

CTE Summer Workshop Timeline2013
Summer Workshop Application Time

When?	What?	Who?
February 2013	Summer course offering released in the “Weekly Packet” for distribution to all constituents for review prior to the online application.	HQ releases course offerings
March 1, 2013 (0001 EST)	DoDEA educators may apply for courses for which they meet the selection criteria. <u>All applicants must meet selection criteria.</u>	Teachers, school administrators, DSO liaisons, area coordinators/liaisons will all apply during the same window of time.
March 8, 2013 (2359 EST)	Online application is closed. Do not wait until the last day as you may encounter technical problems.	Teachers, school administrators, DSO liaisons, and area coordinators/liaisons may no longer apply.
March 11, 2013 (0001 EST)	The database is open to school level principals to review all applicants from the school.	Principals or designated Assistant Principals
March 15, 2013 (2359 EST)	Database for school level administrators’ review is closed .	Principals or Assistant Principals
March 18, 2013 (0001 EST)	The database is open to the District Summer POCs to review all applicants from the school and district levels.	District Summer POCs
March 22, 2013 (2359 EST)	The database is closed to the District summer POCs	District Summer POCs
March 25, 2013 (0001 EST)	The database is open to the Area Summer POCs to review applicants from the school, district, and area levels.	Area Summer POCs
March 29, 2013 (2359 EST)	The database is closed to the Area Summer POCs.	Area Summer POCs
April 1, 2013 (0001 EST)	The database is open to the HQ Summer POCs to review and select the final list of recommended applicants.	HQ Summer POCs
April 5, 2013 (2359 EST)	The database is closed to the HQ Summer POCs	HQ Summer POCs
April 8, 2013 (0001 EST)	HQ Professional Development Reviews database.	HQ Professional Development
April 12, 2013 (2359 EST)	The database is closed to HQ Professional Development.	HQ Professional Development
April 17, 2013 (0001 EST)	List of approved summer participants open to Area and Districts for review.	Area and District Summer POCs
April 22, 2013 (0001 EST)	List of approved summer participants open to school administrators for notification to the faculty.	Principals/Assistant Principals must announce to all faculty members the names of those who have been approved to attend summer workshop.

*EST= Eastern Standard Time Zone in the United States