

Important CTAE Dates

3 rd day of Month	Extended Day Reports
10 th day of Month	Monthly Travel Expense
10 th day of Month	CTAE Newsletter Information
30 th day of Month	CTAE Depart. Chair/Content Lead Monthly Meeting Agenda & Sign-in Sheets
August 20 th	CTAE Teacher Supply/Equipment Budgets Disseminated
August 26 th	Deadline to update all profiles in CTAERN (All Teachers)
September	New CTAE Teacher and GADOE Drive-In Teachers Conferences
September 6 th	Extended Day Award Letters Disseminated
September 9 th	Business/Advisory Board meeting dates due for October and February
September 9 th	1 st Semester Travel Requests Due
September 11 th	1 st Semester System-wide CTAE Meeting
September 13 th	All approved 1 st Semester Trips/Travel Requests due in AS400/Infinite Campus
September 20 th	ICON 2019 (Formerly WBL Success Seminar)
September 21 st	Submission of Needs Assessment (All Teachers)
September 4 th	1 st Semester EOPA Test Orders (CTAE Sups/Dept. Chairs)
October 4 th	1 st Semester EOPA Orders Processed
October 14 th	1 st Semester System-wide CTAE Professional Development
November 1 st	Last Day for PCard Purchases (FACS Teachers)
November 4 th	PCard Receipts Due (FACS Teachers)
December 2 nd	New CTAE Program Proposals (All Schools)
December 6 th	Submission of CTAE Inventory (All Teachers)
December 9 th -13 th	First Semester Testing Window for EOPAs
January	<i>Including Retest & Make-Up Testing Window for EOPAs</i>
January 10 th	All Trade & Industry Certifications & Licensures Due
January 21 st -27 th	Accuplacer Testing
January 31 st	2 nd semester CTAE Purchase Orders due (Based on Funding)
February 3 rd	Last Day for PCard Purchases (FACS Teachers)
February 5 th	PCard Receipts Due (FACS Teachers)
February 12 th	2 nd System-wide CTAE Meeting
February 19 th	2 nd Semester EOPA Test Orders (CTAE Sups/Dept. Chairs)
March 6 th	2 nd Semester EOPA Orders Processed
March/April	CTAE/STEM Expo - College and Career Expo
March	Renew GACTE Memberships
March 24 th -31 st	Second Semester Testing Window for EOPAs
.....	<i>Including Retest & Make-Up Testing Window for EOPAs</i>
April	Work-Based Learning/YAP Data Reports Due
April	CTAERN POW Annual Reports Due
April 13 th	Industry Certification Application (All Teachers)
April 17 th	All Industry Certification Funds Must Be Expended
April 24 th	Last Day for PCard Purchases (MS FACS & HS Culinary Arts Teachers)
May 1 st	PCard Receipts Due (MS FACS & HS Culinary Arts Teachers)
May 8 th	CTAE Achievement Ceremony
May 12 th	Final Submission of CTAE Inventory (All Teachers)

NOTE: May 12th includes securing and signing off on Chromebooks, digital cameras, scanners, etc. have been secured during summer break

Business/Advisory Board Meeting Dates for 2019-2020 must be held in the month of October 2019 and February 2020. Send electronic copies of meeting agenda, sign-in sheets and minutes to CTAE Office within three days after your Business/Advisory Board Meeting to Ms. Chillis.

The Guidance and Counseling Department will conduct career-related surveys in middle school using YouScience.