

**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 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 can provide only professional development listed on the Menu of Services. The Menu will be updated on a regular basis.
- 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 early childhood lead partner.
- All requests should be submitted to the PDC Lead (klivingston@mdek12.org) using the Professional Development Request Form.
- Although a minimum of 25 participants is preferred, each request must involve a minimum of 15 participants per content area per site each day. This minimum number of participants per site may include several small groups of teachers who are attending training on the same or multiple topics within a single content area during the same day as long as only one professional development coordinator is needed. Districts may also partner with other districts to reach the minimum number of participants. A separate form must be submitted if professional development support is being requested for more than one content area. Special Education requests do not have a 15-participant minimum.
- The request form should be submitted at least 4 weeks prior to the preferred training date. Confirmation will be provided via email within 1 week of receiving the request.
- The LEA is responsible for printing training materials, sign-in sheets, and evaluations for sessions delivered by PDC. The PDC will provide the LEA with these items at least two weeks 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 LEA is responsible for distributing and collecting the evaluation forms and sign-in sheets. The LEA will e-mail scanned copies of the sign-in sheet and evaluation forms to the MDE (klivingston@mdek12.org) within one week of the training session(s).
- The PDCs will be available to provide training throughout the year, including the summer.
- CEUs and SEMIs may be requested through the local RESA. See the list of districts by RESA.