



Education and Training Program of Study

Annual Report Fall 2012

DEADLINE: October 19, 2012

<http://ace.arkansas.gov/cte/programAreas/FACS/Pages/default.aspx>



Teacher Name:

Years of Experience: FEA Advisor: Education Teacher: Total Teaching:

School District/Campus:

Do you have a teacher website? Address:

Have you checked the status of your program in TIS? Yes No

Education and Training

1. Please list the following enrollment data for your Orientation to Teaching (I & II):

Total number of students OT I:		Total number of students OT II:	
# Females:	#Males:	# Special Needs:	
# African-American:	# Caucasian:	# Hispanic:	# Other:

2. Do you currently have an up to date inventory list for your department?

****Department inventory is a requirement for the Education Program. An Inventory checklist is provided on the FACS webpage. This inventory list must be kept on file in your department as proof of equipment and submitted to the FACS State Office upon request. The FACS page web address where this form is located is provided at the top of this annual report.**

3. Do you currently have up to date completer records in your department that include past, present, and possible future completer data?

Does your school recognize completers at an awards ceremony or graduation?

If "YES", how are they recognized?

**** Completer records are a requirement for the Education Program. These records should begin with the youngest grade level enrolled in your department and continue through graduation. These records must be kept on file in your department as proof of completers and submitted to the FACS State Office upon request. This tracking record is provided on the FACS webpage. The FACS page web address where this form is located is provided at the top of this annual report.**

4. Your program of study requires an Advisory Committee.

Do you have an individual committee just for your department or is it a school-wide Joint Council?

How often did it meet last school year?

What are the tentative dates for meetings this year? (Minimum of 2 meetings per school year)

1. 2. 3. 4.

Do you have minutes from the meetings this year?

****Minutes for each meeting must be kept on file in your department for 5 years as proof of an advisory committee. Current year's minutes must be submitted with the Spring 2013 Report.**

Please fill in the following information for your members of the committee:

of Years
on Committee

Name

Occupation

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<h2>FEA</h2>

5. Have you submitted Affiliation for your chapter this school year?

Future Educators of America

Date mailed:

of Members:

FCCLA (FACS teachers only)

Date mailed:

of Members:

6. Briefly outline the Plan of Work for your chapter this school year: (Local meetings held, community service projects, recognition of members, chapter activities, trips and events, etc. Boxes will expand up to 500 characters)

****If you have publicity for your chapter or for your department, please submit them to the FACS State Office. You may e-mail or paper mail any copies you wish to share.**

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

July:

Professional Development

7. Please list any awards or recognitions you or your department have received during the 2011/2012 year.

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8. Please provide any comments or details you feel would help the State Office service your program better.

Final Steps:

1. DATE: Please date this form to show completion:
2. SAVE: To save this document to your computer, you will have to rename it and save it as a new document.
3. FILE: Please print one copy of the completed report to keep on file for documentation and review.
4. SUBMIT: Please return one ELECTRONIC copy of the completed report as an e-mail attachment to the FACS State Office Include any attachments such as photos or news clippings with the completed report.

Please submit to:
Jennifer Snyder, FACS Secretary
Jennifer.snyder@arkansas.gov

