

To: Superintendents, Principals, Business/Marketing Technology Teachers

From: Jim Brock, Program Manager, Business/Marketing Technology
Arkansas Department of Career Education

Subject: New Teacher In-service

Date: June 6, 2012

A new teacher in-service is planned for Wednesday August 29, and Thursday August 30, 2012. This in-service will be held at the Crowne Plaza Hotel, 201 Shackleford Road, Little Rock, AR, <http://crowneplazalittlerock.com>. We will meet 9:00 a.m. to 3:00 p.m. on Wednesday and 9:00 a.m. to 3:00 p.m. on Thursday.

All first-year Business and Marketing teachers are asked to make plans to attend. This in-service will also be valuable for those new teachers who were not able to attend last year. We at the Arkansas Department of Career Education feel it is extremely important that new teachers be aware of the information which will be presented at this in-service and request that you allow your teachers to attend.

Topics covered will include Programs of Study, frameworks, Teacher Information System, advisory committees, competency testing, completers, application of Perkins funds, technical visits, and information about Future Business Leaders of America and DECA student organizations. We will also have roundtable sessions presented by Business Education teachers in twelve subject areas.

We will also have discussions on implementing the new Digital Communications Program of Study conversion. Rooms have been blocked at the hotel. You may pay lodging with registration or, if you choose, you can contact them directly. Please refer to the Arkansas Department of Career Education – New Teacher In-service when making reservations on your own.

A copy of the tentative agenda and a registration form are enclosed. The registration form may be duplicated for multiple attendees. The registration fee is \$180 per attendee and includes lunch on both days, snacks and beverages (coffee and tea) for both days as well.

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Enclosures