



Workforce Training Center Annual Calendar

Date*	Item	Details	How to submit
6/1	Notification of unspent funds	WTCs must notify IDCTE if they are anticipating having unspent funds.	Email to: Petya Johnson and Tracie Bent
6/30	Return unspent funds	WTCs are required to return any unspent funds to IDCTE.	Email to: Petya Johnson and Tracie Bent
7/31	Annual Headcount due	Provide the unique headcount for all students served during the prior fiscal year.	Survey Link
7/31	Program Funding Report due	Detailed year-end report to demonstrate how all funds were used during the prior fiscal year. (Template Link)	Email: Petya Johnson and Tracie Bent
8/31	Funding Authorization	IDCTE will send a funding authorization letter.	N/A
10/31	Program Report due	Detailed program report to show student numbers, completion rate, and demographic information. (Template Link)	Email: Petya Johnson and Tracie Bent
10/31	Narrative Summary due	Spotlight an employer from your region served by WTC.	Survey Link

*Note: If the due date falls on a weekend or holiday, the following workday is the applicable date.