



OKLAHOMA DEPARTMENT OF CAREER  
AND TECHNOLOGY EDUCATION

March 24, 2025

## MEMORANDUM

**TO:** Agricultural Education New Teachers

**FROM:** Scott Nemecek, State Program Administrator

**SUBJECT:** New Teacher Academy

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We are completing plans for this year's New Teacher Academy. Our 2025 academy will begin on July 29<sup>th</sup> & 30<sup>th</sup>, 2025 from 8:30 a.m. to 11:30 a.m. and 1:00 - 4:30 p.m. both days. On the first day, there will be an evening meal and activity from 6:00 to 8:00 p.m.

New Teacher Academy activities are designed to introduce you to the *CareerTech* system and provide you with the fundamentals you need to begin your teaching career in Agricultural Education in Oklahoma.

There will be other required professional development opportunities including the Oklahoma Summit, August 4<sup>th</sup> through 5<sup>th</sup>, in addition to follow-up sessions throughout the coming year.

### **ATTENDANCE POLICY**

Attendance at the New Teacher Academy is part of the certification process and **mandatory** for all new (including those experienced teachers that are new to Agricultural Education and/or new to Oklahoma) and certain returning Agricultural Education teachers. If you miss a session this school year, you are required to make it up the following year.

We realize that it can be difficult managing the details of being away from home and school, so we appreciate your special efforts. We also appreciate your school's support in making this opportunity available to you. We believe these in-service sessions will prove to be an investment in your future as an Agricultural Education Educator. You will receive materials that will help support your teaching efforts.

We look forward to working with you and assisting you in having a very successful first year in teaching Agricultural Education in Oklahoma. See you at the New Teacher Academy on Tuesday, July 29<sup>th</sup> and Wednesday, July 30<sup>th</sup>!

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1500 West Seventh Avenue  
Stillwater, OK 74074-4398  
[www.okcareertech.org](http://www.okcareertech.org)  
(405) 377-2000 • Fax: (405) 743-6809

## New Teacher Workshop Series 2025-2026 School Year

**Attendance at all** the New Teacher Workshop Series is a part of the certification process and is **mandatory** for all new Agricultural Education teachers and for certain returning teachers.

Please share these dates with your administration so that they can plan for substitutes for the days that you will be attending these workshops. Remember, *CareerTech* program assistance money may be used to cover the costs of travel, lodging if necessary, and a substitute if needed, for your professional development. Potential New Teacher Area Meetings will be held in the Fall. These will also be mandatory (Dates not listed).

Date and Time	Meeting Place	Primary Focus
Tuesday, July 29 & Wednesday, July 30, 2025 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	Orientation, Planning, Expectations, Program Management, Managing SAEs, Fundraising, Professionalism, Reports
Monday, August 25, 2025 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	State Fair Educational Exhibits, CESI, Greenhand Quiz, Salary & Teaching Schedule, Ceremonies Contest
Wednesday, November 5 <sup>th</sup> & Thursday, November 6 <sup>th</sup> , 2025 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	Proficiency Applications, The AET, State and American Degree, Agriscience Fair, Career Passport, CDE's and Speech, Scrapbooks and Portfolios
Thursday, January 8, 2026 8:30 – 4:30	ODCTE, Stillwater Tuttle Seminar Center	Officer Retreats, Banquet Planning, Officer Elections, National Chapter Application, CDE Training

### **PARKING AT THE AGENCY**

At the Oklahoma Department of Career and Technology Education, the parking entrance is off 7<sup>th</sup> Avenue, just west of Stillwater Medical Center. The main entrance to Career Tech is west of the main parking lot. Please arrive a few minutes early, as you will have to check in with the receptionist before heading to the meeting room.

### **DRESS**

Dress for all New Teacher sessions is “business casual.” This means **ABSOLUTELY no jeans, no sweats, no shorts, no flip flops, no tennis shoes, no hats or caps.** Remember it is difficult to keep the temperature comfortable for everyone, so you may want to bring a jacket or a sweater.

### **HOTEL RESERVATIONS**

You are responsible for making your own reservation and paying your lodging charges. Your school's program assistance money may be used to pay for your expenses during this professional development workshop. Talk with your administration as to how this is to be handled. CareerTech 412 funding may be used to cover professional development expenses.

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