



Schuylkill Technology Centers

Act 48 Professional Development

Occupational Advisory Committee Act 48 Documentation

Act 48 Credit: 1 hour

Please Print:

Instructor's Name:	SS Number:	
	Pin Number:	
Program:	Date:	
Building:	Start Time:	End Time:

Administrative Documentation:

Occupational Advisory Committee Meeting : ____ Fall ____ Spring

- Traditional OAC Meeting
 - ____ COE Attendance guidelines validated.
- Alternative Business/Industry On-site OAC Meeting
 - ____ Business/Industry Signature Page(s) validated.

Instructor Compliance:

1. ____ Minutes Submitted.
2. ____ Evaluation Forms documented.
3. ____ Occupational Advisory Follow-up.
4. ____ Recommendations completed.

Schuylkill Technology Centers Signatures: OAC validated

Building Administrator

Date

Program Instructor

Date

Intermediate Unit 29: Act 48 Approved

Director of Curriculum

Date

Schuylkill Technology Centers

OCCUPATIONAL ADVISORY COMMITTEE MEETING BUSINESS/INDUSTRY MEETING FORM

Complete and submit with minutes and any other documents pertaining to the OAC meeting or the alternative business/industry on-site OAC meeting.

Instructor(s) Sign In (Print full name and Initial):

_____	_____
_____	_____
_____	_____
_____	_____

Program:

Building:

Date:

Start Time:

End Time:

Act 48 Credit: Complete and submit the OAC Act 48 Professional Development Form to the building administrator. Act 48 Credit: 1 hour.

Schuylkill Technology Centers Staff

Sign In Sheet:

1. _____ / _____ Title _____
(Print Name) (Signature)
2. _____ / _____ Title _____
(Print Name) (Signature)
3. _____ / _____ Title _____
(Print Name) (Signature)
4. _____ / _____ Title _____
(Print Name) (Signature)
5. _____ / _____ Title _____
(Print Name) (Signature)
6. _____ / _____ Title _____
(Print Name) (Signature)

OAC sign-in/documentation
Created 3/2004

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Business/Industry Representatives

Program: _____

Date: _____

OAC members who attended the meeting reviewed the following program areas and agreed that the checked item(s) meet the student needs.

- | | | | |
|--------------------------|--------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Program Philosophy | <input type="checkbox"/> | Facilities |
| <input type="checkbox"/> | Program Objectives | <input type="checkbox"/> | Equipment and Supplies |
| <input type="checkbox"/> | Task List | <input type="checkbox"/> | Support Services |
| <input type="checkbox"/> | Textbooks | | |

Please sign and include business/industry representative title, company name, and phone/e-mail.

Print Name / Initial	Title	Company	Phone/E-mail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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ADDENDUM TO OCCUPATIONAL ADVISORY COMMITTEE MEETING GUIDELINES: ALTERNATIVE BUSINESS/INDUSTRY VISIT

In the event an Occupational Advisory Committee Meeting does not meet the stated guidelines (three [3] committee members present per program), teachers may schedule business/industry visits to conduct an on-site OAC meeting.

The following guidelines apply:

- 1. The business/industry must be on the instructor's OAC member list.**
- 2. The meeting must be conducted in accordance with the spring and/or fall standard agenda.**
- 3. Complete appropriate evaluation forms for the spring (i.e., equipment and supplies) and/or for the fall (i.e., facilities and support services) .**
- 4. COE employer verification form must be signed.**
- 5. Signatures of business/industry members must be obtained.**
- 6. Minutes must be submitted in the same manner as a traditional meeting.**

Act 48 Credit: 1 hour

- An alternative Business/Industry on-site OAC visit is credited as an official Occupational Advisory Committee Meeting. No additional Act 48 Professional Development hours will be awarded for business/industry visits to conduct an on-site meeting.**
- A program instructor may request Act 48 credit hours for an Occupational Advisory Committee Meeting by completing the ACT 48 Form 48-29-03, Schuylkill Technology Centers OAC Form. This form must be signed by the building administrator.**
- The building administrator will submit to Schuylkill IU 29. The Director of Curriculum will sign the form and submit to the Act 48 Department for submission to PDE.**

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Alternative Business/Industry on-site OAC Meeting

Note: Complete one form for each business visited.

Name of Business:		
Address of Business:		
Business/Industrial Representative(s) attending: _____ _____ _____		
Phone:	Fax:	E-Mail:

1. _____ Title _____
(Print Name)

(Signature) Date _____

2. _____ Title _____
(Print Name)

(Signature) Date _____

3. _____ Title _____
(Print Name)

(Signature) Date _____