2025 Spring Meeting: Sample Justification Letter

Dear <Supervisor’s Name>,

I am requesting to attend the Advance CTE 2025 Spring Meeting April 23-25, 2025 in Oxon Hill, Maryland. Advance CTE is the national [non-profit organization](https://careertech.org/) that has supported state Career Technical Education (CTE) professionals for over a century through professional development, technical assistance, and federal advocacy for CTE funding. The Advance CTE 2025 Spring Meeting is the premier and one of the few offered national events catered specifically to the content and skillbuilding needs of state-level CTE leaders.

At this event I will:

* Connect with professionals in my role from across the country, as well as education, industry, and workforce experts with 50-state knowledge on the latest CTE trends and needs;
* Learn from other state leaders promising practices and lessons learned from early implementation of the newly modernized [The National Career Clusters® Framework](https://careertech.org/career-clusters/)
* Receive guidance on maximizing elements of the Carl D. Perkins Career and Technical Education Act, including state plan and local needs assessment and application.
* Acquire insights from federal representatives on leveraging CTE to connect new and existing federal initiatives, policies, and funding.
* Gain in-depth analysis on new CTE research and resources, including credentials of value, recruitment and messaging of CTE, work-based learning, data, and more.

The conference fee is $<your registration rate here>. Registration includes all educational sessions and keynote addresses during the conference, three meals and a reception, and access to representatives from secondary, postsecondary, and workforce CTE teams from across the country, education and workforce vendors, national CTE experts, and federal representatives connected to CTE. A preliminary agenda is enclosed.

Here is the breakdown of conference costs:

Airfare: <$xxx>

Transportation: <$xxx>

Hotel: <$xxx>

Meals: <$xxx>

Conference Fee: $XXX

Total: <$xxx>

My attendance at this event would bring valuable knowledge and connections back to our state to create a more cohesive, accessible Career Technical Education system for our learners and workforce. Thank you for your consideration.

Sincerely,

<Your Name here>