



MG Training Schedule Timeline

90 Days Prior to 1st Class

DEH/PDC approval

Secure classroom location

Define/arrange/determine/plan/prepare/organize training schedule

Enter online training schedule

Contact speakers

Advertise training

Send out applications

60 Days Prior to 1st Class

Review/Finalize schedule/update online training schedule

Send letter of intent to MG State Program Office

Send confirmation letter to speakers

30 Days Prior to 1st Class

Send training schedule to MG State Program Office

Review applications/Select candidates

Acceptance/Rejection notification

Send reminder letter/class schedule to speakers

Collect all registration fees

21 Days Prior to 1st Class

Order handbooks

Send address list and GMGA dues to GMGA membership chair.

14 Days Prior to 1st Class

Contact speakers for final exam questions and A/V needs

Order slide sets, media presentations or videos from Extension AV Library

1st Class

Intern badge list name corrections

Send badge list via e-mail to MG State Program Office within one week

Midway

Midterm exam

Evaluations of speakers/classes

Return A/V materials

Last Class

Final exam

Evaluations of speakers/classes

Advise interns of county date/time schedules for orientation

Return A/V materials

Assign projects/committees

Give out MG Logbooks

Graduation reception

Send press release to local newspapers

Completion of 50 Hours

Certificate/Badge Presentation