



Career and Technology Education

TO: CTE High School Extended Contract/Practicum Teachers

FROM: Andrea Anderson, CTE Coordinator

DATE: July 29, 2019

SUBJECT: **Training Plans**

Training plans are due three weeks after school starts (September 9, 2020) or three weeks after the student is enrolled in your program.

In order to comply with TEA compliance and audit requirements, please send one complete and correct copy of training plans to:

- Copy to Andrea Anderson (one training plan for each student with copy of class rolls indicating the status of each student that is missing a training plan).
- Copy for teacher file.
- Copy to student.
- Copy to training station sponsor.

Training plans of students that are incomplete as of September 9, 2019 should be sent as soon as possible.

Training plans should also be completed for students that enroll in your program during the second semester.