

Schedule for Getting ECE Certification Completed

August/September	<ul style="list-style-type: none"> • 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 WEB site for assistance • Begin follow-up of students
October	<ul style="list-style-type: none"> • Assess equipment/supply needs; prioritize to spend grant monies efficiently and effectively* • 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	<ul style="list-style-type: none"> • Add documentation to folders • Send M. Staples dates for team visit and IC Team Visit Agenda • Study for test • Continue work on follow-up of students • Spend grant money
December	<ul style="list-style-type: none"> • Gather and add documentation to folders • Solicit help from Advisory Committee
January	<ul style="list-style-type: none"> • Attend GATFACSE Winter Conference • Take ECE Test • Schedule pre visit with M. Staples • Add documentation
February	<ul style="list-style-type: none"> • Ask CTAE Administrator and Advisory Committee members go through files and

	add suggestions; <ul style="list-style-type: none"> • Pre visit by M. Staples • Schedule retake of test if needed • Attend FCCLA STAR Events
March	<ul style="list-style-type: none"> • Add suggested documentation from reviews by administrator/advisory committee members • Team visits • Ensure all grant money has been spent • Attend FCCLA State Conference
April	<ul style="list-style-type: none"> • Work on additional documentation if requested by visiting team
May	<ul style="list-style-type: none"> • Send additional documentation,if needed. to M. Staples by May 1st
June	Rest
July	<ul style="list-style-type: none"> • Attend GACTE for Recognition

*Save \$800-\$1,000 if needed to fund team when they visit.