

## ***CECAS for Beginners*** **Training Agenda** **November 19, 2015**

1:00pm - 1:05pm	Welcome and Opening Remark
1:05pm - 1:15pm	CECAS Information Website
1:15pm - 1:30pm	Child Search & Recent Child List
1:30pm - 2:00pm	Documenting Initial Placement <ul style="list-style-type: none"><li>• Special Ed - Referral Section</li><li>• Special Ed - Evaluation Section</li><li>• Special Ed - Placement Section</li><li>• Plans - Child Plan Detail - Special Ed</li><li>• Plans - Testing and Accommodations</li><li>• Plans - Programs/Services</li></ul>
2:00pm - 2:10pm	CECAS Exits
2:10pm - 2:25pm	Record Closure
2:25pm - 2:30pm	Wrap Up

### **Objectives:**

At the completion of this training session:

- Trainees will be able to understand the process of navigating to/through the CECAS Communication Website and its available resources.
- Trainees will be able to navigate through the CECAS application, understanding how to utilize the child search options and the Recent Child List.
- Trainees will be able to identify the process to complete a plan via the Plans screens.
- Trainees will be able to identify the process of exiting an active student record (Not Transferred to Regular Ed & Transferred to Regular Ed).
- Trainees will be able to identify the process of completing Record Closure.



65<sup>TH</sup> CONFERENCE ON EXCEPTIONAL CHILDREN



**GRADUATION:**  
**The Measure of Tomorrow**

**CECAS for  
Beginners**

November 2015



PUBLIC SCHOOLS OF NORTH CAROLINA  
State Board of Education | Department of Public Instruction

November 18-20, 2015

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**EC Delivery Team  
Regional Trainers**

- Vacant – Northeast(1) & Southeast(2)
- Jennifer Sims – North Central(3), Sandhills(4) & SOPs
- Khalilah O’Farrow-Boulware - Piedmont-Triad(5) & Southwest(6)
- Ilona Ketting - Northwest(7) & Western(8)



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**Getting Started in CECAS**

This session provides an overview of documenting E C data in CECAS.



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**Participants will understand how to:**

- understand the process of navigating to/through the CECAS Communication Website and its available resources.
- navigate through the CECAS application
- utilize the child search options and the Recent Child List.

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**Participants will understand how to:**

- identify the process to complete a plan via the Plans screens.
- identify the process of exiting an active student record (Not Transferred to Regular Ed & Transferred to Regular Ed).
- identify the process of completing Record Closure.

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**Additional Information**

- CECAS Information Site ([www.nccecas.org](http://www.nccecas.org))
  - ✓FAQs
  - ✓Recorded Training Webinars
  - ✓Training Documents
- CECAS Online Help

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