**Sample Agenda for Industry Certification Site Visit**



**SCHOOL’S LETTER HEAD**

*Revise the agenda to accommodate local school schedule.*

8:30 a.m. - 9:15 a.m. Breakfast and Informal Interview w/ Advisory Board including System Administrators, Work-Based Learning Coordinator, Parents, and Students\*

9:15 a.m. – 9:45 a.m. FCCLA Presentation to include a 3 Year Overview

9:45 a.m. – 10:00 a.m. Tour of ECE Department

10:00 a.m. – 12:00 noon Lab Observation by ECERS-3 Team Member\*\*

10:00 a.m. – 12:00 noon Review Industry Certification Documentation

12:00 noon - 12:30 p.m. Working Lunch

12:30 p.m. - 1:00 p.m. Informal Student Interview of 3-5 Students from Each Course

1:00 p.m. - 2:30 p.m. Review Industry Certification Documentation

2:30 p.m. - 3:00 p.m. Exit Interview with ECE High School Teacher(s), Preschool

 Teacher (if applicable), and Administrators

ECE Teacher’s Schedule and Location for Day of Site Visit:

\*List Below\*

Sample Information about Preschool Labs (identify age level, teachers’ names and room location for each lab)

\*\*Lab 1: GA Pre-K (Teacher is Ms. \_\_\_\_\_\_\_ and paraprofessional is Ms.\_\_\_\_\_\_\_\_) Room # \_\_\_\_\_

 Lab 2: Tuition-based 3 year old Preschool (Ms.\_\_\_\_\_\_\_\_\_\_\_) Room # \_\_\_\_\_\_\_\_\_

*\*Continental Breakfast with ECE Certification Team and Advisory Committee Members*

Suggested attendees at breakfast:

* Participatory Advisory Committee Members
* High School Administrators
* System Administrators
* FCS Department Teachers
* School Partnership Members
* Work-Based Learning Coordinator
* FCCLA Officers
* Parents