

E-Rate Training Agenda 9/15/2026

Topic	Presenter	Time*	Details
Introduction	Catherine Willis	8:30-8:35	Welcome and house-keeping items
Program FY2026/2027 Program Updates	Catherine Willis	8:35-9:25	E-Rate updates for FCC Form 498 and SAM.gov, Invoicing and FCC Form 471, Competitive Bidding Portal, sunseting FCC Form 486.
Competitive Bidding (FCC Form 470)	Shawn Jensen	9:25-10:30	CB and FCC Form 470 overview, SP role, contracts, RFPs, Vendor communications, requirements for leased dark fiber and self-provisioned networks, evaluation matrix, CB exemptions.
Break		10:30-10:40	
Resource Spotlight: eLMs	Nekose Wills	10:40-10:50	What are eLMs, where do you find them and how can you get the most out of them.
Application (FCC Form 471)	Bernie Manns	10:50-11:50	FCC Form 471 application overview and requesting funding, application review process, and funding commitments.
Lunch		11:50-1:00	
Resource Spotlight: Webinars	Nekose Wills	1:00-1:10	What are webinars, where do you find them and how can you get the most out of them.
Improving E-Rate	E-Rate Staff	1:10-1:50	A listening session for attendees to share what's going well, how E-Rate can improve program administration, and answer your questions.
E-Rate Audit and Assurance Processes	Latrice Jones	1:50-2:30	Audit overview, what happens during an audit, what will be asked of the program participant, general timeline.
Registration Question Submission Review	All SMEs	2:30-2:50	E-Rate SMEs will review the questions training participants submitted with their registration.
Break		2:50-3:00	
Resource Spotlight: Website	Nekose Wills	3:00-3:10	What resource are on the website, where can you find them and how can you get the most out of them.
Invoicing	Pam Lloyd	3:10-3:55	Invoicing overview, preparing to Invoice, filing an invoice, invoice reviews, record retention and Open Data, and key takeaways.
Closing Remarks	Catherine Willis	3:55-4:00	Thank you for joining us!

*Times may fluctuate due to question-and-answer sessions