



## 2009-2010 Application for New Administrator Training Perkins Professional Development Institute

*The following administrator agrees to participate in the two-hour synchronous online orientation and eight-weeks of e-learning (four weeks starting in November 2009, and four weeks starting in March 2010).*

*The goal of the new administrator training is to provide high quality training experiences that focus on specific knowledge and skills designed to improve performance for all new post-secondary Career and Technical administrators. The new administrator training program prepares administrators with less than three years experience to lead workforce education faculty and staff as well as the local community in building an educated workforce prepared for 21<sup>st</sup> century demands.*

**Administrator's name:** \_\_\_\_\_

**Institution/School:** \_\_\_\_\_

**Region: (CIRCLE ONE) 1 2 3 4 5 (see next page for list) - Preferred Session: 10/28 or 10/30**  
*Please see next page for region information and schedule, as well as a description of the training outcomes.*

**Department:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **County:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Technical Center/State College Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date administrator began administrative position:** \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Technical Center Director/Occupational Dean

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Dr. Cheryl Fante, Perkins PDI Director

\_\_\_\_\_  
Date Approved

**Please fax completed application to 352-873-5870 or mail to:  
Dr. Cheryl Fante, CFCC, 3001 S.W. College Road, Ocala, FL 34474-4415**

<p><b>Region 1:</b> Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington</p> <p><b>Region 2:</b> Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union</p> <p><b>Region 3:</b> Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Sumter, Volusia</p> <p><b>Region 4:</b> Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota</p> <p><b>Region 5:</b> Broward, Miami-Dade, Palm Beach, Monroe</p>	<p><b>Florida Counties</b></p>
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Schedules for Fall Sessions:

Region	On-Line Orientation Session (select one)	e-Learning Schedule
1	October 28 (1-3 p.m.) or October 30 (9-11 a.m.)	November 2 to December 4
2	October 28 (1-3 p.m.) or October 30 (9-11 a.m.)	November 2 to December 4
3	October 28 (1-3 p.m.) or October 30 (9-11 a.m.)	November 9 to December 11
4	October 28 (1-3 p.m.) or October 30 (9-11 a.m.)	November 9 to December 11
5	October 28 (1-3 p.m.) or October 30 (9-11 a.m.)	November 9 to December 11

Schedules for Spring Sessions:

Region	e-learning Schedule
1	March 1 to March 28
2	March 1 to March 28
3	March 1 to March 28
4	March 1 to March 28
5	March 1 to March 28

Training Outcomes:

Upon completion of the new CTE administrator training program, participants will be able to:

1. Locate State curriculum frameworks and map course/program learning objectives to the frameworks.
2. Explain Florida K-12 CTE strategic goals.
3. Evaluate course/program learning objectives based on specific, measurable criteria.
4. Identify and discuss specific funding issues including formulas, allowable expenditures, and reporting.
5. Apply funding formulas to create instructional budgets.
6. Describe various strategies for participation in, and contributions to, Workforce Boards as they relate to targeted high demand, high wage occupations.
7. Create a plan for developing and maintaining partnerships with Advisory Committees, and local business and industry.
8. Analyze the impact of e-Learning on current and future workforce education.
9. Develop a plan and list specific ways to utilize current technology to improve job performance.
10. Discuss specific ethical guidelines and ethical issues; evaluate situations as a means to choose appropriate, ethical responses.
11. Identify COE and SACS accreditation requirements and effectively apply accreditation processes.

Each training participant will receive:

- certificate of completion for 30 hours of professional development (upon completion of all training activities)
- training materials