ACPET 2016-17 Course Guide Process

1. Register your interest by completing the expression of interest (EOI) form and submitting it to the appropriate ACPET state office by **Wednesday 23 December 2015**. Please ensure you read and understand the EOI form completion instructions and fee schedule.

2. In January 2016, subject to adequate member commitment, you will be provided with a letter of offer and an invoice for the amount payable. You will also receive a web link to complete your course advertisements, college editorial and student success story. Once completed it will be submitted online to ACPET for the graphic design to commence. ACPET will also provide a handy Course Guide checklist and terms and conditions for your signature.

3. On receipt of your payment, all course information will need to be returned to ACPET by Friday 20 February 2015 when your information will be loaded in to the Course Guide format and returned to you for final editing and approval.

4. Once ACPET has received your payment and final editing and approval of content, the Course Guide will be ready for printing in March 2016 and distribution will commence in April 2016 in time for Employment and Careers expos across the state.