LEA Parameters
FOR FACE-TO-FACE AND VIRTUAL PROFESSIONAL DEVELOPMENT TRAININGS
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.
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.

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.

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.

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.

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

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.
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.

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.

- 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.

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.

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