(District Letterhead)

(Date)

Dear (Advisory Committee Member),

One of the final steps in the Application for *Vocational Technical Education New Program Approval—Massachusetts General Law Chapter 74* is the Chapter 74 VTE Proposed Program Onsite Visit. For this onsite visit, the Massachusetts Department of Elementary and Secondary Education must schedule the entire Program Advisory Committee (PAC) to meet with staff from the Department’s Office for College, Career, and Technical Education (OCCTE). As agreed upon with the Program Advisory Committee, the date for the Chapter 74 Vocational Technical Education Proposed Program Onsite Visit will be [insert day and date] at [insert time]. Thank you for agreeing to meet. The Program Advisory Committee is critical to the program, and your active membership on this committee is important.

During the onsite meeting/review, staff from the Office for College, Career, and Technical Education will discuss the proposed program with the PAC. The Chapter 74 Program Onsite Comment Document for Program Advisory Committee identifies topics and essential questions for this meeting. Please review the chart and come prepared to discuss these points. I encourage you to also share any additional information that will provide OCCTE staff with a deeper understanding of the program and its value to the students, school, and community.

If you have not done so already, please also review the Career/Vocational Technical Education Advisory Committee Guide (<https://www.doe.mass.edu/ccte/cvte/advisory.html>).

In addition, the Massachusetts Department of Elementary and Secondary Education staff will conduct a safety review of the facilities and equipment. Program Advisory Committee members are not required to be present for the safety review of facilities and equipment but are welcome to participate should you desire.

Please contact me if you have any questions. I look forward to seeing you on [insert date].

Sincerely,

[insert name]

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