



# **CANDIDATE ACADEMY PROGRAM**

**COUNCIL ON OCCUPATIONAL EDUCATION**

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**40<sup>th</sup> Anniversary**

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**Celebrating Forty Years of Quality Assurance**



**Deauville Beach Resort  
Miami, FL  
~November 3-5, 2011~**

## About the Academy....

The Candidate Academy is a series of workshops which provide a thorough orientation about the accreditation process of the Council.

Attendance at the Candidate Academy is required for institutions that wish to apply for candidacy for accreditation with the Council AND for those that wish to use the Alternate Procedure for Accreditation as described in the *Handbook of Accreditation*.

Presented by experienced Council staff and volunteers, the Academy prepares institutional representatives for the initial application process, site visits, the institutional self-study required for accreditation, and requirements for the maintenance of candidate and accreditation status with COE.

## **IMPORTANT REGISTRATION INFORMATION**

Because of limited space, there will be no on-site registration for the Candidate Academy.

The deadline for pre-registration is **October 14, 2011**.

**WEDNESDAY**  
November 2, 2011

TIME	WORKSHOP/EVENT
6:00 – 8:00 pm	Early Registration

**THURSDAY**  
November 3, 2011

TIME	WORKSHOP/EVENT
8:00 am to 5:00 pm	Registration / COE Office Hours
8:00 – 9:00 am	Continental Breakfast
9:00 – 10:00 am	<b>COE FIRST GENERAL SESSION</b>
10:00 – 11:00 am	COE 101
11:00am–12:00 noon	Applying for Candidacy
1:30 – 3:00 pm	Annual Report for Beginners
3:00 – 3:30 pm	Beverage Break
3:30 – 5:30 pm	Self-Study Workshop for Beginners

**FRIDAY**  
November 4, 2011

TIME	WORKSHOP/EVENT
8:00 am to 5:00 pm	Registration / COE Office Hours
8:00 – 9:00 am	Continental Breakfast
9:00 – 10:00 am	<b>COE SECOND GENERAL SESSION</b>
10:00 – 10:30 am	Beverage Break
10:30 am – 12:00 pm	Preparing for and Hosting the Candidate Team Visit
12:00 – 1:15 pm	Candidate Academy Luncheon
1:30 – 3:30 pm	Reporting Completion, Placement, and Licensure Data
6:00 – 8:00 pm	<b>COE 40<sup>th</sup> ANNIVERSARY CELEBRATION</b>

**SATURDAY**  
**November 5, 2011**

<b>TIME</b>	<b>WORKSHOP/EVENT</b>
8:00 am to 3:00 pm	<b>Registration / COE Office Hours</b>
8:00 – 8:30 am	<b>Beverage Break</b>
8:30 – 10:00 am	<b>COE THIRD GENERAL SESSION AND BUSINESS MEETING</b>
10:30 am – 12:00 pm	Crate Packing 101
1:30 – 3:30 pm	Written Plans and Advisory Committees
	<b>Candidate Academy Graduation Ceremony</b>



**Council on Occupational Education**  
**2011 ANNUAL MEETING**  
**November 3-5 • Deauville Beach Resort • Miami, FL**

**PRE-REGISTRATION DEADLINE:**

**OCTOBER 14, 2011**

**GENERAL INFORMATION** – Everyone is welcome to participate in the Council's Annual Meeting activities. You need not be from a COE-accredited or candidate institution to register for the Annual Meeting or the Candidate Academy.

You may pre-register (for Annual Meeting or Candidate Academy) or register on site (for the Annual Meeting only) at the meeting using the RSVP online registration system. A variety of payment options are available. In order for pre-registered rates to apply, online registration must be **COMPLETED BY OCTOBER 14, 2011.**

Candidate Academy attendees must register by the deadline. **THERE WILL BE NO ON-SITE REGISTRATION FOR THE CANDIDATE ACADEMY.**

**Please be advised that you must make your housing reservation separately from this meeting registration.**

Early registration will begin at 6 p.m. on Wednesday, November 2nd. Registration materials will be available for pick-up and those wishing to register on site may do so at this time.

The registration process is much faster if your information has already been entered in the online registration system PRIOR to coming to the COE registration desk.

**REGISTRATION FEES:**  
**ANNUAL MEETING**  
**AND CANDIDATE ACADEMY**

Pre-Registered/Full Meeting ..... \$ 525.00  
(If **RECEIVED BY 10/14/11**)

Late or On-Site/Full Meeting .... \$ 575.00  
(If received **AFTER 10/14/11**)

**IMPORTANT: There is NO ON-SITE registration for the Candidate Academy**

One-Day (Each Day)..... \$ 350.00

PLEASE select only one program to attend: either the Annual Meeting **OR** the Candidate Academy.

**PAYMENT METHOD** – Registration fees may be paid through a variety of options available on the RSVP online registration system. In order for pre-registered rates to apply, online registration must be **COMPLETED BY OCTOBER 14, 2011.**

**REFUND POLICY** – Refunds of registration fees will be made only if written requests are **RECEIVED BY October 21, 2011.** (Requests may be faxed to 770-396-3790 or emailed to [maynardt@council.org](mailto:maynardt@council.org).)

**Use this link to register through the RSVP online system:**

<http://www.rsvpbook.com/event.php?492449>



# 2011 ANNUAL MEETING

November 3-5, 2011

## Housing information



### Deauville Beach Resort

6701 Collins Avenue • Miami Beach, Florida 33141

**Reservation Line: 800-327-6656**

**Online Reservations: <http://deauvillebeachresort.com>**

### CONFERENCE RATES

**\$ 154 Single/Double / \$184 Ocean View / \$214 Ocean Front**  
**Use Code: COE2010**

*Valid 3 days before and after meeting dates.*  
(Plus tax)

A mandatory \$15 per room, per day resort fee is required. This fee includes high-speed wireless internet access, compact refrigerator and electronic safe in room, chaise lounges, towels, and umbrellas for use on the beach, and access to full service fitness center and aerobic studio.

**Federal institution representatives must contact Tami Maynard to reserve rooms:**  
**[maynardt@council.org](mailto:maynardt@council.org)**

### CONDITIONS

- Reservations, changes, or cancellations must be made directly to the hotel. Changes or cancellations of reservations must be made at least 72 hours in advance of scheduled arrival.
- **ALL CANCELLATION REQUESTS MUST BE MADE DIRECTLY TO THE HOTEL.**
- Check-in time is 4:00 pm Check-out time is 11:00 am.
- One night's deposit is required by check or credit card.
- Rooms are reserved from arrival until departure. Twenty-four hour notice is required prior to actual check-out in order to avoid early check-out penalty.

### RESERVATION DEADLINE:

**October 14, 2011**

**CONTACT HOTEL AFTER  
DEADLINE TO INQUIRE  
ABOUT REMAINING SPACE**