



General Information

Face-to-Face Trainings

Virtual Trainings

LEA Parameters

FOR FACE-TO-FACE AND VIRTUAL
PROFESSIONAL DEVELOPMENT TRAININGS



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DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

The Regional Educational Service Agencies (RESAs) will be involved in MDE professional development in three ways:

1

Training will be provided statewide through RESA facilitation at no cost to the LEA.

2

Training will be provided at district/school sites through the Regional Service Delivery Model and by the Professional Development Coordinators (PDCs) at no cost to the LEAs.

3

Training will be offered by the RESA at a cost to the LEA with the PDC delivering the content.



The PDCs will provide professional development trainings featured in the current Professional Development Catalog.



An updated catalog will be available in December and July of each year. Face-to-Face and virtual professional development trainings are available.



All face-to-face and virtual trainings will be provided at no cost to the LEA.



The PDCs will be available to provide training throughout the year, including the summer.



All requests must be approved by the superintendent, curriculum coordinator, special education director, principal, or professional development director.



All training requests should be submitted to Amy Pinkerton at apinkerton@mdek12.org using the Professional Development Request Form found [here](#).

Face-to-Face Trainings



A **minimum of 15 participants** is required for all face-to-face trainings. The requesting LEA may partner with another LEA or open the session as a regional training.



All face-to-face trainings featured in the current Professional Development Catalog are **5-hour** sessions. The PD catalog may be found [here](#).



The request form for all face-to-face trainings must be submitted **at least 4 weeks** prior to the preferred session date. The request form can be found [here](#).

Print Training Materials



The LEA is responsible for printing training materials and sign-in sheets for face-to-face sessions delivered by the PDC. The PDC will provide the LEA with these items via email at least one week prior to the training.

Prepare Training Facility



The LEA is responsible for setting up the training room according to the PDC's instructions and providing a screen, a projector, and adequate tables and chairs for all session participants.

Attend Training



To ensure follow-up, the approving administrator or administrative representative must attend all face-to-face training sessions provided by the PDCs.

Continuing Education Units



CEUs will be available for all face-to-face trainings held for 5 hours or more. The cost for CEUs is \$15 and will be processed through each RESA.





A **minimum of 5 participants** is required for all virtual trainings. The requesting LEA may partner with another LEA or open the session as a regional training.



All virtual trainings featured in the current Professional Development Catalog are **90-minute** sessions. The PD catalog may be found [here](#).



The request form for all virtual trainings must be submitted at **least 4 weeks** prior to the preferred session date. The training request form can be found [here](#).

Forward Training Items



The LEA is responsible for forwarding the training Zoom link and session materials to participants. The PDC will provide the LEA with these items via email at least one week prior to the training.

Print Training Materials



The LEA is responsible for printing training materials and ensuring that session participants receive them prior to the training. The PDC will provide the LEA with these items via email at least one week before the session date.

Prepare Training Equipment



The LEA is responsible for ensuring that session participants attend all virtual trainings on a laptop/computer and in separate rooms (to avoid audio feedback).

Attend Training



To ensure follow-up, the approving administrator or administrative representative must attend all virtual training sessions provided by the PDCs.



For more information about professional development trainings offered by the Office of Professional Development, contact Amy Pinkerton at apinkerton@mdek12.org.

