



## Dates at a Glance 2016-2017

### August

- 8-9 1.5 days In-Service
- 15 Task & Travel Logs due by 10:00 a.m.
- 29 Task & Travel Logs due by 10:00 a.m.

### September

- 12 Service Logs completed in Service Capture
- 14 Task & Travel Logs due by 10:00 a.m.
- 26 Task & Travel Logs due by 10:00 a.m.
- 30 Schedules/Calendars Due**

### October

- 3 Begin Scheduling Observations**
- 10 Service Logs completed in Service Capture  
Task & Travel Logs due 10:00 a.m.
- 24 Task & Travel Logs due 10:00 a.m.

### November

- 1 Begin Professional Portfolio Review**
- 7 Task & Travel Logs due by 10:00 a.m.
- 10 Service Logs completed in Service Capture
- 21 Task & Travel Logs due by 10:00 a.m.

### December

- 5 Task & Travel Logs due by 10:00 a.m.
- 10 Service Logs completed in Service Capture
- 19 Task & Travel Logs due by 10:00 a.m.

### January

- 2 Task & Travel Logs due by 10:00 a.m.
- 10 Service Logs completed in Service Capture
- 16 Task & Travel Logs due by 10:00 a.m.
- 30 Task & Travel Logs due by 10:00 a.m.

### February

- 10 Service Logs completed in Service Capture
- 13 Task & Travel Logs due by 10:00 a.m.
- 27 Task & Travel Logs due by 10:00 a.m.

### March

- 10 Service Logs completed in Service Capture
- 13 Task & Travel Logs due by 10:00 a.m.
- 15 **Formal Observations Completed**
- 27 Task & Travel Logs due by 10:00 a.m.

### April

- 10 Service Logs completed in Service Capture  
Task & Travel Logs due by 10:00 a.m.
- 24 Task & Travel Logs due by 10:00 a.m.

### May

- 1 Schedule formal evaluation**
- 8 Task & Travel Logs due by 10:00 a.m.
- 10 Service Logs completed in Service Capture
- 22 Task & Travel Logs due by 10:00 a.m.
- 31 **Official check-in completed Supervision Verification Documentation Form submitted, if required**

### June

- 5 Task & Travel Logs due by 10:00 a.m.
- 10 Service Logs completed in Service Capture