



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Philip C. Cleveland, Ed.D.  
Interim State Superintendent  
of Education

May 16, 2016

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**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Philip C. Cleveland *PCC*  
Interim State Superintendent of Education

**SUBJECT:** New Administrators' Academy

The *Alabama Administrative Code*, 290-6-1-.07 (b), requires that new career and technical education administrators attend the New Administrators' Academy within the first 12 months of being appointed. The Alabama State Department of Education (ALSDE), Office of Career and Technical Education (CTE)/Workforce Development, provides the opportunity for career and technical education administrators to meet this requirement by attending the New Administrators' Academy for 2016-2017. In order to meet the requirements for a professional learning unit (PLU), CTE administrators must attend a minimum of four (4) of the six (6) professional development activities provided.

To register for the New Administrators' Academy, log on to the ALSDE STI Professional Development site by using the following link: <https://pdweb.alsde.edu/pdweb/>. The PD Title Number is PLUACLD130. If further information is needed, you may contact Dr. Mary Simon, Education Administrator, at 334-353-0350 or [msimon@alsde.edu](mailto:msimon@alsde.edu).

PCC/MS/SF

cc: City and County Career and Technical Education Administrators

**FY16-4006**