

Education Career Partnership 2009-2010 Timeline Checklist

_____	March/April	CTAE director attends one of the Regional CTAE Administrator Technical Assistance Workshop FY10 Local Plan and Grant Applications
_____	April 29	CTAE director participates in Elluminate session for Annual Report training
_____	May 15	CTAE Director submits 2010 ECP grant and upload second part of ECP grant as part of the Consolidated Application
_____	June 30	ECP 2009 Annual Report submitted from CTAE Director
_____	July 19-22	ECP Representative and CTAE Director attend GACTE Conference in Atlanta
_____	July-Sept.	ECP Representative conducting some of the ECP Best Practices at the local level
_____	Sept.30-Oct. 3	National Career Pathway Network conference in Atlanta
_____	Oct. 1-31	ECP Representative conducting Work Ready Week Month activities at the local level
_____	October 21	Elluminate session for ECP Representative on Mid-Year Report training
_____	Oct./Dec.	ECP Representative conducting some of the ECP Best Practices at the local level
_____	Nov./Dec.	ECP Representative begins collecting data for Mid-Year Report and Mid-Year ECP Report
_____	Dec. 31	ECP Representative completes and submits ECP Midyear Evaluation and Report
_____	Jan./March	ECP Representative conducting some of the ECP Best Practices at the local level
_____	February	CTAE Director attends Winter CTAE Leadership Conference
_____	March/April	CTAE Director attends one of the Regional CTAE Administrator Technical Assistance Workshop FY11 Local Plan and Grant Applications
_____	April 21	ECP Representative should participate in Elluminate session for Annual Report and ECP Evaluation training
_____	April/June	ECP Representative conducting some of the ECP Best Practices at the local level
_____	April/May	ECP Representative begins collecting data for Annual Report and ECP Evaluation
_____	May 15	CTAE Director submits 2011 ECP grant to state department
_____	June 30	CTAE Director or ECP Representative submits ECP 2010 Annual Report and Evaluation

**Monthly ECP Elluminate training sessions will be conducted at 9:30-10:15 a.m. on the third Wednesday of each month starting in August. Every ECP Representative should participate in these events.