

**Mississippi Department of Education
Office of Professional Development**

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 LEAs.
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.**
(See information below for parameters.)
3. Training will be offered by the RESA at a cost to the LEA with the PDC delivering the content.

LEA Parameters for Training at district/school sites through the Regional Service Delivery Model and the Professional Development Coordinators:

- The PDCs will provide professional development trainings based on a session listed from the Menu of Services or Online Course Catalog. These sessions may be modified according to the specific needs of the district/school. An updated Menu of Services will be available in December and July of each year. Face-to-Face, online trainings, and coaching support are available.
- Services will be provided at no cost to the LEA.
- All requests must be approved by the superintendent, curriculum coordinator, special education director, principal, or professional development director.
- All requests should be submitted to the PDC lead (klivingston@mdek12.org) using the **Professional Development Request Form**.

Face-to-Face Trainings

- A **minimum of 15** participants is required for all face-to-face trainings. Districts/schools unable to meet this number may partner with another LEA or open their workshop as a regional training as noted on the **PD Request Form**. A separate form must be submitted if professional development support is being requested for more than one content area unless the session is labeled cross-curricular.
- All requested face-to-face sessions must be a minimum of 3 hours in length.
- The request form must be submitted **at least four weeks** prior to the preferred training date for all Menu of Service items and **at least six weeks** in advance for any specialized content training.
- The LEA is responsible for printing training materials and sign-in sheets for sessions delivered by the PDC. The PDC will provide the LEA with these items at least one week prior to the training.
- The LEA is responsible for providing the training facility, a screen, and a projector.
- The LEA is responsible for setting up the training room according to the PDC's instructions.
- The MDE will not provide refreshments or lunch for trainings requested by the district/school.
- The PDCs will be available to provide training throughout the year, including the summer.
- The approving administrator or administrative representative must attend all PD sessions provided by the PDCs to ensure follow-up
- CEUs and SEMIs may be requested through the local RESA. See the list of districts by RESA.

Coaching Support

- Coaching support is available to all schools who have received initial training. This support may be done via online or face-to-face meetings.
- Request for coaching support must be received within **one month** of the initial professional development session and **two weeks prior** to the requested coaching session.
- The PDC must receive all needed information in regards to scheduling and providing supports within **one week** of the coaching session. If this information is not received within the time frame, the coaching session will have to be rescheduled for a later date.

Online Courses

- Online courses will be provided to educators during various semesters as listed on the most current Menu of Services.
- A certificate of completion will be provided to all participants who completed online courses. This will be submitted to participants within **two weeks** of the completion date. Participants can then submit this certificate to the North Mississippi Education Consortium in order to apply for CEUs.