SJCSD School-Based ESE Inservice Planning Form

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

School Name_____   **Date(s) of Training** _____

Facilitator(s) Name _____   **Name of PD Contact** _____

Completed by Course Facilitator	Check Box*
The professional development facilitator must be an ESE certified teacher or teacher who has the appropriate credentials for teaching students with disabilities, or the professional development facilitator must be a co-presenter with an ESE certified teacher or teacher who has the appropriate credentials for teaching students with disabilities, or the professional development facilitator must have developed the training with an ESE certified teacher or teacher 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 the name of the facilitator(s) who meets the requirement of an ESE certified teacher or teacher who has the appropriate credentials for teaching students with disabilities.	
Agenda and handouts and/or resources along with this form must be included when submitting a training to the school's PD Contact for ESE inservice points prior to the date of the event.	

Completed by PD Contact	Check 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 ESE inservice points.