



## NTI 2019 Checklist

Please bring the following items with you to NTI July 28-July 31, 2019. You will be using these materials in the training.

- Most current syllabus for the course(s)/program you will be teaching. A syllabus is an overview of the course or program.
- Your teaching schedule. Those teaching in a career center should also bring their school's bell schedule.
- Curriculum that was used in your program last year and/or you anticipate using in the upcoming school year.
- A lesson plan that was used in your program last year if available.
- Textbooks or primary student and teacher resources used in your class(es). Do not bring all of your resources. Bring what would be helpful as you develop a lesson plan you might use the first week or two of school.
- School or District Student Handbook and Faculty Handbook. These handbooks are helpful as you develop a classroom management plan.
- Laptop or notebook computer and charger. Be sure to check that your computer can access the hotel Wi-Fi network. Your computer must be able to access the DESE website, Moodle and various other websites. It is preferable that you can also access Google Docs and be able to exchange information with your cohort group via a Gmail account. **Be sure to have login information for any school-issued devices.**
- Visit with administrator to determine if you are required to become certified as a Career Education Teacher. If you or your administrator has already applied for your Career Education Temporary Authorization Certificate (CTAC), bring your DESE logon information.
- Pens/pencils
- Please bring proof of identity for UCM enrollment form if you plan to take NTI for college credit through the University of Central Missouri.  
**(Tuition and fees to UCM related to college credit are not included in NTI)**
- Jacket or sweater for air-conditioned meeting rooms.
- Comfortable walking shoes
- Participants are highly encouraged to determine if their school district or institution will reimburse them for expenditures such as hotel fees, meals, and mileage for NTI. Schools have differing policies on what is reimbursable, at what rate, and the necessary paperwork and timelines to request reimbursement.

You will be provided with a textbook, participant notebook and other materials when you arrive July 28. You will also be given a flash drive that includes a copy of the participant notebook, PowerPoints and videos used during NTI and other resources. The conference begins promptly at 2:00. Please arrive at the conference center between 1:00-2:00 to get registered for the conference and receive your materials. Once you arrive, you will be introduced to your cohort leader. You will be working with the same cohort of new teachers throughout the training. Note that the hotel registration is at the hotel and is separate from the conference registration. NTI takes place across the parking lot from the hotel.

Assignments will be given during NTI. You will complete most assignments while at NTI, while others will be completed after NTI has concluded. You will usually have an evening assignment to complete during the course of the institute.

Dinner will be provided on Sunday, July 28. Breakfast and lunch will be provided July 29 – July 31. All other meals are "on your own."