MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

APPLICATION FOR SEMI/OSL CREDIT

SEMI   OSL   BOTH   RENEWAL*

*for renewal of a previously approved application, see page 5

General Information

Agency: _____

Mailing Address: _____

Street   *P.O. Box*

_____

City   *State*   *Zip*

Contact: _____   Title: _____

Phone: _____   Email: _____

Program Information

Program Title: _____

Targeted Audience: _____

Number of Contact Hours *(minimum of 6.25 hours, excluding meals and breaks)*: _____

Trainer(s): _____

Date(s) of Training: _____

Location of Training (city and location training is held): _____

_____

Return To:

Tiffany Henderson
thenderson@mdek12.org
School Executive Management Institute

Applications must be submitted to the School Executive Management Institute (SEMI) at least four (4) weeks prior to the scheduled training.

For MDE Use- Date Received: _____ SEMI Officer Initials: _____

PART A: NARRATIVE

1. **Background on Development**: Include information on development procedures, materials, and evaluations of past training.

2. **Program Objectives**: State in clearly measurable terms what the participants will know and be able to do at the completion of the training.

3. **Content Abstract**: Describe, in about 60 words, the topics and/or subtopics to be included in the training. Describe what is to be covered.

4. **Instructional Design**: Include a description of all instructional activities used to assure participants' successful completion of the training program objectives. Describe how the content is to be presented. Please specify whether in person, virtual, or hybrid.

5. **Mastery Requirements**: List the requirements for successful completion of the training program. 100% attendance and active participation in all instructional activities must be included. Absences result in a failure to earn SEMI credit. If partial credit is being requested, please specify the requirements to receive partial and full credit.

6. **Documentation of Program Completion**: Include the method to be used for verification of participants' completion of mastery requirements as certified by the trainer. Specify what method will be used to verify attendance.

7. **Implementation and Follow-Up**: State the methods to be used for determining participants' application/implementation of the training.

8. **Program Evaluation**: Describe the plan for determining the success of the training program. Must include a program evaluation form.

9. **Professional Standards***: List which of the ten (10) Professional Standards of Educational Leaders (PSEL) training will align with the program objective and give a description of what the participant will gain or be able to do because of the training. ***PSEL are accessible on the National Policy Board for Educational Administration's website***

PART B: ATTACHMENTS

The following must be attached:

1. Brief biographical information on trainer(s).

2. Training evaluation form.

3. Copy of the agenda for each day of training, including beginning **and** endings times for all activities.

RENEWAL

IF   Renewing a previously approved application that meets the following criteria:

- ✓ Approved within the last two school years
- ✓ No change has been made to the material presented
- ✓ No change has been made to the format of the training

THEN The following must be included**:**

1. Page one of this application
2. Brief biographical information on trainer(s)
3. The current evaluation form
4. A copy of the current year's agenda for each day of training, including the beginning AND ending time for all activities.

IF   Renewing a previously approved application where **<u>any</u>** of the following apply:

- **X** It has not been approved in the last two school years.
- **X** There has been a change to the material presented (ie- reviewing updated guidelines)
- **X** There has been a change to the format of the training (ie- it has been moved from an in-person training to an online training)

THEN A full application (pages one-four), including all attachments, must be submitted.