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TO: Local Directors of Career Technology Education

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

SUBJECT: Business, Management, and Finance Professional Development
Career and Technology Education (CTE) Programs of Study

DATE: September 17, 2012

The Maryland State Department of Education in cooperation with University of Maryland Eastern Shore (UMES) is hosting a one-day workshop for teachers on **October 19, 2012**. The workshop will be held at the Baltimore Museum of Industry (BMI), at 1415 Key Highway South, Baltimore MD 21230. Please see the attached directions. The workshop will begin at 9:00 am and conclude by 3:00 pm. There is no registration fee.

The professional development session will provide updates and discussions about the Business Management, and Finance (BMF) Career Cluster, a review of UMES Program Affiliate resources, the new Capstone Course Guide, and curriculum alignment to the CLEP exams and industry certification. Keith Henry, Sr. Assessment Manager for CLEP and ACCUPLACER, from The College Board will provide information on CLEP assessments and review of on-line CLEP resources.

Please use the attached registration form for this professional development activity. To assist us in preparing materials for this session, please indicate the career pathway program courses you teach on the registration sheet. Registration forms are due no later than **October 15, 2012**.

Attachments: Registration Form
Draft Agenda
Directions to BMF Workshop

cc: Business Education Supervisors
CTE Staff