Career Education Deans
Monthly Meeting Times and Reporting Due Dates

Color Key		Links to Helpful Information
	Perkins 1C	[Perkins Districtwide Resource Page](#)
	Perkins Reserve	[Perkins Districtwide Resource Page](#)
	Apprenticeship RSI	[Apprenticeship Reporting Guidance; Districtwide](#); [Apprenticeship Program Management Resource Page](#)
	LOCAL Strong Workforce Program (SWP)	[SWP Districtwide Resource Page](#)
	REGIONAL Strong Workforce Program (SWP)	[SWP Districtwide Resource Page](#)
	Career Education Deans Meetings	[Career Education Deans Districtwide Resource Page](#); [Districtwide CTE Data & Reporting Resource Page](#)
	Work-Based Learning SG21 Coding	[Link to full reporting schedule](#)

2023-24

FALL 2023		
MONTH	**ACTIVITY**	**DATE**
SEPTEMBER	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	9/28/23
OCTOBER	**Perkins IC 2023-24 - Q1** Campus Narratives and Activity Reports Due to CEWD	10/3/23
	Apprenticeship RSI – confirm changes to 2022-23 Report (prior year)	10/15/23
	SWP R8 Plans Due in NOVA	10/20/23
	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	10/26/23
NOVEMBER	**SWP R6 – Year 2 Q4** (Jan'23-Jun'23) Financial Reporting Due in NOVA with Narratives	11/10/23
	SWP R7 – Year 1 Q4 (Jan'23-Jun'23) Financial Reporting Due in NOVA with Narratives	11/10/23
	Regional SWP financial reporting due in NOVA and via email ([see revised process here](#))	11/15/23
	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	11/30/23
DECEMBER	**SWP R6** Close	12/30/23
	Apprenticeship RSI Report Review & HC Info (Summer & Fall 2023)	12/30/23

SPRING 2024		
MONTH	**ACTIVITY**	**DATE**
JANUARY	**Perkins 2023-24 - IC-Q2** Campus Narratives and Activity Reports Due to CEWD	1/5/24
	Perkins Reserve Financial Reporting (Jul'22-Dec'22) Due in NOVA; colleges to submit local invoice to the state	1/31/24
FEBRUARY	**SWP R6 – Year 3 Q2** (Jun'23-Dec'23) Financial Reporting Due in NOVA with Narratives	2/9/24
	SWP R7 – Year 2 Q2 (Jun'23-Dec'23) Financial Reporting Due in NOVA	2/9/24
	SWP R8 – Year 1 Q2 (Jun'23-Dec'23) Financial Reporting Due in NOVA	2/9/24
	Regional SWP financial reporting due in NOVA and via email ([see revised process here](#))	1/15/24
	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	2/29/24

MARCH	**SWP Round 6** Cabinet Report Worksheets due to CEWD	3/1/24
	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	3/21/24
	Apprenticeship RSI Report Review & HC Info (Spring 2024)	3/30/24
APRIL	**Perkins IC 2023-24 - Q3** Campus Narratives and Activity Reports Due to CEWD	4/3/24
	Biennial Review – Worksheet and evidence due to CEWD	4/12/24
	Advisory Committees – employer membership lists due to CEWD	4/12/24
	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	4/25/24
	Perkins 1C- 2024-25 Application Campus specific student success metrics and contacts due to CEWD	4/4/24
	Perkins CLNA Materials due from Colleges to CEWD	4/29/24
	Perkins 1C- 2024-25 Application Campus Local Application Content due to CEWD	4/29/24
May	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	5/30/24

SUMMER 2024		
MONTH	**ACTIVITY**	**DATE**
JUNE	SWP Round 6 Worksheet for Chancellor's Cabinet Report Due to CEWD	6/6/24
JULY	**Perkins IC 2023-24 -Q4** Campus Narratives and Activity Reports Due to CEWD	7/3/24
	Perkins Reserve Financial Reporting (Jan'24-Jun'24) Due in NOVA; colleges to submit local invoice to the state	TBD
	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	7/27/24
AUGUST	**Perkins IC 2023-24 Final Report** - Campus Final NOVA Narratives due and Program Activity Outcomes Due to CEWD	8/1/2024
	Regional SWP financial reporting due in NOVA and via email (see revised process here)	8/15/24
	Career Education Deans Meeting – Via Zoom 9:00 AM–11:00 AM	TBD

Reporting Dates by Program

LOCAL - Strong Workforce Program Reporting		**2023-24 – 2024-25**
MONTH	**ACTIVITY**	**DATE**
Oct 2023	**SWP R8 Plans Due in NOVA**	10/20/23
Nov. 2023	**SWP R6 – Year 2 Q4** (Jan'23-Jun'23) Financial Reporting Due in NOVA with Narratives	11/10/23
	SWP R7 – Year 1 Q4 (Jan'23-Jun'23) Financial Reporting Due in NOVA with Narratives	11/10/23
Feb. 2024	**SWP R6 – Year 3 Q2** (Jun'23-Dec'23) Financial Reporting Due in NOVA with Narratives	2/9/24
	SWP R7 – Year 2 Q2 (Jun'23-Dec'23) Financial Reporting Due in NOVA	2/9/24
	SWP R8 – Year 1 Q2 (Jun'23-Dec'23) Financial Reporting Due in NOVA	2/9/24
Mar. 2024	**SWP Round 6** Worksheet for Chancellor's Cabinet Report Due to CEWD	3/1/24
June 2024	**SWP R6** Worksheet for Chancellor's Cabinet Report Due to CEWD	6/6/24
Oct. 2024	**SWP R9 Plans due in NOVA**	TBD

Nov. 2024	SWP R7 – Year 2 Q4 (Jan'24-Jun'24) Financial Reporting Due in NOVA with Narratives	11/8/24
	SWP R8 – Year 1 Q4 (Jan'24-Jun'24) Financial Reporting Due in NOVA with Narratives	11/8/24

REGIONAL Strong Workforce Program Reporting		2023-24
	ACTIVITY	DATE
Nov. 2023	Regional SWP financial reporting due in NOVA and via email (see revised process here)	11/15/23
Feb. 2024	Regional SWP financial reporting due in NOVA and via email (see revised process here)	2/15/24
Aug. 2024	Regional SWP financial reporting due in NOVA and via email (see revised process here)	8/15/24

Perkins 1C		2023-24
MONTH	ACTIVITY	DATE
Oct. 2023	Perkins IC 2023-24 - Q1 Campus Narratives and Activity Reports Due to CEWD	10/3/23
Jan. 2024	Perkins 2023-24 - IC-Q2 Campus Narratives and Activity Reports Due to CEWD	1/5/24
Apr. 2024	Perkins IC 2023-24 - Q3 Campus Narratives and Activity Reports Due to CEWD	4/3/24
	Perkins 1C- 2024-25 Application Campus specific student success metrics and contacts due to CEWD	4/5/24
	Perkins CLNA Materials due from Colleges to CEWD	4/29/24
	Perkins 1C- 2024-25 Application Campus Local Application Content due to CEWD	4/29
Jul 2024	Perkins IC 2023-24 -Q4 Campus Narratives and Activity Reports Due to CEWD	7/3/24
Aug 2024	Perkins IC 2023-24 Final Report - Campus Final Narratives due and Program Outcomes Due to CEWD Department	8/1/2024

Perkins Reserve		2023-24
MONTH	ACTIVITY	DATE
Jan 2024	Perkins Reserve Financial Reporting (July '23 – Dec. '23) Due in NOVA; colleges to submit local invoice to the state	1/31/24
June 2024	Perkins Reserve Financial Reporting (Jan'24-Jun'24) Due in NOVA; colleges to submit local invoice to the state	TBD

Work-Based Learning (WBL) SG21 Coding		2023-24
MONTH	ACTIVITY	DATE
Oct 2023	SG21 WBL Section Coding Lists to CEWD Due for Fall Sections	10/13/23
Dec 2023	SG21 WBL Student Coding due in Campus Solutions for Fall 2023	12/01/23

Additional dates coming soon for Spring 2024 and Summer 2024

Apprenticeship RSI		2023-24
MONTH	ACTIVITY	DATE

Oct. 2023	**Apprenticeship RSI** – confirm changes to 2022-23 Report (prior year)	10/15/23
Dec. 2023	**Apprenticeship RSI** Report Review & HC Info (Summer & Fall 2023)	12/30/23
March 2024	**Apprenticeship RSI** Report Review & HC Info (Spring 2024)	3/30/24
Oct. 2024	**Apprenticeship RSI** – confirm changes to 2023-24 Report (prior year)	10/15/24