

## SJCSJ - ESE Inservice Planning Form

Use this form to design training† that meets ESE certification renewal requirements for inservice points.

This form must be completed and submitted to the PD Department for approval.

Please allow at least two weeks for the PD Department to review the application and accompanying documents; approval must be received before the event is entered into SunGard.

School / Department \_\_\_\_\_ Date(s) of Training \_\_\_\_\_

Facilitator(s) Name \_\_\_\_\_ SunGard/PD Contact \_\_\_\_\_

Completed by Course Facilitator	Initial Box*
The professional development facilitator must be an ESE certified professional or a professional who has the appropriate credentials for teaching students with disabilities (e.g., a trainer from a company facilitating training specific to instructional strategies for working with 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.	
The professional development facilitator must specifically address instructional curriculum/methods and/or to some degree address compliance for students with disabilities.	
The agenda, handouts and/or resources must include methods or curriculum specific to students with disabilities.	
The agenda, handouts, and/or resources must include an accountability / learning component that will evidence that participants are honing practical application of methods or curriculum specific to the instruction of students with disabilities.	
The agenda, handouts and/or resources must include the name of the facilitator who is either an ESE certified professional or is a professional who has the appropriate credentials for teaching students with disabilities.	
Agenda and handouts and/or resources including the participant accountability evidences†, along with this form, must be included when submitting a training to the SunGard/PD Contact for ESE inservice points prior to the date of the event. <i>This documentation <b>must</b> be included in order for the application to be <b>considered</b>.</i>	

Completed by SunGard/PD Contact	Initial Box*
The Learning Goal posted in SunGard must include the words, "students with disabilities."	
The following statement must appear in SunGard prior to the Learning Goal. "This course meets the ESE recertification requirements."	

\*Each box must be checked to qualify for inservice points that meet the SWD certification renewal requirement.

†The training must help teachers recognize and understand various learning disabilities, integrate instructional strategies specific to identified learning disabilities, and/or implement and monitor the impact of the accommodations for classroom instruction and assessment for students with disabilities.