

Workplace Specialist I Training Calendar 2019-2020

Live Meeting Day at Assigned Remote Site
Monday, August 19, 2018—5:00 p.m. – 8:00 p.m. Local Time

Note: Please attend the remote site that you selected when you filled out your registration form for the training. Addresses for the remote sites can be found by visiting <http://www.workplacespecialists.com> and clicking on the *registered teachers* button and then clicking on the *remote site assignments* button.

Unit #	Tentative Dates	Days/Hours	Site Location	Topic	Due
Unit 1	The recommended Unit 1 start date is Monday, August 19, 2019	Asynchronous	Online	Classroom Management	The recommended Unit 1 completion date is Sunday, September 1, 2019 @ 11:00 P.M.
Unit 2	The recommended Unit 2 start date is Monday, September 2, 2019	Asynchronous	Online	Safety Procedures	The recommended Unit 2 completion date is Sunday, September 15, 2019 @ 11:00 P.M.

Live Meeting Day, Marriott East Hotel

Thursday, September 19, 2019—9:00 a.m. – 5:00 p.m. – optional

Friday, September 20, 2019—9:00 a.m. – 5:00 p.m. – mandatory

Saturday, September 21, 2019—8:00 a.m. – 1:00 p.m. – mandatory

Indiana Statewide Professional Development Conference Information

Attendance for Friday and Saturday of the Indiana Statewide CTE Professional Development Conference is required and mandatory for all Workplace Specialist I teachers, but not for mentors. Attendance at the Thursday New and Newer Teacher Workshop is strongly encouraged but not required. The dates for this conference can be found by visiting <http://indianaacte.org/conference/> Registration for the conference can be completed online at this website. Contact the Executive Director of Indiana-ACTE with any questions at Director@IndianaACTE.org

Directions for registrations: **CLICK** on <http://indianaacte.org/conference/> first:

Scroll down to **REGISTER ONLINE** in the Black Box to the right. Click on this box: (you will be taken to the site of ACTE) If you have an account use your information if not **CREATE A NEW ACCOUNT**. It will ask you for your **USERNAME** (use your full name) and then request you create a password that needs to be a least 6 characters long. Keep your Username (your name) and Password to be used in the future. It will also ask you if you want to save your password, so you do not have to reenter each time you enter the site.

In the lower left corner of the screen click on **PROCEED**. Your screen now says **REGISTRATION-** enter your name and your email that you use along with the current information it asks you to supply. Those lines with a (*) are all that need to be filled in. The others are optional. Go to the bottom and click on **NEXT STEP**.

You are now at **Conference Registration**: You will need to make one of two choices:

1-If going to the **IN ACTE Conference only** (click on the box). This will register you for the Friday & Saturday Conference. **Attendance for Friday and Saturday of the Indiana Statewide CTE Professional Development Conference is required and mandatory for all Workplace Specialist I teachers, but not for mentors.**

2-If you are attending **BOTH** our outstanding **New Teacher Summit and IN ACTE Conference** (click each box) (this will get you registered for Thursday New Teacher Summit and Friday & Saturday of the Conference.)

Attendance at the Thursday New and Newer Teacher Workshop is strongly encouraged but not required It currently will show you the cost is \$275.00 for both but as you continue to the end of the registration process you will be given a code to comp your IACTE annual membership for your first year. You will not be charged.

Under **DEMOGRAPHICS** you can check if you belong to an affiliate. It is doubtful that you do as a new teacher so click **SELECT ONE...** (place the pointer, cursor on the **SELECT ONE...** and there will be a drop-down menu to get to the **NONE OF THE ABOVE...** tab. Click on it.

Now go to **NEXT STEP**. It will provide you with a summary of personal information, registration cost and affiliation, if you chose one, otherwise it will say None of the Above.

Go to **PROCEED TO CHECKOUT** click on it: At the bottom there are **FOUR** choices.

Select **PROMOTION CODE**. Enter code **WS12019**. The cost will refigure, and you will see where the \$50.00 IACTE annual membership has been comped for you.

Now click on **COMPLETE TRANSACTION** ENTER ALL OF YOUR CREDIT CARD INFORMATION. At the bottom it has a box saying **SUBMIT PAYMENT. CLICK IT AND YOU HAVE BEEN REGISTERED.**

Once you have registered your selection of New & New Teacher on Thursday and /or IACTE 2019 Conference Friday & Saturday you will need to select your Hotel Reservations.

Hotel Reservations:

Book your hotel room online! Room rates are \$129 per night + taxes and fees. Reserve your room today at <https://book.passkey.com/event/49810849/owner/49581863/home> This link takes you to Marriott East. If you have problems their reservation number is 317-352-1231. You need to tell them you are with the IACTE Conference to get the \$129.00 room rate.

Substitute Teacher Reimbursement: If your school hires a substitute teacher for you to attend the Indiana Statewide CTE Professional Development Conference and/or The New and Newer Teacher Workshop, your school can be reimbursed for such costs. You will receive the appropriate reimbursement request form when you submit your completed evaluation form to the registration desk at the end of the conference. It is your responsibility to obtain and complete the form. Only requests that are submitted within the deadline will be honored. Some schools will hold the teacher responsible for reimbursement if the form is not completed within the deadline.

Unit 3	The recommended Unit 3 start date is Monday, September 16, 2019	Asynchronous	Online	Special Education	The recommended Unit 3 completion date is Sunday, September 29, 2019 @ 11:00 P.M.
TABE	TABE: The first recommended TABE evidence upload date is on or before Sunday, October 13, 2019 @ 11:00 p.m. Note that Workplace Specialist I teachers must earn a proficient scale score on all three TABE exams: (1) Reading – 710 or higher; (2) Mathematics – 730 or higher; and (3) Language – 717 or higher. The specific version for all three TABE exams must be either Form 11 – Level A or Form 12 – Level A Complete Battery. Workplace Specialist I teachers will complete these TABE exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers are encouraged to seek remediation via their career center and/or adult education in areas of deficiency before future TABE exam attempts.				
Unit 4	The recommended Unit 4 start date is Monday, September 30, 2019	Asynchronous	Online	Standards-Based Objectives	The recommended Unit 4 completion date is Sunday, October 13, 2019 @ 11:00 P.M.
Unit 5	The recommended Unit 5 start date is Monday, October 14, 2019	Asynchronous	Online	Assessment	The recommended Unit 5 completion date is Sunday, October 27, 2019 @ 11:00 P.M.

Unit 6	The recommended Unit 6 start date is Monday, October 28, 2019	Asynchronous	Online	Lesson Planning	The recommended Unit 6 completion date is Sunday, November 10, 2019 @ 11:00 P.M.
<p>Mentor Observation #1 (of 3)</p> <p>Start Monday, November 4, 2019 Due Monday, November 18, 2019</p> <p>Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting http://www.workplacespecialists.com and clicking on the <i>mentors</i> button.</p>					
Unit 7	The recommended Unit 7 start date is Monday, November 11, 2019	Asynchronous	Online	Lesson Planning Follow-Up	The recommended Unit 7 completion date is Sunday, November 24, 2019 @ 11:00 P.M.
TABE	<p>TABE: If needed, the recommended second TABE evidence upload date is on or before Sunday, December 8, 2019 @ 11:00 p.m. Note that Workplace Specialist I teachers must earn a proficient scale score on all three TABE exams: (1) Reading – 710 or higher; (2) Mathematics – 730 or higher; and (3) Language – 717 or higher. The specific version for all three TABE exams must be either Form 11 – Level A or Form 12 – Level A Complete Battery. Workplace Specialist I teachers will complete these TABE exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers are encouraged to seek remediation via their career center and/or adult education in areas of deficiency before future TABE exam attempts.</p>				
<p>Mentor Observation #2 (of 3)</p> <p>Start Monday, November 18, 2019 Due Monday, February 3, 2020</p> <p>Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting http://www.workplacespecialists.com and clicking on the <i>mentors</i> button.</p>					
Unit 8	The recommended Unit 8 start date is Monday, January 13, 2020	Asynchronous	Online	State and National Career Pathways	The recommended Unit 8 completion date is Sunday, January 26, 2020 @ 11:00 P.M.

Mentor Observation #3 (of 3)**Start Monday, February 3, 2020****Due Monday, March 30, 2020**

Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting <http://www.workplacespecialists.com> and clicking on the *mentors* button.

Unit 9	The recommended Unit 9 start date is Monday, January 27, 2020	Asynchronous	Online	Integrating Academics	The recommended Unit 9 completion date is Sunday, February 9, 2020 @ 11:00 P.M.
Unit 10	The recommended Unit 10 start date is Monday, February 10, 2020	Asynchronous	Online	Instructional Materials and Resources	The recommended Unit 10 completion date is Sunday, February 23, 2020 @ 11:00 P.M.
Unit 11	The recommended Unit 11 start date is Monday, February 24, 2020	Asynchronous	Online	Advisory Committee	The recommended Unit 11 completion date is Sunday, March 8, 2020 @ 11:00 P.M.
Unit 12	The recommended Unit 12 start date is Monday, March 9, 2020	Asynchronous	Online	Career and Technical Student Organizations (CTSOs)	The recommended Unit 12 completion date is Sunday, March 22, 2020 @ 11:00 P.M.
Unit 13	The recommended Unit 13 start date is Monday, March 23, 2020	Asynchronous	Online	Professional Development Plan	The recommended Unit 13 completion date is Sunday, April 5, 2020 @ 11:00 P.M.

TABE

TABE: If needed, the recommended third **TABE** evidence upload date is on or before **Sunday, April 5, 2020 @ 11:00 p.m.** Note that Workplace Specialist I teachers must earn a proficient scale score on all three **TABE** exams: (1) Reading – 710 or higher; (2) Mathematics – 730 or higher; and (3) Language – 717 or higher. The specific version for all three **TABE** exams must be either Form 11 – Level A or Form 12 – Level A Complete Battery. Workplace Specialist I teachers will complete these **TABE** exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers are encouraged to seek remediation via their career center and/or adult education in areas of deficiency before future **TABE** exam attempts.

Unit 14	The recommended Unit 14 start date Monday, April 6, 2020	Asynchronous	Online	Reflection	The recommended Unit 14 completion date is Sunday, April 19, 2020 @ 11:00 P.M.
TABE	<p>TABE: If needed, the recommended fourth and final TABE evidence upload date is on or before Sunday, April 19, 2020 @ 11:00 p.m. Note that Workplace Specialist I teachers must earn a proficient scale score on all three TABE exams: (1) Reading – 710 or higher; (2) Mathematics – 730 or higher; and (3) Language – 717 or higher. The specific version for all three TABE exams must be either Form 11 – Level A or Form 12 – Level A Complete Battery. Workplace Specialist I teachers will complete these TABE exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers who are still deficient in one or more areas after multiple TABE exam attempts, must complete an approved university course in each area of deficiency and earn a B or higher. More information about university courses used to satisfy TABE exam requirements are found at this link: https://www.doe.in.gov/licensing/workplace-specialist</p>				