

NCSOE DISTRICT COORDINATOR ANNUAL SUMMARY OVERVIEW

Timeline	Action Items/Completion Dates		Verification of Completion
SPRING: May 2018	Ongoing	Update online roster throughout the year, including Business Manager	District Coordinator Program Coordinator
	5/31/18	Share anticipated enrollment for 2018-19 with Program Coordinator	District Coordinator Program Coordinator
FALL: September- November	9/30/18	Create/update your NCSOE Profile @ www.ncsoe.org	Program Coordinator
	8/31/18 Ongoing	Notify Program Coordinator of any District Coordinator changes for your district	Program Coordinator
	9/30/18	Register online for the Fall and Spring District Coordinator Meetings in your county	Program Coordinator
	10/30/18	Upload your completed District Coordinator Application to your NCSOE Profile page	Program Coordinator
	9/14/18 Ongoing	Meet with HR/Site Administrators to identify Candidates, Interns, Permit Holders, Mentors	District Coordinator
	9/28/18 Ongoing	Add all new participants to online roster, verify that all participants have completed enrollment or made updates to NCSOE profile; approve participants; connect CCTC-eligible Mentors (may begin on August 10); have Mentors submit Mentor Application	District Coordinator Program Coordinator Program Staff
	9/10/18 Ongoing	Submit approved Early Completion Option (ECO) Candidate applications to Program Coordinator	District Coordinator
	Varies	Attend Fall District Coordinator Meeting	Program Coordinator
WINTER: December - February	12/14/18 Ongoing	Meet with HR/Site Administrator to identify new participants or those changing programs	District Coordinator Program Coordinator
	12/21/18 Ongoing	Update online roster with new participants or those with program changes; verify that participants have completed enrollment or made updates to existing profile; approve participants; connect CCTC-eligible Mentors (may begin on 12/1); have Mentors submit Mentor Application	District Coordinator Program Coordinator Program Staff
SPRING: March - May	3/29/19	Complete final roster review for 2018-2019	District Coordinator Program Coordinator
	Varies	Attend Spring District Coordinator Meeting	Program Coordinator
	5/31/19	Share anticipated enrollment numbers for 2019-2020 with Program Coordinator	District Coordinator Program Coordinator