### Schedule for Getting ECE Certification Completed

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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| August/September | • Attend Industry Certification Workshop  
• Set up folders  
• Organize lab participation to meet lab requirements for ECE I, II, III  
• Begin FCCLA plans/activities for the year  
• Attend FCCLA DISCOVER Training  
• Attend FCCLA Fall Conference  
• Visit GECEF.org website for assistance  
• Begin follow-up of students |
| October     | • Assess equipment/supply needs; prioritize to spend grant monies efficiently and effectively* Pre-visit by M. Staples during October, November, December;  
• Prior to visit, have folders set up, and at least one piece of documentation in folder for each Standard  
• Add documentation to folders  
• Get purchase orders ready; order equipment/supplies  
• Attend Fall FCCLA Rally  
• Study for test  
• Have Advisory Committee Meeting  
• Begin planning for FCCLA STAR Events |
| November   | • Add documentation to folders  
• Pre-visit by M. Staples during November, December;  
• Prior to visit, have folders set up, and at least one piece of documentation in folder for each Standard  
• Decide with M. Staples dates for team visit  
• Send M. Staples IC Team Visit Agenda  
• Study for test  
• Continue work on follow-up of students  
• Spend grant money |
| December   | • Gather and add documentation to folders  
• Pre-visit by M. Staples during December; all pre-visits should be completed by December  
• Prior to visit, have folders set up, and at least one piece of documentation in folder for each Standard  
• Solicit help from advisory committee/administration/school counselors  
  Schedule Team Visit with M. Staples  
• Attend follow-up workshop if needed |
<table>
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| January | • Attend GATFACS Winter Conference  
          • Take ECE Test; must pass ECE test before Team Visit; cost of test-$100 per administration  
          • Add documentation  
          • Additional visit by M. Staples if needed |
| February| • Ask CTAE Administrator and Advisory Committee members go through files and add suggest  
          • Make suggested changes in documentation  
          • Additional visit by M. Staples if needed  
          • Schedule retake of test if needed  
          • Participate in FCCLA Events  
          • Begin Team Visits  
          • Team Visits  
          o Three members on team from business and industry, school personnel etc.; also, at team visit is: FACS Program Specialist, M. Staples  
          o Grant monies can be used to pay: $300 stipend per team member plus travel  
          o Reserve a minimum of $1000 to pay for team expenses.  
          o System provides and pays for breakfast for advisory committee, administrators, team members etc.; working lunch is provided for team members, FACS personnel etc.  
          • Spend remaining grant money  
          • Attend FCCLA Region STAR Events |
| March   | • Team Visits continue  
          • Correct documentation, if requested, from team visit and send to M. Staples by May 1 |
| April   | • Additional visit by M. Staples if needed  
          • Continue team visit through April 15  
          • Correct documentation, if requested, from team visit and send to M. Staples by May 1 |
| May     |       |
| June    | • Take pictures with banner and send to M. Staples and V. Rundbaken for recognition program |
| July    | • Attend GACTE |
| August  |       |
| September |     |