



**FALL 2018 CANDIDATE ACADEMY PART 2 – ACCREDITATION PREP**  
**November 6 - 9, 2018**  
**Schedule of Required Workshops**

**TUESDAY, November 6**

4:00 – 5:00 pm	EARLY CONFERENCE CHECK IN	
5:00 – 6:00 pm	Orientation and Homework Review Dr. Alex Wittig, Council on Occupational Education, GA	

**WEDNESDAY, November 7**

7:30 - 8:30 am	CONFERENCE CHECK IN	
7:30 – 8:30 am	Continental Breakfast	
8:30 – 9:30 am	COE FIRST GENERAL SESSION	
9:30 – 10:00 am	Beverage Break	
10:00 – 12:00 noon	Advisory Committees, Written Plans, and Substantive Changes  Barbara Ison, Letcher County Area Technical Center (Retired), KY	
12:00 noon - 1:30 pm	Lunch (on your own)	
1:30 – 3:30 pm	How to Host a Visiting Team/Preparing Exhibits for the Visit  Barbara Ison, Letcher County Area Technical Center (Retired), KY	
3:00 – 3:30 pm	Beverage Break	
6:30 – 8:00 pm	COE RECEPTION	

***\*\*\*Please note that participants must attend all sessions as required to receive a certificate of completion. Keep this in mind when making travel arrangements.***

<b>THURSDAY, November 8</b>		
<b>7:30 - 8:30 am</b>	<b>Continental Breakfast</b>	
<b>8:30 – 9:30 am</b>	<b>COE SECOND GENERAL SESSION</b>	
<b>9:30 – 10:00 am</b>	<b>Beverage Break</b>	
<b>10:00 – 12:00 noon</b>	<p><b>The Annual Report*</b></p> <p>The basics of the reporting process are covered in this session including an introduction to the software used for reporting.</p> <p><b>Cindy Sheldon, Council on Occupational Education, GA</b>  <b>Kay Smarr, Council on Occupational Education, GA</b></p>	
<b>12:00 – 1:30 pm</b>	<b>Lunch (on your own)</b>	
<b>1:30 – 3:30 pm</b>	<p><b>The Self-Study for Beginners</b></p> <p><b>Dr. Alex Wittig, Council on Occupational Education, GA</b></p>	

\*Certificate of Attendance Workshop

<b>FRIDAY, November 9</b>		
<b>7:30 - 8:30 am</b>	<b>Continental Breakfast</b>	
<b>8:30 – 10:00 am</b>	<p><b>COE THIRD GENERAL SESSION and BUSINESS MEETING</b></p> <p><b>Speaker: Dr. Gary Puckett, COE Executive Director</b></p>	
<b>10:00 – 10:30 am</b>	<b>Beverage Break</b>	
<b>10:30 am – 12:30 pm</b>	<p><b>The Annual Report Pt. 2*: Reporting Student Achievement Data (CPL)</b>  <b>(For Public, Non-Public and Registered Apprenticeships only)</b></p> <p>This presentation covers the section of the annual report dealing with reporting student achievement data for each program. Providing accurate data consistent with the Council's definitions is critical for the benefit of all institutions completing this section.</p> <p><b>Cindy Sheldon, Council on Occupational Education, GA</b>  <b>Kay Smarr, Council on Occupational Education, GA</b></p>	

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