

Appendix B

Child Development Training Consortium 2015-2016 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 '15: Second Friday of October Winter/Spring '16: Second Friday of March
Student Evaluations (Composite generated online)	Summer/Fall '15: Second Friday of February Winter/Spring '16: Last Friday of June
2015-2016 Program Budget (SUBMIT ONLINE)	Second Friday of October
Student Eligibility and Payment Policies	Second Friday of December
Advisory Committee Meeting Documents	Fall '15: Second Friday of February Spring '16: Last Friday of June
Coordinator Invoice	Summer/Fall '15: Second Friday of February Winter/Spring '16: First Friday of June
Child Development Instructional Staff Profiles and Master List (UPDATE ONLINE)	Second Friday of March
Course Offering Matrix of Child Development and CDTC Funded Courses (UPDATE ONLINE)	Submit prior to each semester after course schedule is established at campus
2016-2017 Designation of Campus Coordinator and Agreement Specifications	First Friday of May
Year-End Report Narrative	Last Friday of June
Final Expenditure Report (SUBMIT ONLINE) Final Expenditure Narrative (SUBMIT HARDCOPY)	Last Friday of June