

# Classroom Teacher Program Timeline

## DAYS 1 & 2

Activity	Timing
Choose training dates, training site and arrange catering (if applicable)	6 weeks prior
Gather participant information ( <b>Roster Template</b> )	4 weeks prior
Complete online <b>Session Information Form</b> ( <a href="http://open-circle.org/session-info">open-circle.org/session-info</a> )	3 weeks prior
Email participants enrollment confirmation ( <b>Enrollment Email Template</b> )	3 weeks prior
Prepare Days 1 & 2 materials and session box ( <b>Days 1 &amp; 2 Materials Checklist</b> and <b>Days 1 &amp; 2 Session Box Checklist</b> )	1 week prior
Deliver Days 1 & 2 training!	Training Days
Scan Days 1 & 2 Sign-In Sheets (with all changes noted) and email to <a href="mailto:info@open-circle.org">info@open-circle.org</a>	Immediately after
Mail back any unused curricula & kits	

## DAY 3

Activity	Timing
Reconfirm training site (and catering, if applicable)	4 weeks prior
Email participants training reminder ( <b>Reminder Email Template</b> )	2 weeks prior
Prepare Day 3 materials and session box ( <b>Day 3 Materials Checklist</b> and <b>Day 3 Session Box Checklist</b> )	1 week prior
Deliver Day 3 training!	Training Days
Scan Day 3 Sign-In Sheets (with all changes noted) and email to <a href="mailto:info@open-circle.org">info@open-circle.org</a>	Immediately after
Check and record participants' completion of online components: <ul style="list-style-type: none"> <li>Log in to e-learning: <a href="http://open-circle.org/elearning">open-circle.org/elearning</a></li> <li>Click the applicable course (e.g. Classroom Teacher Program – WCC1)</li> <li>Click Reports (right side on computer/bottom on mobile device)</li> <li>Click Users (tab near top) to see participants and their overall course status (e.g. Not started, 25%, Completed) – use selectors at bottom to display full list of users</li> </ul>	After May 1st
Provide PD hour certificates to participants (include 21 hours in-person + 3 hours online = 24 hours total)	Mid-May