

PRINT

ED

Manual



Promoting the Future of
Graphic Communications
through Accreditation

PrintED MANUAL

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GENERAL INFORMATION

INTRODUCTION

PrintED, administered by the Graphic Arts Education and Research Foundation (GAERF), is a national accreditation program, aligned with industry standards, appropriate for secondary and post-secondary schools offering graphic communications curricula.

PrintED was developed in 1986 by the Printing Industries Association of Georgia (PIAG) at the request of the Georgia Department of Education to provide a set of skill standards for the state's printing programs. In 1990, the Printing Industries of America adopted the Georgia program as a national industry-approved accreditation program. GAERF, headquartered in Reston, Virginia assumed management of PrintED in 2000.

BENEFITS OF ACCREDITATION

To the student, PrintED provides a career pathway for entry into the workplace with verifiable credentials, or to pursue further education with college credit already in hand.

To the educator, PrintED ensures an instructional program that is current and relevant, consistent across the nation, and aligned with industry standards.

To the employer, PrintED graduates promise a knowledgeable, trained, and skilled workforce.

AREAS OF ACCREDITATION

A candidate program has the opportunity to become accredited in up to six instructional areas. Accreditation in **Introduction to Graphic Communications**, as well as in one other area, is required.

Core Area: Introduction to Graphic Communications
Basic Areas: Graphic Design
Digital File Preparation/ Digital File Output
Digital Production Printing
Offset Press Operations/ Bindery & Finishing
Screen Printing

STANDARDS

PrintED has identified six skill standards that encompass the elements of a solid training program. In order for a program to receive accreditation, it must meet these standards in at least two accreditation areas.

- Standard 1: Instructional Staff
The instructional staff must maintain technical competence, meet the requirements to be an approved PrintED instructor, and meet all state and local requirements for accreditation.

- Standard 2: Facility, Equipment, and Safety
The physical facility must be adequate to permit achievement of the program goals and performance objectives. In addition, the equipment must be of the type and quality found in the industry. Both the facility and equipment must meet today's safety standards.
- Standard 3: Instruction
Program curriculum must include current industry-endorsed tasks, safety procedures, acceptable work habits and ethics, and testing and evaluation procedures.
- Standard 4: Purpose
Program must have clearly stated goals related to student services and employers served.
- Standard 5: Administration
Administration must insure that instructional activities support and promote the goals of the program.
- Standard 6: Program Budget
Funding must be provided to meet the approved program goals and performance objectives.

COMPETENCIES

The Graphic Communications Skills Competencies (GCSC), developed by educators and industry professionals, serve as the basis for instruction. The GCSC are available for free download at: www.printtechnologies.org/education/printed/.

APPLICATION

The instructor initiates the accreditation/reaccreditation process by submitting an application and an \$1800 fee to GAERF.

ACCREDITATION PROCESS

An applicant program is granted 12 months to complete the accreditation process. Accreditation is awarded for five years. For a detailed explanation of the accreditation process, refer to the Instructor and Evaluation Team Leader sections of the manual.

REACCREDITATION

A program must be reaccredited every five years in a process that is identical to the initial accreditation process. The reaccreditation fee is \$1800.

ACCREDITATION OF ADDITIONAL AREAS

An accredited program may apply to become accredited in additional areas in a process that is similar to the initial accreditation process. An *Add-An-Area Application* is submitted to GAERF with the \$1000 fee. An additional area(s) of accreditation may be added at no extra cost if it is completed as a part of an accreditation or reaccreditation.

REFUND POLICY

If a school should decide not to pursue PrintED accreditation or PrintED reaccreditation after submitting an application and fee, a written request must be sent to GAERF by the program's supervisor within ninety days of receipt of application. All returns are subject to a non-refundable 15% administrative fee. In addition, any PrintED materials that were sent to the instructor must be returned to GAERF prior to processing the refund request. After ninety days, no refunds will be granted.

CURRICULUM

PrintED does not provide curriculum.

ADVISORY COMMITTEE

A PrintED program is required to establish and maintain an Advisory Committee comprised of at least three industry members who possess knowledge and experience relative to the program offerings, and are considered the voting members of the committee. Faculty and administrators may serve as non-voting members of the committee. Although not required, it is advisable to have an enrolled student and the parent of an enrolled student serve on the Advisory Committee. The committee is required to meet at least once a year and to keep copies of agendas and meeting minutes on file.

The general functions of the committee are to act in an advisory capacity for the development and operation of the PrintED program.

- Make recommendations for short and long range plans.
- Evaluate facilities and program equipment.
- Analyze course content.
- Assist with instructional and learning experiences.
- Assist in promoting education, e.g., arranging for tours and field experiences for students and teachers.
- Assist with job opportunities.

SUGGESTED EQUIPMENT LIST

Although PrintED does not require that a classroom have specific equipment and software, a suggested list of equipment and software has been developed. The final determination as to equipment and software needed should be based upon input from the program's Advisory Committee members and the program instructor(s). **As software is constantly changing, always purchase the latest version(s).** To see the most current PrintED Suggested Equipment List, visit: <http://www.gaerf.org/PrintED/asp>.

PRINTED ACCREDITED PROGRAMS

Accreditations are awarded on a continual basis. The most up-to-date listing of accredited programs can be found on the GAERF website: www.gaerf.org.

PRINTED/SKILLSUSA CAREER ESSENTIALS: ASSESSMENTS

To provide students with a credential that validates mastery of academic and workplace competencies for 21st century jobs and to help meet Perkins IV requirements, GAERF and SkillsUSA have established a partnership to offer online PrintED/SkillsUSA Career Essentials: Assessments. These examinations test technical skills and knowledge with media-enriched questions containing animations, videos, drawings and photographs. The six assessments include:

- Introduction to Graphic Communications
- Digital File Preparation/Digital File Output
- Digital Production Planning
- Graphic Communications
- Offset Press Operations/Bindery & Finishing
- Screen Printing

Each assessment is priced at \$12 for PrintED students and SkillsUSA members; \$22 for non-members. To order, or for more detailed information, visit:
www.careeressentials.org/assessments/skillsusa-and-printed/.

A student who receives a passing score on a PrintED/SkillsUSA Career Essentials: Assessment is awarded a ***PrintED/SkillsUSA Student Certification*** in that subject area, valid for two years. The certification, which does not require work experience, is designed to be the initial step for students seeking to build a career in the graphic communications industry. The student is provided with a co-branded PrintED/SkillsUSA certificate that includes GAERF, PrintED, and SkillsUSA logos.

Students and employees who are not enrolled in a PrintED program may purchase the assessments at the non-member fee.

ARTICULATION AGREEMENTS

Articulation agreements are designed to build strong partnerships between high schools and community colleges and/or four-year institutions. The agreement outlines specific requirements completed at the high school level that will transfer to institutions of higher learning. PrintED instructors are encouraged to form articulation agreements to provide students with the benefit of pursuing further education with college credit already in hand.

PRINTED WORKSHOPS

GAERF staff and/or ETLs conduct educational workshops. Contact GAERF at: gaerf@aptech.org to schedule a PrintED Workshop.

INSTRUCTOR

APPLICATION

The instructor initiates the accreditation/reaccreditation process by submitting a PrintED application and \$1800 fee to GAERF.

EVALUATION TEAM LEADER

An Evaluation Team Leader (ETL), who is an experienced PrintED instructor, will be assigned to serve as a mentor to the instructor throughout the accreditation process, and will act as a liaison between the instructor and GAERF.

FACILITY INSPECTION

A facility inspection will be scheduled to take place within thirty days of receipt of application. This onsite visit marks the beginning of the 12 month accreditation process. In preparation for the facility inspection, the instructor is required to complete an *Instructor Data Form*. The information and documentation provided will determine whether the instructor has met the minimum requirements to be approved as a PrintED instructor. If the instructor does not meet the basic requirements, recommendations will be made, and the requirements must be met before the final evaluation is scheduled.

At the onsite visit, the ETL will review and score the *Instructor Data Form*, evaluate the lab and classroom, and provide instruction on assembly of the Standards Binders. A *Facility, Equipment, and Safety Inspection Report* will be completed by the ETL to determine whether the facility meets Standard Two. If the facility does not meet the requirements, the instructor must make the required changes before a final evaluation can be scheduled.

STANDARD BINDERS

The instructor compiles a set of Standards Binders containing documentation to verify that the program has met PrintED's six standards in each potential area of accreditation.

The instructor may choose to assemble the Standards Binders electronically.

The Administrative Standards Binder will contain documentation for all Standards with the exception of 3.2A. Contents will be mostly administrative material and general information about the program.

Additional binders, one specific to each potential accreditation area, will contain Standard 3.2A. This task is the most time-intensive, requiring the instructor to document that a lesson plan is in place to teach at least 85% of the competencies in each potential accreditation area. *Review Sheets* are provided to assist with this process.

Once the Standards Binders have been completed, a *Standard Binder Agreement* should be inserted in the front of each binder.

INSTRUCTOR CONTACT

The ETL will serve as a mentor during the accreditation process, contacting the instructor at least once a month to ensure that progress is being made, and to make recommendations, as needed. The instructor should contact the ETL if he/she has any questions regarding the accreditation process. If at any time, the instructor experiences difficulty in reaching the ETL, he/she should contact GAERF.

SELF-EVALUATION

Before a final evaluation visit can be scheduled, the instructor and at least two members of the program's advisory committee conduct a self-evaluation of the program. The self-evaluation is conducted when the Standards Binders have been completed. The self-evaluation provides the instructor and advisory committee members with the opportunity to assess the program and to determine whether revisions will need to be made before the final evaluation takes place.

The ETL is responsible for notifying GAERF when the program is prepared to complete the self-evaluation. Subsequently, GAERF will provide the instructor with a *Self-Evaluation Packet*.

Upon completion of the self-evaluation, the instructor is required to return the *Self-Evaluation Packet*, the *Standards and Evaluation Guides*, the completed *Review Sheets*, the Administrative Standards Binder, and the Introduction to Graphic Communications 3.2A Standard Binder to the GAERF Consultant for review.

STANDARDS BINDERS REVIEW

The GAERF Consultant will score the Standards Binders by using the *Final Evaluation Rating Sheet*. If the minimum required scores are achieved, a date will be scheduled for the onsite final evaluation.

If the minimum required scores are not achieved, the GAERF Consultant will provide the ETL and the instructor with specific requirements that must be met before the final evaluation can be scheduled.

FINAL EVALUATION

An evaluation team comprised of industry members will conduct a final assessment of the program when the ETL determines that the applicant program has met all requirements. **The Final Evaluation must be scheduled within twelve months of completion of the facility inspection.**

The final evaluation marks the culmination of the accreditation process. The instructor and the ETL will determine a mutually agreeable date for the evaluation to take place **when students will be present.**

Instructor Responsibilities

- Assemble the evaluation team. Each evaluator must be a local industry professional, a high school graduate or equivalent, and not be a graduate or employee or past employee of the program within the past ten years. Their selection should be based on their expertise in the area(s) to be assessed. *One member of the program's Advisory Committee may be used as part of the final evaluation team **only** if an emergency situation arises and an industry representative cannot be located.*
- Complete the *Team Member Assignment* and *Accreditation/Reaccreditation Notification* forms and submit these documents to GAERF at least 30 days prior to the date of the final evaluation.
- Confirm attendance of the evaluation team members.
- Select two or three students who will serve as student guides for the evaluation team.
- Set aside a conference room for the pre/post evaluation meetings.
- Provide lunch and/or refreshments, if needed.
- Make all Standard Binders available for the evaluation team to review.

See the ETL section of the binder for a detailed description of the final evaluation process.

GAERF will notify the instructor of the results, including recommendations and/or comments made by the Evaluation Team.

Accreditation is awarded for five years.

ARTICULATION AGREEMENTS

Articulation agreements are designed to build strong partnerships between high schools and community colleges and/or four-year institutions. The agreement outlines specific requirements completed at the high school level that will transfer to institutions of higher learning. PrintED instructors are encouraged to form articulation agreements to provide students with the benefit of pursuing further education with college credit already in hand.

ANNUAL STATUS REPORTS

Both applicant and accredited PrintED programs are required to submit an *Annual Status Report* to GAERF at the end of each academic year. This document provides GAERF with an update on the program, which includes documentation that the instructor has attained the **required** annual six contact hours in graphic communications continuing education.

GAERF keeps a record of all PrintED graduates. Accredited programs complete a *Graduate Information Form* at the end of each school year.

INSTRUCTOR CHANGE

Accredited Program

If an accredited program encounters lead instructor change, the program is put on probation, and the newly-hired instructor is required to send the Standards Binders assembled by the previous instructor to the GAERF Consultant for review. If the Standards Binders are approved by the GAERF Consultant, a *PrintED Change of Instructor Application* must be submitted. An ETL will be assigned to visit the instructor and serve as a mentor for approximately one academic year to ensure the instructor is implementing PrintED policies and procedures into the program's curriculum. During this time, the instructor may choose to add or drop accreditation areas based on his/her expertise. The new instructor is encouraged to incorporate the most recent competencies into the curriculum. A self-evaluation of the program must take place to determine that the new instructor has met PrintED requirements, and is incorporating PrintED into the curriculum. If all requirements are met, the school is awarded a new plaque extending accreditation for one additional year.

If the Standards Binders cannot be located, or are not assembled correctly, a new PrintED application must be submitted.

If the program's accreditation expires within two years, a new PrintED application must be submitted.

Applicant Program

If an applicant program is in the process of becoming accredited or reaccredited and encounters a change of instructor, a new PrintED application must be submitted.

PROBATION/ACCREDITATION REMOVAL

In the event that a PrintED accredited program deviates from PrintED standards, the following procedure is followed:

1. The school is put on probation.
2. GAERF will assign an ETL to meet with the school's advisory committee and the PrintED instructor. The ETL and the advisory committee members will comprise the investigation team and conduct an evaluation of the program.

***Note:** The investigation cannot be used to add accreditation areas or to reaccredit the program. Programs do not need to update their Standards Binders for the investigation.

3. The investigation team will make one of the following recommendations:
 - a. Recommend removing the program from probation and reinstating its former accreditation status.
 - b. Recommend revocation of accreditation, listing specific reasons for the revocation, and request that the program remedy the deficiencies within ninety days.
 - c. If the program remedies the deficiencies, accreditation is reinstated. If the deficiencies are not remedied, accreditation is revoked and the program must reapply for accreditation.

REACCREDITATION

An accredited school is required to be reaccredited every five years. The institution initiates the process by completing a *Reaccreditation Application*. The reaccreditation process is identical to the accreditation process.

EVALUATION TEAM LEADER

Evaluation Team Leaders (ETLs) act as mentors to the instructors and serve as liaisons between the Graphic Arts Education and Research Foundation (GAERF) and the instructor.

EVALUATION TEAM LEADER APPLICATION

The initial step in becoming an ETL is to complete an application and submit it to GAERF for processing. In order to be considered, the applicant must:

- Be a current or retired PrintED instructor in good standing.
- Have been the instructor of a program when it was PrintED accredited.
- Have taught a PrintED accredited program for at least one year.
- Maintain membership in an industry-related organization.
- Achieve a passing score of at least 85% on the ETL test.
- Accrue a minimum of six contact hours in graphic communications education per year.

If PrintED policies and procedures are updated, a revised examination will be developed. In order to maintain active ETL status, all ETLs will be required to take the revised examination and achieve at least a minimum score of 85%.

Before mentoring a school, a new ETL is required to shadow an experienced ETL at both a Facility Inspection and a Final Evaluation.

EVALUATION TEAM LEADER APPOINTMENT

ETLs are appointed by GAERF after successfully completing the application process. An ETL may resign from an appointment at any time. Similarly, GAERF can revoke an ETL appointment if it is determined that the ETL has not served as a mentor during the accreditation process, has shown unprofessional performance, or has been in violation of the GAERF Code of Conduct.

EVALUATION TEAM LEADER CODE OF CONDUCT

An ETL must adhere to the GAERF Code of Conduct:

1. The ETL must remain objective when conducting a PrintED evaluation.
2. The ETL must evaluate the program on its own merit.
3. The ETL must exclude himself/herself from an assignment if he/she has been a student or employee of the institution being evaluated within the past ten years.
4. The ETL must keep confidential the records and reports of the applicant programs.
5. The ETL must represent and support PrintED in a professional manner to both internal and external constituencies.

EVALUATION TEAM LEADER ASSIGNMENT

GAERF will contact an ETL when an application has been received from a program that is located within fairly close proximity to the ETL.

Upon acceptance of a new assignment, the ETL is required to contact the instructor as soon as possible, and within two weeks of accepting the assignment, to discuss the accreditation timeframe, and schedule a date for the onsite facility inspection.

FACILITY INSPECTION

An onsite facility inspection should be scheduled to take place within thirty days of initial contact with the instructor.

Prior to the Facility Inspection

The ETL will notify GAERF of the date of the Facility Inspection.

GAERF will subsequently send the *Instructor Data Form* to the instructor; and the Facility Inspection documents to the ETL: *Facility, Equipment, and Safety Inspection Report, Instructor Data Form Scoring Sheet, Standards and Evaluation Guide, Accreditation Flow Chart, Sample Timeline, and Review Sheets*.

The ETL will also bring to the facility inspection the required tabs and stickers that have been provided by GAERF.

The ETL will become familiar with the contents of the *Facility, Equipment, and Safety Inspection Report* before arriving at the institution, and confirm the date and time of the Facility Inspection with the instructor.

Facility Inspection

The purpose of the Facility Inspection is to determine whether the instructor meets PrintED instructor requirements, to assess the facility's lab, and to provide the instructor with an overview of the accreditation process, including assembly of the Standards Binders.

The ETL will score the *Instructor Data Form*. If minimum requirements are not met, recommendations will be made. The instructor must meet the requirements prior to the final evaluation taking place.

The ETL will complete the *Facility, Equipment, and Safety Inspection Report*, which involves conducting a thorough inspection of the lab and its equipment. The report requires signatures of the ETL, the instructor, and the administrator. This is to ensure that

all parties involved have a clear understanding of, and commitment to, the accreditation process.

The *Standards and Evaluation Guide*, the blueprint for the assembly of the Standards Binders, will be thoroughly reviewed with the instructor. Instruction will be given as to the contents that will be included in each Standards Binder.

The Administrative Standards Binder will contain documentation for all Standards with the exception of 3.2A.

A Standard 3.2A Binder will be assembled for each potential area of accreditation, and will contain lesson plans to document how the competencies are being taught. The instructor will be provided with *Review Sheets*, *stickers*, and a set of imprinted tabs for use in assembling the 3.2A Standards Binders.

If the instructor elects to assemble the Standards Binders electronically, paper tabs and stickers will not be needed. However, tabs must be created for the electronic Standards Binders, and lesson plans must be identified similar to the system used with stickers.

The ETL will review the accreditation flow chart with the instructor to ensure he/she is aware of the steps involved in the process.

After the Facility Inspection

The ETL will send GAERF the signed *Facility, Equipment, and Safety Inspection Report*, the *Instructor Data Form Scoring Sheet*, and an *ETL Expense Report* as soon as possible, or within 10 days of completion of the visit.

MONTHLY CONTACT

In order to serve as an effective mentor, the ETL must maintain monthly contact with the instructor. This provides the opportunity to address any problems that the instructor might be experiencing and to check on the progress being made in the assembly of the Standards Binders. When it has been determined that the Standard Binders have been completed, the ETL will notify GAERF that the applicant program is ready to schedule a self-evaluation.

SELF-EVALUATION

The instructor and at least two members of the program's advisory committee conduct a self-evaluation of the program. GAERF will provide the instructor with a *Self-Evaluation Packet*. The results will indicate whether any necessary revisions need to be made to the program before the final evaluation.

Upon completion of the self-evaluation, the instructor provides the GAERF Consultant with:

- Signed *Self-Evaluation Packet*
- Completed *Standards and Evaluation Guides*
- Completed *Review Sheets*
- Administrative Standards Binder
- 3.2A Introduction to Graphic Communications Standards Binder

The GAERF Consultant:

- Reviews the *Self-Evaluation Packet*.
- Scores the Administrative Standards Binder and the 3.2A Introduction to Graphic Communications Standard Binder by using the *Final Evaluation Rating Sheet*. If the required scores are not met, the GAERF Consultant must contact the ETL to request that the Standards Binder(s) be corrected before an onsite visit can be scheduled.
- Returns the Standards Binders, the *Standards Binder Review Sheet*, and the scored *Final Evaluation Rating Sheet* to the ETL.
- Returns a copy of the *Standards Binder Review Sheet*, and the signed *Self-Evaluation Packet* to GAERF.

The Evaluation Team Leader

- Schedules a date for the final evaluation once it has been determined the Standards Binders have been approved.
- Inserts the scored *Final Evaluation Rating Sheet* into the Administrative Standards Binder.

FINAL EVALUATION

The final evaluation marks the culmination of the accreditation process, and must take place **when students are present**.

Prior to the Evaluation

The instructor is responsible for assembling the final evaluation team, which includes one team member to assess each potential accreditation area. For example, if a program is seeking accreditation in Introduction to Graphic Communications, Digital File Preparation and Graphic Design, the final evaluation team should consist of three members, i.e., one industry representative to evaluate each potential area of accreditation. An industry representative may evaluate two accreditation areas if there is a shortage of evaluators. GAERF recommends that an Advisory Committee member be present to observe the final evaluation.

Evaluation team member requirements:

- High school graduate or equivalent
- Five full-time years in the industry

*NOTE: An evaluation team member cannot be a member of the Advisory Committee or be a graduate of the program within the past ten years. One member of the program's Advisory Committee may

serve as an evaluation team member only if an emergency situation arises and an industry representative cannot be located.

Onsite Evaluation

The ETL:

- Arrives thirty minutes prior to the evaluation.
- Meets with the instructor, requesting to be shown to the room where the pre-evaluation meeting will occur.
- Requests the instructor to provide a Standard Binder 3.2A, and a corresponding *Review Sheet*, for each potential area of accreditation for use by the Evaluation Team. The instructor should have indicated on the *Review Sheet* those competencies being taught so that the Evaluation Team member can identify the lesson plan that exists to teach those competencies.
- Conducts the Pre-Evaluation Meeting
 1. Distributes the *Team Member Guide*, the *Review Sheets*, and the *Standards & Evaluation Guide – Standard 3.2A* to all team members.
 2. Requests that all team members complete the *Evaluation Team Member Form*.
 3. Provides a background of the school's program.
 4. Instructs the team members to evaluate Standard 3.2A by using the *Review Sheet* and the *Standards & Evaluation Guide – Standard 3.2A*.
 5. Suggests ways to interact with the students, e.g., look at their portfolios, have them demonstrate the operation of equipment, etc.
 6. Answers any questions that the Evaluation Team might have.
- Oversees the tour of the classroom
 1. Circulates in the classroom while the Evaluation Team is evaluating Standard Three.
 2. Is available to assist with any problems that may arise.
 3. Checks the progress of the Evaluation Team in order to maintain the schedule.
- Conducts the Post-Evaluation Meeting
 1. Distributes a *Final Evaluation Rating Sheet* to each team member so that each team member can transfer the information from the *Standards & Evaluation Guide – Standard 3.2A* document to the *Final Evaluation Rating Sheet*. Note that the ETL should have entered the scores on the *Final Evaluation Rating Sheet* for all Standards with the exception of 3.2A. Directs the team members to tally the points and sign the *Final Evaluation Rating Sheet*.
 2. Discusses and records any deficient areas or problems.
 3. Encourages the evaluation team to identify exemplary aspects of the program, and record their testimonials in the Comment Section.
 4. Discusses all areas and comes to a consensus regarding recommendation for/against accreditation.

5. Collects the *Evaluation Team Member Forms*, the signed *Final Evaluation Rating Sheets*, and the *Standard 3.2A Checklists*.
- Conducts Evaluation Follow-Up Meeting
 1. Invites the instructor and administrators to join in a brief wrap-up session, and discuss the strengths and weaknesses of the program.
 2. Does not indicate whether the school will be awarded accreditation. Reminds all parties that accreditation is granted by GAERF and not by the ETL or the Evaluation Team.
 3. Thanks the instructor, the administrators, and the Evaluation Team.

After the Evaluation

The ETL submits the **signed** *Final Evaluation Report*, which includes an *Evaluation Team Member* form and a *Final Evaluation Rating Sheet* for each team member, along with a *GAERF Expense Report*, to GAERF within ten days.

REACCREDITATION

An accredited school is required to be reaccredited every five years. The process is identical to the accreditation process.

EVALUATION TEAM LEADER TRAVEL EXPENSES AND STIPEND

The ETL is reimbursed for travel expenses/lodging and is asked to adhere to these guidelines:

1. All air travel will be coach class, unless otherwise excepted.
2. Travel expenses allowed include all those necessary for the conduct of business, except personal expenses.
3. The ETL will be reimbursed at the current IRS approved reimbursement for use of their personal auto when performing PrintED–related activities.
4. Hotel bills must be attached to all expense reports. Reservations should be placed at moderately priced hotels and is generally limited to a one-night stay.
5. No reimbursement will be made for meal expenses without attached receipts.
6. A stipend of \$400 per visit is awarded, limited to the two required onsite visits. In some instances, the fees for a substitute teacher are covered, with a maximum of \$100 for a full-day or \$50 for a half-day allowed. The ETL must receive prior approval from GAERF in order to be reimbursed for the expense of a substitute. Expense reports are to be returned to GAERF within ten days after return from a site visit.

PRINTED WORKSHOPS

ETLs may receive requests to conduct workshops. ETLs must submit a *PrintED Workshop* form to GAERF sixty days prior to the scheduled event. GAERF will provide

the ETL with handouts for the session, including a copy of a PowerPoint presentation, which is not required, but recommended.

At the conclusion of the event, the ETL is required to submit a list of participants to GAERF so that a certificate of attendance can be issued to each attendee.

The ETL will receive a \$400 stipend for facilitating a full-day PrintED Workshop; a \$200 stipend for facilitating a half-day PrintED Workshop.



The Graphic Arts Education and Research Foundation (GAERF®) serves to advance knowledge and education in graphic communications by supporting programs to provide a well-prepared rising skilled workforce for the industry.

GAERF, a nonprofit foundation, is managed and directed by the Association for Print Technologies from their headquarters in Reston, Virginia.

GAERF

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