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TO: Local Directors of Career and Technology Education

FROM: Katharine M. Oliver 
Assistant State Superintendent
Career and College Readiness

SUBJECT: 2011 State Career Technology Student Organization Advisor Training

DATE: August 29, 2011

The Maryland State Department of Education's (MSDE) Division of Career and College Readiness is pleased to offer State Career Technology Student Organization (CTSO) Advisor Training on **September 21, 2011**. This one-day workshop will be held at the Hilton Pikesville, from 8:00 a.m. – 3:30 p.m. Please see the enclosed materials including a tentative agenda and directions.

There is no registration fee and MSDE will provide meals and double-occupancy hotel accommodations for individuals residing more than 50 miles from the hotel. Please complete the registration form for CTSO Advisors from your local school district, **no later than September 12, 2011**.

The CTSO Advisor Training will focus on program alignment to CTSOs, successful chapter management, preparing students for competition and strengthening business partnerships. Special sessions will be available for new advisors.

Space is limited and registrations will be accepted based on the enclosed Space Allotment by School System list. **Registration forms must be signed by the CTE Director**. An electronic signature may be used if sending the registration form by email. If you have any questions or need additional information, please contact Pat Mikos, Program Manager, at 410-767-0186 or pmikos@msde.state.md.us.

Thank you for your continued support of CTSOs in Maryland.

Enclosures: Tentative Agenda
Registration Form
Directions to Hilton Pikesville
Space Allotment by School System