

act◆◆◆◆◆◆◆◆◆◆ Institute Schedule – Spring 2012

Our classroom space is limited. Space is available on a first come first serve basis with a deadline of January 18, 4 pm.

* Institute fees are **non-refundable** once a candidate has received handouts and passwords to the ACT portal.

- Two training components are available online. You will be able to begin your online studies as soon as you come into the office and make your training payment of \$495. At this time, we will give you all the necessary handouts and passwords to access the online components.
- The first online training component **must be completed** by the first night of face to face instruction – where it will be reviewed and discussed. **You should plan for about 9 hours of online work for this component**
- The second online training component, Reading also has a posted due date. **You should plan for about 12 hours of online work for this component.**

Face to Face Sessions:

First Online Component must be complete BEFORE Jan 25

Wednesday, Jan 25	6 - 9 pm
Monday, Feb 6	6 - 9 pm
Tuesday, Feb 7	6 - 9 pm
Wednesday, Feb 8	6 - 9 pm
Thursday, Feb 9	6 - 9 pm
Saturday, Feb 11	8 - 3 pm
Monday, Feb 13	6 - 9 pm
Tuesday, Feb 14	6 - 9 pm
Wednesday, Feb 15	6 - 9 pm
Thursday, Feb 16	6 - 9 pm

Online Reading Component must be complete By Feb 18

Saturday, Feb 18	8 - 3 pm
Monday, Feb 27	6 - 9 pm
Tuesday, Feb 28	6 - 9 pm
Wednesday, Feb 29	6 - 9 pm

You are expected to attend and complete ALL sessions. Any candidate that does not complete their training component will be required to pay \$100 for each session that needs to be repeated, unless extenuating circumstances are approved in advance. In San Antonio: Carol Maki (cmaki@actsanantonio.com)
In Central TX: Carol Rogers (crogers@actcentraltx.com)

You will receive all books, materials, and syllabi for the face to face components on the first night of the Preparation Session. You will receive all the handouts and passwords for the online components once ACT receives full Institute payment.

**Please note where your Preparation Sessions are scheduled and located.
San Antonio: The ACT Office: 11550 IH 10 W suite 280 – SA, TX**