educational Consultant, Seattle, WA
*Interactive Instruction: Active Learning Strategies That Enhance Student
Understanding
The Art of Teaching: Powerful Instructional Strategies That Enhance Learning
and Promote Understanding*

Mike Megeath
"Building Strong Programs: It's PR" session for teachers and administrators

Dr. Raymond F. Morgan, Professor of Education, Old Dominion
University
*How to Teach Often Neglected Study Skills in High School Classrooms
Teaching Constructivism through Reading in CTE Courses*

Dr. Eleanor Renee Rodriguez, Consultant, Rodriguez and Associates
Making Connections: What Is It about Me You Can't Teach?

Pamela Sims, Educational Consultant, Pamela Sims, M.Ed., & Associates
*Awakening Brilliance: Igniting the Love of Learning
Awakening Students' Potential*

Mark Jon Snyder, Chief Information Officer, MSA Consulting Group
*CyberEthics—Ethical & Legal Issues in CyberSpace
Teaching by Design—An Introduction to Project-Based Learning*

James R. Stone, III, Director/Professor, National Research Center for
Career and Technical Education, University of Minnesota
CTE in a World of No Child Left Behind

Dr. Helen Teague, Consultant and Teacher, OOPS: Our Overnight
Planning System
*Go the Distance—Learning!
MS Office 4 Terrific Teachers*

David Warlick, Consultant/Author, The Landmark Project, Raleigh, NC
*Designing Web Sites That Work
Riding the Edge of the Wave: A Look @ the Future
The Art of Being Digital*

Peggy Watson, Administrative Coordinator, CTE Resource Center
New Curriculum Management System

Dr. Donna Wilson, President, BrainSMART, Inc.
*Optimism, Nutrition, and Exercise for Maximum Learning
10 BrainSMART Tools for Maximum Retention, Recall, and Application*

Hands-on Computer Workshops will be available for all participants.

Agricultural Education

Biotechnology
Turf Management
Veterinary Science

Business and Information Technology

Accounting—Beginning and Advanced
Computer Information Systems—Beginning and Advanced
Computer Solutions and Computer Applications
Desktop/Multimedia Presentations—Beginning and Advanced
Tips for FBLA Advisers
4 Ds of Programming using Java, C++, and Visual Basic
Assessment and Training in XP for Business
Business Law
Certification Updates—MOS, IC3 for Business
Computer Input Technologies
Dreamweaver with an Introduction to Flash
Finance and Business Management using Virtual Enterprise
Fireworks-Level I
GoLive (Adobe)
IC³ Certification Training/Testing Sessions
Microsoft Office Suite Software Integration
MOS Certification Training/Testing Sessions (formerly MOUS)
Multimedia Curriculum—Macromedia and Adobe
Office Administration and Word Processing
Outlook
PageMaker 7
Panel Discussion on Information Technology Fundamentals, pilot teachers
PDAs (Personal Digital Assistants)
Promoting the Business Program, including the cooperative education method of instruction (COE)
Speech Recognition/Handwriting Recognition
Teaching Tips for Business and Information Technology Teachers
Visual Basic.Net (Introductory level)

Family and Consumer Sciences

A Teacher Leader: A Teacher That Walks the Talk
But I Have 25 Others! Differentiating Curriculum for the FACS Inclusive Classroom
Course Highlights: Fashion Design (Courses 8280 and 8281)
Culinary Arts and Food Occupations ProStart Training
Culinary Arts and Hospitality Update
Curriculum Mapping: How It Has Strengthened the FACS Program
Early Childhood Education Update
FACS Forum: What Defines a Teacher Leader?
FACS Instructional Technology Update
FACS Program Update
FACS Teacher Leaders: Your Responsibility, Commitment, and Contributions
Family Focus Updates – Middle and High School
FCCLA Update
GRADS Update
Implementing Leadership Development in FACS
National Teacher Certification: Talk with the FACS Experts
New Teachers Update
The BEST Teacher Stuff
The Career Switcher Option for FACS Licensure
Thinking Is the Key: Questioning Makes the Difference
VATFACS Curriculum Showcase

Health and Medical Sciences

Clinical Evaluation
Health & Medical Science Program Update, Virginia HOSA Update, Health & Medical Science Regional Update, Update on Current Activities of VHSEA to include legislative initiatives, and Virginia Board of Nursing
Low Staffing, Unlicensed Personnel, Floating and Delegation. Who is liable for patient injury?
Medical Ethics/Contracts – Agreements
Round Tables: Attrition in Nursing Schools, Teaching Leadership Skills, Critical Thinking Skills, Dental Health Update, Pharmacy Technician, and Biomedical Technology
Test Construction
Universal Health Care: Multimedia in the Health Care Classroom

Marketing

Economic Development in Roanoke County
Fashion Marketing and Entrepreneurship Tour
Internet Marketing (hands-on workshop for both new and returning teachers of Internet Marketing)

Internet Marketing and Technology
Marketing the Hotel Roanoke
New Century Venture Center
Professional Sports in the Roanoke Valley
Roanoke Times tour
Shoplifting Prevention
Teaching Marketing: Infusing SOL into the Marketing Curriculum
Teaching Marketing: Instructional Strategies Using REAL Materials and LAPs
Teaching Marketing: Strategies for Managing DECA

Technology Education

3D Modeling - Inventor
3D Studio Max - Animation
3D Studio Viz - Visualization
Artificial Intelligence Systems
Bioengineering Applications and Implications
Creating Hand Held Prototype Models using the New Z Corp 3D Printer
Developing an Integrated Mathematics, Science, and Technology Program
Digital Video Editing
Exploring Energy Concepts with LEGO
Geographical Informational Systems (GIS)
Global Positioning Satellites (GPS)
High Performance Manufacturing
IC³ Certification Training/Testing Sessions
Material Science
Nanotechnology
New Teacher Survival Kit
Pro/DESKTOP: Using Design and 3-D Modeling
PRO/ENGINEER: A Standard in CAD
Project Lead the Way: A Model for High School Pre-Engineering
Rapid Prototyping
Sensors and Robotic Systems
Structural Systems
Student Assessment Standards
Surveying: Hi-Tech Techniques
Synergistic Laboratory: Tips, Troubleshooting, and Maintenance
Teach about Mechanisms through Cardboard Engineering Applications
Technology Student Association
Using E-Learning to Deliver Web-Based Technology Experiences

Trade and Industrial Education

Auto Body Technology: Latest techniques in frame pulling, and painting and finishing
Auto Servicing Technology: OBD-II Troubleshooting Scan Tool and Automotive Manufacturers' update on latest technology applications for Ford and Honda
Construction Trades Programs: Update workshop on Basic CADD applications for Carpentry, Electricity, Masonry, and Plumbing; Virginia Home Builders' update, and the latest tools, equipment, materials and construction techniques
Commercial Photography: Hands-on workshop in Photoshop and update by Northstar
Computer Networking Hardware Operations: Using the new Cisco Academy Online—troubleshooting and techniques, and using CTE Instructional framework to address SOL requirements
Cosmetology: New trends in hair and nails, and State Board update
Culinary Arts Update
Custodial Services: New equipment and materials update
Drafting: Auto CADD 2002 and 3-D Modeling
Electricity: (In with Construction Trades Group)
Electronics: Microprocessors and/or Programmable Logic Controllers
Graphic Imaging Technology: Industry update by Graphic Arts Technical Foundation
Heating, Ventilation, Air Conditioning, and Refrigeration: Industry update on latest technology, equipment, and materials
IC³ Certification Training/Testing Sessions
Industrial Cooperative Training: Web page design, V-TECS Direct software training follow-up workshop, creative techniques for increasing student involvement in Skills USA leadership activities, and traditional "Share Fair."
Masonry: Update on latest trends, materials and techniques, and industry tour
Outdoor Power Equipment Technology: Update on latest equipment and tools, and Outdoor Power Certification issues
Precision Machining Technology: Updating workshop on vertical programming and industry tour
Public Service: Update on new laws and tour of local law enforcement training facility
Television Production: Update workshop on latest equipment and production techniques
Welding: Update workshop on AWS Certification issues and industry update by Northrop Grumman Shipbuilding

Hotels

Headquarters Hotel:

The Hotel Roanoke & Conference Center

110 Shenandoah Avenue
Roanoke, VA 24016
Telephone: (540) 985-5900
Toll-Free: (866) 594-4722

Clarion Hotel Roanoke Airport

2727 Ferndale Drive, NW
Roanoke, VA 24017
Telephone: (540) 362-4500
Toll Free: (800) CLARION
FAX: (540) 363-4506
Complimentary Parking

Courtyard by Marriott

3301 Ordway Drive
Roanoke, VA 24017
Telephone: (540) 563-5002
Toll Free: (888) 563-4464
Complimentary Parking

Hampton Inn

6621 Thirlane Road, NW
Roanoke, VA 24019
Telephone: (540) 265-2600
Toll Free: (800) 426-7866
FAX: (540) 366-2091
Complimentary Parking

Holiday Inn Airport

6626 Thirlane Road
Roanoke, VA 24019
Telephone: (540) 366-8861
Toll Free: (800) HOLIDAY
FAX: (540) 366-1637
Complimentary Parking

Holiday Inn Express

815 Gainsboro Road
Roanoke, VA 24016
Telephone: (540) 982-0100
Toll Free: (800) HOLIDAY
FAX: (540) 345-4551
Complimentary Parking

Holiday Inn Hotel Tanglewood

Route 419/220 at 4468 Starkey Road SW
Roanoke, VA 24014
Telephone: (540) 774-4400
Toll-Free: (888) 228-5040
FAX: (540) 774-1195
Complimentary Parking

Wyndham Roanoke Airport

2801 Hershberger Road, NW
Roanoke, VA 24017
Telephone: (540) 563-9300
Toll-Free: (800) WYNDHAM
FAX: (540) 366-5846
Complimentary Parking

For All Hotels

Hotel Registration

The deadline for hotel reservations is July 3, 2003, to receive special rates. Rooms are available on a first-come, first-served basis, so make your reservations early. When making reservations, please indicate that you are participating in the CTE Professional Development Institute, sponsored by the Virginia Department of Education. Hotels will begin accepting reservations on April 15.

Lodging/Room Rates

\$59 + tax Single Room

\$79 + tax Double/Triple/Quad room

Lodging rates are subject to change and must match the prevailing state rates for lodging and tax charges in August 2003. All hotels will accept purchase orders for payment of lodging rooms (not for guaranteeing the room).

Lodging Guarantee

All reservations must be guaranteed to a credit card, or a deposit must be received in advance for payment of one night's lodging plus tax. A maximum of four (4) rooms may be reserved under one name.

Confirmation

A written confirmation from the hotel will be mailed to registrants upon receipt of registration.

Check-in/Check-out Times

Hotel check-in is after 4:00 p.m. The hotel will accommodate any early arrivals on a space-available basis. A \$25 deposit (cash or credit card) per room will be required at check-in to cover any incidental charges. Check-out time is 11:00 a.m.

Cancellations or Changes

You must notify the hotel holding your reservation of any cancellations, changes in arrival or departure dates, or roommate changes at least 72 hours prior to scheduled arrival date. Any cancellations received after this deadline may result in a charge equal to one night's lodging rate plus tax.

Parking at Headquarters Hotel

The Hotel Roanoke and Conference Center parking fees:

Hotel Guests (overnight)	Daily Parking
Self-Parking: \$5	Self-Parking: \$1 – \$4
Valet Parking: \$8	Valet Parking: \$8

Getting Around by Bus

The Abbott Trailways Bus Service will provide free, timely transportation each day to and from all hotels to The Hotel Roanoke and all off-site workshop locations.

How to Get There

See back cover for directions to each hotel.



Institute General Registration Form

Program-specific participants should complete the appropriate registration, as described in #3 below.

2003 CTE Professional Development Institute
Hotel Roanoke & Conference Center
August 3-6, 2003

1. Please return by June 13 one registration form for each individual attending, with a credit card number or check made payable to **Treasurer, Virginia Tech CE**. Pre-registration is required; **there will be no on-site registration**.
2. Registration on or before June 13, 2003: **\$125 per person** After June 13, 2003: **\$150 per person**
Registration includes dinner on Sunday, continental breakfast and refreshment breaks daily, and luncheon on Monday and Tuesday. Registration may be paid by check or credit card (VISA, Mastercard, American Express). Purchase orders will not be accepted.
3. **Program-Specific Registrations:** *Business and Information Technology, Family and Consumer Sciences, Health and Medical Sciences, Technology Education, and Trade and Industrial Education participants registering for special training sessions and/or professional organization activities must use the appropriate registration form on page 6, 7, 8, 9, or 10 in lieu of this form.*
4. Please notify the Institute Registrar at E-mail: VDOE.PDI@vt.edu; FAX: (540) 231-3306; Phone: (540) 231-5182 to arrange cancellations/refunds and substitutions. Deadline for cancellations and substitutions is July 24, 2003. After July 24, there will be a \$30 processing fee for cancellations.
5. Accessibility information for registrants with disabilities is needed in advance. Please contact Janice Huffman at (540) 231-9982 or E-mail: janiceh@vt.edu.

Registration Information

This form is for persons not registering through a program area. For Program-Specific Registrations, see item #3 above.

(Print or Type – Please copy form for additional participants)

Name _____

Title _____

Specific Course(s) Taught, if Applicable _____

School Division _____

Name of School/Community College/University/Workplace _____

Summer Contact Information

Mailing Address _____

(To receive Institute confirmation and information in July)

City _____ State _____ Zip _____

Daytime Phone (____) _____ FAX: (____) _____ E-mail Address _____

Yes, I am willing to serve as a workshop facilitator for institute workshops.
If your response is yes, you will receive additional information at a later date.

Payment must accompany this registration form (or program-specific registration form).

Method of Payment (Registration on or before June 13, 2003: **\$125 per person** After June 13, 2003: **\$150 per person**)

Check _____ (Amount)

Check Payable to:

Treasurer, Virginia Tech CE

Credit Card (VISA, Master Card, American Express Only)

Cardholder's Name _____

Credit Card Type VISA Master Card American Express

Credit Card Number _____

Expiration Date _____

Send Institute Registration and Payment to

Conference Registrar, Outreach Program Development
Virginia Tech
Blacksburg, VA 24061-0272

Telephone: (540) 231-5182
FAX: (540) 231-3306
(credit cards only)

In addition to the Technical Updates on page 3, Business and Information Technology teachers will want to attend many of the Institute's general sessions, as well as

- Program area and curriculum concurrent and focus sessions
- The Virginia Business Education Association (VBEA) Business Meeting: Monday afternoon at 5:15 p.m.
- The VBEA Social Activity: Monday evening at 6:30 p.m.
- The Business and Information Technology Program Update: Monday afternoon at 5:45 p.m. – immediately following the VBEA Business Meeting
- The VBEA Awards Banquet: Tuesday evening at 6:30 p.m.

Business and Information Technology Sessions/Activities Registration

(Print or Type – Please copy form for additional participants)

If registering for special training sessions and/or VBEA activities, use this form for Institute registration and submit by June 13.

Name _____
 Specific Course(s) Taught _____
 School Division _____
 Name of School, Community College, University, or Workplace _____

Summer Contact Information

Mailing Address _____

(To receive confirmation and further information)

City _____ State _____ Zip _____

Daytime Phone () _____ FAX: () _____ E-mail Address _____

- Yes**, I am willing to serve as a workshop facilitator for Institute workshops, or
 Yes, for Business and Information Technology Workshops only
If your response is yes, you will receive additional information at a later date.

MOS Certification Training/Testing (Must register for Institute)

Two, six-hour sessions will provide prescriptive assessments and practice training as well as opportunities to take up to two tests toward MOS certification (Office 2000). Some options will be available for testing at a later date. The cost of each session is \$175, which covers training, materials, and testing. Confirmations with further information will be sent prior to the Institute. *Please register for the MOS session on one day only—Monday or Tuesday.*

- Monday, August 4, 8:30 a.m. to 4:45 p.m.
 Provided by Thompson Course Technology
Cost: \$175

- Tuesday, August 5, 8:30 a.m. to 4:45 p.m.
 Provided by DDC Training Services, a division of DDC Publishing
Cost \$175

IC³ Certification (Must register for Institute)

Two, six-hour sessions will provide prescriptive assessments and practice training as well as opportunities to take up to three tests toward IC³ certification. The cost of each session is \$175, which covers training, materials, and testing. Each workshop may be limited to 20 participants. Confirmations with further information will be sent prior to the Institute. *Please register for the IC³ session on one day only—Monday or Tuesday.* Available for Business and Information Technology teachers, Technology Education teachers, and Trade and Industrial Education teachers.

- Monday, August 4, 8:30 a.m. to 4:45 p.m.
 Provided by Thompson Course Technology
Cost: \$175

- Tuesday, August 5, 8:30 a.m. to 4:45 p.m.
 Provided by DDC Training Services
Cost \$175

Voice (Speech) and Handwriting Recognition Training (Must register for Institute)

Karl Barksdale will offer two one-day sessions of voice (speech) recognition and handwriting recognition training. Training will be given on Dragon Naturally Speaking Preferred 6.0 software or on the Microsoft voice program—the participant chooses which program he/she wants to learn. Workshops are limited to 20 participants. Confirmations, directions, and further information will be sent prior to the Institute. *Please register for only one session—Monday or Tuesday.*

- Monday, August 4, 8 a.m. to 4 p.m.
 Speech Software: Dragon Naturally Speaking
Cost: FREE (Provided by the VDOE)

- Tuesday, August 5, 8 a.m. to 4 p.m.
 Speech Software: Microsoft XP
Cost: FREE (Provided by the VDOE)

Virginia Business Education Association (VBEA) Activities

Monday, August 4, 6:30 p.m. Beach Party (VBEA Social)
 Sponsored by South-Western/Course Technology
Cost: \$ 5

I plan to attend: Yes No

Tuesday, August 5, 6:30 p.m.: VBEA Awards Banquet
 Co-sponsored by Glencoe/McGraw-Hill
Cost: \$18

I plan to attend: Yes No

Summary of Registration Fees

Institute Registration (\$125, or \$150 after June 13, 2003)	_____
VBEA Social (\$5)	_____
VBEA Banquet (\$18)	_____
MOS Registration (\$175)	_____
IC ³ Registration (\$175)	_____
Total Registration Fees:	_____

Amount Enclosed

Make one payment (check or credit card) and send to:
 Conference Registrar, Outreach Program Development
 Virginia Tech
 Blacksburg, VA 24061-0272
 Phone: (540) 231-5182 FAX: (540) 231-3306

Method of Payment

Check _____ Amount
 Check Payable to: **Treasurer, Virginia Tech CE**

Credit Card:
 VISA
 Master Card
 American Express

Cardholder's Name _____
 Credit Card Number _____
 Expiration Date _____



Family and Consumer Sciences Special Registration

(Note: If completing registration for Family and Consumer Sciences, do NOT submit a General Registration Form.)

In addition to the Technical Updates on page 3, Family and Consumer Sciences teachers will want to attend many of the Institute's general sessions, as well as

- Program area and curriculum focus sessions
- The Virginia Association of Teachers for Family and Consumer Sciences (VATFACS) Business Meeting: To be announced in the conference program
- The Virginia Association of Teachers for Family and Consumer Sciences (VATFACS) Banquet: Tuesday evening at 6:30 p.m.

Family and Consumer Sciences Sessions/Activities Registration

(Print or Type – Please copy form for additional participants)

If registering for VATFACS activities, use this form for Institute registration and submit by June 13.

Name _____

Specific Course(s) Taught: _____ Middle School – Exploratory
 _____ High School – Family Focus
 _____ High School – Work Focus
 _____ Early Childhood _____ Hospitality
 _____ Culinary Arts _____ Interior Design
 _____ Fashion Design
 _____ Combination Teacher (Teach in more than one program)
 _____ Special Program. Specify _____

School Division _____

Name of School, Community College, University, or Workplace _____

Summer Contact Information

Mailing Address _____

(To receive confirmation and further information)

City _____ State _____ Zip _____

Daytime Phone () _____ FAX: () _____ E-mail Address _____

- Yes**, I am willing to serve as a workshop facilitator for Institute workshops, or
 Yes, for Family and Consumer Sciences Workshops only
If your response is yes, you will receive additional information at a later date.

Virginia Association for Teachers of Family and Consumer Sciences (VATFACS) Activity

VATFACS Banquet
 Tuesday, August 5, 6:30 p.m.

Cost: \$25

I plan to attend: Yes No

Summary of Registration Fees

Institute Registration (\$125, or
 \$150 after June 13, 2003)

VATFACS Banquet (\$25)

Total Registration Fees:

Amount Enclosed

Method of Payment

Check _____ (Amount)
 Check Payable to: **Treasurer, Virginia Tech CE**

Credit Card:
 VISA
 Master Card
 American Express

Cardholder's Name _____

Credit Card Number _____

Expiration Date _____

Make one payment (check or credit card) and send to:
 Conference Registrar, Outreach Program Development
 Virginia Tech
 Blacksburg, VA 24061-0272
 Phone: (540) 231-5182
 FAX: (540) 231-3306



Health and Medical Sciences Special Registration

(Note: If completing registration for Health and Medical Sciences, do NOT submit a General Registration Form.)

In addition to the Technical Updates on page 3, Health and Medical Sciences teachers will want to attend many of the Institute's general sessions, as well as

- The Virginia Health Occupations Education Association (VHOEA) Business Meeting: Tuesday afternoon from 5:00 p.m. to 6:00 p.m.
- Program area and curriculum focus sessions
- The Virginia Health Occupations Education Association Banquet: Tuesday evening at 6:30 p.m.

Health and Medical Sciences Sessions/Activities Registration

(Print or Type – Please copy form for additional participants)

If registering for VHOEA activities, use this form for Institute registration and submit by June 13.

Name _____

Specific Course(s) Taught _____

School Division _____

Name of School, Community College, University, or Workplace _____

Summer Contact Information

Mailing Address _____

(To receive confirmation and further information)

City _____ State _____ Zip _____

Daytime Phone () _____ FAX: () _____ E-mail Address _____

- Yes**, I am willing to serve as a workshop facilitator for Institute workshops, or
 Yes, for Health and Medical Sciences Workshops only
If your response is yes, you will receive additional information at a later date.

Virginia Health Occupations Education Association (VHOEA) Activities

VHOEA Business Meeting
 Sunday, August 3, 5:00 p.m. (Opening session and meal start at 6:30 p.m.)

Cost: FREE

I plan to attend: Yes No

VHOEA Banquet
 Tuesday, August 5, 6:30 p.m.

Cost: \$25

I plan to attend: Yes No

Summary of Registration Fees

Institute Registration (\$125, or
 \$150 after June 13, 2003)

VHOEA Banquet (\$25)

Total Registration Fees:

Amount Enclosed

Method of Payment

- Check _____ (Amount)
 Check Payable to: **Treasurer, Virginia Tech CE**
- Credit Card:
 VISA
 Master Card
 American Express

Cardholder's Name _____

Credit Card Number _____

Expiration Date _____

Make one payment (check or credit card) and send to:
 Conference Registrar, Outreach Program Development
 Virginia Tech
 Blacksburg, VA 24061-0272
 Phone: (540) 231-5182
 FAX: (540) 231-3306



Technology Education Special Registration

(Note: If completing registration for Technology Education, do NOT submit a General Registration Form.)

In addition to the Technical Updates on page 3, Technology Education teachers will want to attend many of the Institute's general sessions, as well as

- Program area and curriculum concurrent and focus sessions
- The Virginia Technology Education Association (VTEA) Business Meeting: Monday afternoon at 5:15 p.m.
- Technology Education Teachers Recognition and Social Exchange: Monday evening at 6:30 p.m.
- The Technology Education Program Update: Tuesday afternoon at 3:30 p.m.
- The VTEA Awards and Scholarship Banquet: Tuesday evening at 6:30 p.m.

Technology Education Sessions/Activities Registration

(Print or Type – Please copy form for additional participants)

If registering for special in-service sessions and/or VTEA activities, use this form for Institute registration and submit by June 13.

Name _____

Specific Course(s) Taught _____

School Division _____

Name of School, Community College, University, or Business _____

Summer Contact Information

Mailing Address _____

(To receive confirmation and further information)

City _____ State _____ Zip _____

Daytime Phone () _____ FAX: () _____ E-mail Address _____

- Yes**, I am willing to serve as a workshop facilitator for Institute workshops, or
 Yes, for Technology Education Workshops only

If your response is yes, you will receive additional information at a later date.

James Madison University (Must register for Institute)

TITLE: AHRD 501 – Standards for Technological Literacy: Systems and Processes

This three graduate credit hour course will prepare teachers to implement standards-based curriculum in technology education courses at the middle and high school levels. In addition to using the Standards for Technological Literacy as the content focus of the course, the new Standards for Student Assessment, Professional Development, and Program Standards will be an integral component of the graduate course. The class will meet concurrently with the Institute. In addition to conference attendance, homework will be given so that teachers apply their standards-based knowledge during the beginning of the school year. Homework assignments will be individualized to meet the experience and level of instruction of each participant. A confirmation packet will be mailed to teachers that register for the graduate course prior to the Institute.

- Yes, I wish to register for the JMU 3 graduate credit hour course.**

Cost: \$525 (includes a \$15.00 JMU processing fee)

AutoCAD 2000 Certification Prep

This two day AutoCAD 2000 certification prep workshop will: 1) help you improve your understanding of the AutoCAD concepts and drawing competencies that will be tested, 2) strengthen your general AutoCAD skills and knowledge, 3) introduce you to the exam format and provide you with useful tips for preparing for and taking the exam, and 4) provide an opportunity to take the actual test for practice as a group. Available for Technology Education and Trade and Industrial Education teachers only.

- Yes, I wish to register for the AutoCAD 2000 Certification Prep.**

Monday, August 4, and Tuesday, August 5, 8:30 a.m. to 4:00 p.m.

Cost: \$250

IC³ Certification (Must register for Institute)

Two, six-hour sessions will provide prescriptive assessments and practice training as well as opportunities to take up to three tests toward IC³ certification. The cost of each session is \$175, which covers training, materials, and testing. Each workshop may be limited to 20 participants. Confirmations with further information will be sent prior to the Institute. *Please register for the IC³ session on one day only—Monday or Tuesday.* Available for Business and Information Technology teachers, Technology Education teachers, and Trade and Industrial Education teachers.

- Monday, August 4, 8:30 a.m. to 4:45 p.m.** **Tuesday, August 5, 8:30 a.m. to 4:45 p.m.**

Provided by Thompson Course Technology

Cost: \$175

Provided by DDC Training Services

Cost: \$175

Virginia Technology Education Association (VTEA) Activities

Monday, August 4, 6:30 p.m. Technology Education Teachers Social Function

Co-Sponsored by Members of the Educational Exhibitors Assoc.—SHIP, Inc.

Cost: \$ 5

I plan to attend: Yes No

Tuesday, August 5, 6:30 p.m.: VTEA Awards and Scholarship Banquet

Cost: \$40

I plan to attend: Yes No

Summary of Registration Fees

Summary of Registration Fees	Amount Enclosed
Institute Registration (\$125, or \$150 after June 13, 2003)	_____
Teachers Social Function (\$5)	_____
VTEA Awards/Scholarship Banquet (\$40)	_____
JMU Graduate Course (\$525)	_____
AutoCAD 2000 Certification (\$250)	_____
IC ³ Registration (\$175)	_____
Total Registration Fees:	_____

Make one payment (check or credit card) and send to:
 Conference Registrar, Outreach Program Development
 Virginia Tech
 Blacksburg, VA 24061-0272
 Phone: (540) 231-5182
 FAX: (540) 231-3306

Method of Payment

Check _____ (Amount)
 Check Payable to: **Treasurer, Virginia Tech CE**

Credit Card:
 VISA
 Master Card
 American Express

Cardholder's Name _____

Credit Card Number _____

Expiration Date _____



Trade and Industrial Education Special Registration

(Note: If completing registration for Trade and Industrial Education, do NOT submit a General Registration Form.)

In addition to the Technical Updates on page 3, Trade and Industrial Education teachers will want to attend many of the Institute's general sessions, as well as

- Program area and curriculum concurrent and focus sessions
- The VATIE Cookout: Monday evening at 6:30 p.m.
- The Trade and Industrial Education Program Update: Tuesday afternoon at 5:15 p.m. to 6:00 p.m.
- The VATIE Awards Banquet: Tuesday evening at 6:00 p.m.

Trade and Industrial Education Sessions/Activities Registration

(Print or Type – Please copy form for additional participants)

If registering for special training sessions and/or VATIE activities, use this form for Institute registration and submit by June 13.

Name _____

Specific Course(s) Taught _____

School Division _____

Name of School, Community College, University, or Workplace _____

Summer Contact Information

Mailing Address _____
(To receive confirmation and further information)

City _____ State _____ Zip _____

Daytime Phone (____) _____ FAX: (____) _____ E-mail Address _____

- Yes**, I am willing to serve as a workshop facilitator for institute workshops, or **Yes**, for Trade & Industrial Education Workshops only
If your response is yes, you will receive additional information at a later date.

Provisional Course – James Madison University (JMU) GPSY 160 “Life Span Human Development” (Must register for Institute)

One of the required courses for new teachers holding a provisional teaching certificate. The class will be conducted the week of August 3-8 in Roanoke plus one follow-up meeting at a date to be announced. The tuition for this course is \$330. JMU also has a \$15 registration fee. The Class is **limited to 50 participants**. Confirmation with further information will be sent prior to the Institute.

Total Cost: \$345

Technical Update Course – Blue Ridge Community College (BRCC) IND 195 “2003 Topics in Industrial Education” (Must register for Institute)

VATIE will arrange for special technical updates in your subject area. The final course description will be determined by who registers for the class. This class may be used by veteran teachers to renew their teaching certificates. The hands-on workshop will be conducted by representatives from Business and Industry. The class will be conducted the week of August 3-8 in Roanoke with one follow-up meeting. The tuition for this course is \$205. Confirmations with directions and further information will be sent prior to the Institute.

Total Cost: \$205

Undergraduate Course – James Madison University (JMU) Title and course number to be determined (Must register for Institute)

VATIE is currently working with JMU to conduct a basic computer course for CTE teachers. It will be designed to serve those instructors with limited computer skills. The course will be conducted the week of August 3-8 in Roanoke plus one follow-up meeting at a date to be announced. The tuition for this course is \$330. JMU also has a \$15 registration fee. The class is **limited to 50 participants**. VATIE will e-mail course details at a later date.

Total Cost: \$345

IC³ Certification (Must register for Institute)

Two, six-hour sessions will provide prescriptive assessments and practice training as well as opportunities to take up to three tests toward IC³ certification. The cost of each session is \$175, which covers training, materials, and testing. Each workshop may be limited to 20 participants. Confirmations with further information will be sent prior to the Institute. *Please register for the IC³ session on one day only—Monday or Tuesday.* Available for Business and Information Technology teachers, Technology Education teachers, and Trade and Industrial Education teachers.

Monday, August 4, 8:30 a.m. to 4:45 p.m.

Provided by Thompson Course Technology Cost: \$175

Tuesday, August 5, 8:30 a.m. to 4:45 p.m.

Provided by DDC Training Services Cost: \$175

AutoCAD 2000 Certification Prep

This two day AutoCAD 2000 certification prep workshop will: 1) help you improve your understanding of the AutoCAD concepts and drawing competencies that will be tested, 2) strengthen your general AutoCAD skills and knowledge, 3) introduce you to the exam format and provide you with useful tips for preparing for and taking the exam, and 4) provide an opportunity to take the actual test for practice as a group. Available for Technology Education and Trade and Industrial Education teachers only.

Yes, I wish to register for the AutoCAD 2000 Certification Prep.

Monday, August 4, and Tuesday, August 5, 8:30 a.m. to 4:00 p.m. Cost: \$250

Virginia Association of Trade and Industrial Educators (VATIE) Activities

Monday, August 4, 6:30 p.m. VATIE Cookout

Cost: \$ 5

I plan to attend: Yes No

Tuesday, August 5, 6:00 p.m.: VATIE Awards Banquet

Co-sponsored by our friends from Business and Industry

Cost: \$45

I plan to attend: Yes No

Summary of Registration Fees

Institute Registration (\$125, or \$150 after June 13, 2003) _____

VATIE Cookout (\$5) _____

VATIE Banquet (\$45) _____

JMU Provisional Course (\$345) _____

BRCC Technical Update (\$205) _____

JMU Undergraduate Course (\$345) _____

IC³ Registration (\$175) _____

AutoCAD 2000 Certification (\$250) _____

Total Registration Fees:

Make one payment (check or credit card) and send to:

Conference Registrar, Outreach Program Development

Virginia Tech, Blacksburg, VA 24061-027

Phone: (540) 231-5182 FAX: (540) 231-3306

Amount Enclosed

Method of Payment

Check _____ (Amount)

Check Payable to: **Treasurer, Virginia Tech CE**

Credit Card:

VISA

Master Card

American Express

Cardholder's Name _____

Credit Card Number _____

Expiration Date _____



Registration for Post-Institute Training Workshop Information Technology Fundamentals (6670)

NOTE: This training is required for any teacher offering the course for the first time.

Required training for new teachers of the Information Technology Fundamentals course (Business & Information Technology, Technology Education, and Trade & Industrial Education teachers) will be held immediately following the Institute on Wednesday afternoon, August 6 (1 – 5 p.m.); Thursday, August 7 (8 a.m. – 5 p.m.), and Friday, August 8, (8 a.m. – 11:30 a.m.). It will be held in the Roanoke Higher Education Center directly behind the Hotel Roanoke—a room will be assigned later. More details on the training will be sent to those persons who are eligible to register. The registration deadline is June 13 (send this registration directly to Anne Rowe at the address shown below). The Department of Education will offer the training and meals associated with the training at no charge. Dinner on Wednesday and Thursday nights and lunch on Friday are on your own. You must provide your own travel.

Lodging. Participants must pay for their lodging. The Hotel Roanoke is holding additional rooms at the state rate for persons staying for training. You must extend your lodging or make reservations if you are not attending the Institute. If you are staying at another hotel in Roanoke, you have the option of moving to the Hotel Roanoke (must make your own reservation) or extending your stay at the state rate if it is one of the participating hotels listed in the Institute announcement. Please identify yourself as a participant in the post-Institute training session sponsored by the Department of Education when you request state rates for August 6 and 7.

Eligibility. To be eligible to teach the course and attend this training, the following requirements must be met:

- ◆ Must be endorsed in one of the following areas: 6000, 6500, 6600, 6610, 6900, 7200, 8490, 3000, or 3010. (Basically that means Business and IT teachers, Technology Education teachers, selected Trade & Industrial Education teachers, and Computer Science teachers.)
- ◆ Must participate in a three-day training course sponsored by the Virginia Department of Education, Office of Career and Technical Education Services (August 6 – 8, for 2003).
- ◆ Must have demonstrated experience/expertise in one or more areas of Information Technology (IT) or Computer Science. Areas of experience/expertise might include the following:
 - ◇ Computer Systems Technology (Computer hardware—maintaining, upgrading, and troubleshooting computers)
 - ◇ Network Systems
 - ◇ Computer Programming
 - ◇ Web Design
 - ◇ Graphics and Interactive Media

Reply Form for Information Technology Fundamentals Post-Institute Training

Name _____

School Division _____

Name of School, Community College, University, or Workplace _____

Summer Contact Information

Mailing Address _____

(To receive confirmation and further information)

City _____ State _____ Zip _____

Daytime Phone () _____ FAX: () _____ E-mail Address _____

Teacher Endorsement: Business and Information Technology Technology Education
 Trade and Industrial Education Computer Science

Approved to offer/teach the Information Technology Fundamentals course? 2003-04 2004-05
(Teachers for 2003-04 school year will have first preference for acceptance if registration exceeds workstations available).

Please return this form by June 13 directly to **Anne Rowe, Program Specialist, Business and Information Technology, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.** Questions may be referred to Anne Rowe at 804-225-2838 or arowe@pen.k12.va.us.



Special Registration for Marketing Education Tours

Registration for Tours

(Print or Type – Please copy form for additional participants)

• • • **Must be submitted with the applicable Institute Registration Form by June 13** • • •

Name _____

Specific Course(s) Taught _____

School Division _____

Name of School _____

OR

Community College or University or Workplace

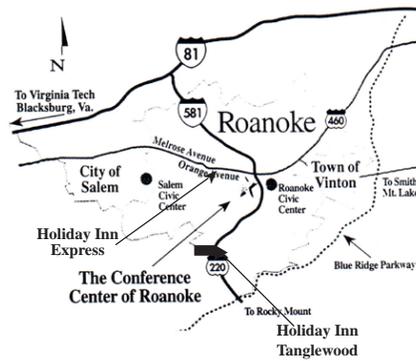
Check only one:

_____ **Bonomo's in Blacksburg Tour**
Limited to teachers of Apparel and Accessories Marketing and Fashion Design Occupations

Come see a fall fashion show and learn about Bonomo's, a successful women's dress business for more than 30 years. Learn firsthand how this business was started and the marketing practices that have made it a success story in the New River Valley. Meet a young entrepreneur who has started a very popular yarn and craft shop. A surprise awaits the attendees at the end of this tour!

_____ **Roanoke Times Tour**
Marketing teachers given first preference

See the inside operation of the *Roanoke Times*, southwestern Virginia's largest newspaper. Explore the newspaper's emergence into the Internet Age and learn about advertising practices that are applicable to Marketing curricula. You won't want to miss this opportunity!



Hotel Roanoke & Conference Center

110 Shenandoah Avenue (540) 985-5900

- **From North or South I-81:** Exit 143 (I-581 South) to Exit 5; bear right onto Wells Avenue. Parking straight ahead
- **From 220 North:** 220 North becomes I-581 North. Take Exit 4E to Route 460 (Orange Avenue); go right on Williamson Road then right on Wells Avenue. Parking straight ahead
- **From Lynchburg 460 West:** 460 West becomes Orange Avenue. Turn left on Williamson Road; right on Wells Avenue. Parking straight ahead SEE MAP AT LEFT.

Holiday Inn Express

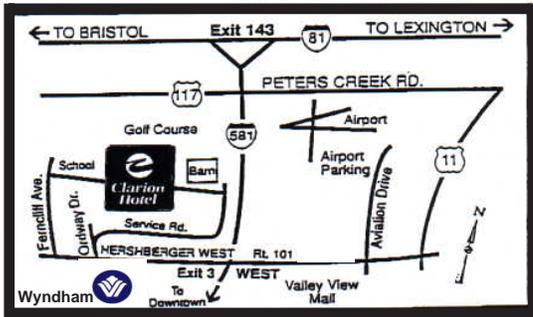
815 Gainsboro Road (540) 982-0100

- **From I-581:** Take Orange Avenue Exit 4W west (US Route 460W). Turn left onto Gainsboro Road. Hotel is on the left. SEE MAP AT LEFT.

Holiday Inn Hotel Tanglewood

4468 Starkey Road (540) 774-4400

- **From I-81:** Exit 143 onto I-581 South. I-581 South runs into Route 220; Exit at Franklin Road/Salem. Exit onto Route 419 North. Go to the 5th stop light, turn right onto Starkey Road. Tanglewood is on the right (behind Blockbuster Videos).
- **From Route 220:** Take Route 220 North to the Franklin Road/Salem Exit. At exit light, turn left on Route 419 North; go to the 5th stop light, and turn right onto Starkey Road. The Holiday Inn Tanglewood is on the right (behind Blockbuster Videos). SEE MAP ABOVE.



Holiday Inn Airport

6626 Thirlane Road (540) 366-8861

- **From North or South I-81:** Take Exit 143 to I-581 South (Exit 2S Peters Creek Road). Turn right on Thirlane Road.

Hampton Inn Airport

6621 Thirlane Road NW (540) 265-2600

- **From North or South I-81:** Take Exit 143 to I-581 South (Exit 2S Peters Creek Road). Turn right on Thirlane Road.

Clarion Hotel Roanoke Airport

2727 Ferndale Drive (540) 362-4500

- **From I-81 North or South:** Take Exit 143 onto I-581 South.
- **From Highway 460:** Follow signs to I-581 North.
- **From Highway 220:** 220 Becomes I-581 North.
- **From I-581:** Take Exit 3W (Hershberger Road or 101 West); at first light, turn right onto Ordway Drive; take an immediate right onto Service Road. Continue on Service Road 1/4 mile; turn left into hotel parking lot. SEE MAP ABOVE.

Courtyard by Marriott

3301 Ordway Drive (540) 563-5002

- **From I-81 North or South:** Take Exit 143 onto I-581 South. Take Exit 3W (Hershberger Road or 101 West). At the first light, turn right on Ordway Drive.

Wyndham Roanoke Airport

2801 Hershberger Road (540) 563-9300

- **From I-81 North or South:** Take Exit 143 onto I-581 South. On I-581, take Exit 3W (Hershberger Road); turn right (U-turn) at the first light and you should see sign for the Wyndham Roanoke Airport. The hotel entrance is on your left. SEE MAP ABOVE.

Roanoke Higher Education Center

The Roanoke Higher Education Center is housed in the renovated Norfolk & Western Railroad building at 108 North Jefferson Street, next to the Hotel Roanoke.

- **From 581 heading south,** take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Turn left onto Jefferson St. RHEC is the second building on the right.
- **From 220/581 heading North,** take Exit 4E, turn right onto Williamson Road. Proceed south to Wells Ave. and turn right on Wells. Pass the Hotel Roanoke on your left. Turn left onto Jefferson St. RHEC is the second building on the right.

