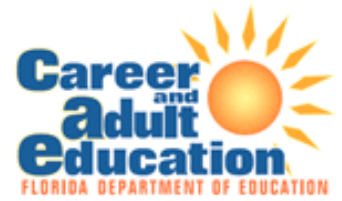


# The Perkins Professional Development Institute Administrator Training Program for 2011/2012



Self-paced, non-facilitated  
asynchronous training

**No cost  
to teachers  
or  
School Districts or  
Colleges!**

The Non-facilitated  
Administrator Training  
program begins on October  
17, 2011.

Administrators may apply to  
begin the course at any time  
up to March 15<sup>th</sup> of 2012.

- All coursework must be  
completed by April 30, 2012

**Learn the latest  
Administrative  
Techniques!  
PLUS  
Earn 4 hours credit  
per unit completed**

## Contact Information

Brian Voge  
352-854-2322 Ext. 1669  
[vogeb@cf.edu](mailto:vogeb@cf.edu)  
Fax application to:  
352-873-5870

**Applications for the  
Non-Facilitated  
Administrator  
Training can be  
accepted up to  
March 15<sup>th</sup> of 2012**

## For ALL Career and Technical Administrators!

If you are a full-time post-secondary Career and Technical Education (CTE) administrator in Florida, don't miss an opportunity to learn new skills to lead workforce education faculty and staff as well as the local community in building an education workforce prepared for 21<sup>st</sup> Century demands.

### Each training participant will receive:

- Access to all training materials
- Teaching and Learning Strategies for 21<sup>st</sup> Century Workforce Education
- Rubrics, templates, and class activities
- Certificate of completion for 36 hours of professional development (upon completion of all nine course units)
- Four hours credit for each unit completed

### Training Objectives:

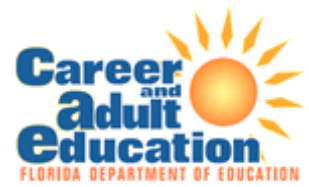
Upon completion of the Perkins Professional Development Institute Administrator Training Program, participants will be able to:

1. List administrator duties and responsibilities;
2. Locate State curriculum frameworks and map course/program learning objectives to the frameworks;
3. Explain Florida K-12 and Post-secondary CTE strategic goals;
4. Evaluate course/program learning objectives using specified criteria;
5. Identify and discuss funding issues including formulas, expenditures;
6. Apply funding formulas to create institutional budgets;
7. Describe strategies for participation in Workforce Boards;
8. Create a plan for partnerships with Advisory Committees and local business;
9. Analyze the impact of eLearning on workforce education;
10. Develop a plan to utilize current technology to improve job performance;
11. Discuss ethical guidelines and issues;
12. Identify COE and SACS accreditation requirements;
13. Understand and analyze Perkins CTE Data to contribute to program

Nationally recognized Training and Development Solutions, LLC, (TDS) will conduct the course. TDS founders Brenda Watkins, M.A. and Celeste Fenton, Ph.D. have been recognized for their contributions to faculty professional development in the areas of assessment of student learning and curriculum design and development. Their 2010 publication, "*Fluency in Distance Learning*," is currently being utilized by educators nation-wide to transform instructor-led curriculum for e-learning delivery.

**2011/2012 - Perkins Professional Development Institute  
APPLICATION FOR ADMINISTRATOR TRAINING**

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The following administrator agrees to participate in the Administrator Training Program via the format indicated on the application. The training will prepare full-time administrators to lead workforce education faculty and staff.

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Administrator Name: \_\_\_\_\_

**SELF-PACED, NON-FACILITATED COURSE APPLICATION**

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

Institution Mailing Address: \_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_

Applicant E-mail Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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**Technical Center/College Program Approval**

Technical Center/State College Dean/Director: \_\_\_\_\_

Dean/Director Telephone: \_\_\_\_\_

Dean/Director E-mail: \_\_\_\_\_

Director/Dean Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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**Perkins Professional Development Institute Director Approval**

Dr. Cheryl Fante: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Please scan and e-mail completed application to [vogeb@cf.edu](mailto:vogeb@cf.edu) OR  
Fax completed application to 352-873-5870 OR  
Mail completed application to: Dr. Cheryl Fante, CF – Perkins PDI,  
Bldg 40-202b, 3001 S.W. College Road, Ocala, FL 34474-4415**