

SJCS District-Based ESE Inservice Planning Form

Use this form to design District-based training that meets ESE recertification requirements for inservice points.

Department _____ Date(s) of Training _____

Facilitator(s) Name _____ SunGard Contact _____

Completed by Course Facilitator	Check Box*
The professional development facilitator must be an ESE certified professional or a professional who has the appropriate credentials for teaching students with disabilities, or the professional development facilitator must be a co-presenter with an ESE certified professional or a professional who has the appropriate credentials for teaching students with disabilities, or the professional development facilitator must have developed the training with or consulted with an ESE certified professional or a professional who has the appropriate credentials for teaching students with disabilities.	<input type="checkbox"/>
The professional development facilitator must specifically address instructional curriculum/methods and/or to some degree address compliance for students with disabilities.	<input type="checkbox"/>
The agenda, handouts and/or resources must include methods or curriculum specific to students with disabilities.	<input type="checkbox"/>
The agenda, handouts and/or resources must include the name of the facilitator who meets the requirement of an ESE certified professional, or a professional who has the appropriate credentials for teaching students with disabilities, or the ESE consultant from the first box.	<input type="checkbox"/>
Agenda and handouts and/or resources along with this form must be included when submitting a training to the District SunGard Contact for ESE inservice points prior to the date of the event.	<input type="checkbox"/>

Completed by District SunGard Contact	Check Box*
The Learning Goal posted in SunGard must include the words, "students with disabilities."	<input type="checkbox"/>
The following statement must appear in SunGard prior to the Learning Goal. "This course meets the ESE recertification requirements."	<input type="checkbox"/>

**Each box must be checked to qualify for ESE inservice points.*