



PROGRAM TIMELINES

	School District/Board Authority responsibilities	due dates
Step 1	Submit Intent to Deliver	Mar 15/Oct. 1 st
Step 2	Submit ACE IT Application and Eligibility Criteria	Apr 15/Nov. 15
Step 3	Register ACE IT participants (do not invoice at this time)	Open for 8 days, Monday to Monday beginning the second week of classes for both fall and spring semesters
Step 4	“Echo” report registration check. Ensure all programs and students are correct and reply to Rodger within 2days of receiving. Students registered after this will not be eligible for ACE IT funding	Within 2days of receiving “Echo “ report
Step 5	Sign contract/contract amendment and schedule E, email to ITA within 2 weeks of receipt and invoice ITA for funds and include list of student name and program	Within 2 weeks of receiving contract
Step 6	Marks submitted to ITA by training provider and SD/BA Contact submits reconciliation report and completion payment invoice to ITA (see ACE IT Program Guide for details)	Within 45 days after program completion as per ITA instructions
Step 7	Submission for WBT payment claims must be received by 3 months of graduation. All WBT claims for a program must be sent as a package and include all WBT reports/ACE IT Class WBT spreadsheet with a list of students and hours along with a detailed receipt as per ITA instructions	3 months past graduation (Sept 30 th for June grads)