



## **July MATC Agenda 2026 – To Do List**

Deadline: June 11, 2026

*(If Lawyers/Legals are involved, documents must be sent the week before for review.)*

### **Legal Review Timeline**

- **June 5, 2026**

If legal or lawyer review is required, all documents must be sent for review, signed, and ready for submission by this date.

### **May Deadlines and Tasks**

#### **Week One – Standards Review**

- Enter all required data for review in the meeting.

#### **Week Two – Related Instruction (Classroom Curriculum)**

- Review and update curriculum.
- Confirm 144 hours per year of classroom instruction

#### **Week Three Work Processes (On-The- Job Training)**

- Review and verify 2,000 hours per year of on-the-job training content.

#### **Week Four – Sponsor Documentation**

- Complete Sponsor's Checklist, Form 2000, and Request Letter.
- Include Affirmation Action/Workforce Analysis, if needed.

### **June Deadlines and Tasks**

#### **Week One – Submission of First Draft**

- Complete all paperwork for review in the meeting.
- Finalize internal feedback prior to submission.

#### **Week Two – Final Submission Deadline**

- Submit all finalized materials to Management, Council, and Directors no later than Friday, June 11, 2026.