

Appendix B

Child Development Training Consortium 2018-2019 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Online Student Profiles and Transmittal Summary and Detail Sheets AND Professional Development Profile (if submitted hard copy)	Summer/Fall '18: October 12, 2018 Winter/Spring '19: March 8, 2019 (Preferred) Postmarked no later than June 1, 2019
Student Evaluations (Composite generated online)	Summer/Fall '18: February 8, 2019 Winter/Spring '19: June 30, 2019
2018-2019 Program Budget (SUBMIT ONLINE)	October 12, 2018
Student Eligibility and Payment Policies	December 14, 2018
Coordinator Invoice	Summer/Fall '18: February 8, 2019 Winter/Spring '19: June 3, 2019
Child Development Instructional Staff Profiles and Master List (UPDATE ONLINE)	March 8, 2019
Course Offering Matrix of Child Development and CDTC Funded Courses (UPDATE ONLINE)	Submit prior to each semester after course schedule is established at campus (Ex. Enter Spring '19 courses in September/October '18; Enter Fall '19 courses in April/May '19)
2019-2020 Contractor Information for Implementation of the CDTC Program	June 3, 2019
Year-End Program and Final Expenditure Narrative (Survey Monkey)	June 30, 2019
Final Expenditure Report (SUBMIT ONLINE)	June 30, 2019
Advisory Committee Meeting Documents	June 30, 2019