

**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 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](mailto: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 4 weeks** prior to the preferred training date.
- The LEA is responsible for printing training materials, sign-in sheets, and evaluations 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 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 sheets and evaluation forms to the PDC lead ([klivingston@mdek12.org](mailto: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.
- 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.

**Online Courses**

- Online courses will be provided during the Fall and Spring of each school year following this schedule:
  - Fall I: August 1-September 30
  - Fall II: October 1-November 30
  - Full Fall: August 1- November 30
  - Spring I: January 1-February 28
  - Spring II: March 1- April 30
  - Full Spring: January 1- April 30

- Registration for online courses will be open one month prior to the start of the course.
- The LEA is responsible for providing adequate technology for participants to complete each module.
- It is recommended that the modules be completed weekly during grade-level or team-level meetings once a week for 30 minutes each session.
- A certificate of completion will be provided to all participants who completed online courses. This will be submitted to administrators and participants within **two weeks** of the completion date.
- For schools seeking CEUs and/or SEMIs for online courses, they must select a Full Fall or Full Spring option **OR** combine two sessions in the fall and two in the spring. A combination of fall and spring is **not** available for CEU purposes.

### **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.