

**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. Individualized trainings must be requested at least **6 weeks** prior to the 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 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 for administrators to register their teachers. Two weeks prior to the start of class, any additional seats will be open to educators.
- 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 45 minutes - 1 hour for 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.
- CEUs and/or SEMIs are offered for each online course according to the Online Professional Development Catalog.

### **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.