

GUIDELINES FOR CONDUCTING IN-COUNTY PROFESSIONAL DEVELOPMENT

1. Complete the High Quality Workshop document.
2. Complete the Memorandum of Agreement (MOA) document (If applicable).

Send the HQ sheet and MOA (if applicable) to Cassie Cartrette.

1. The SchoolLink Site Coordinator will need to enter the workshop on SchoolLink and submit the workshop for approval.
2. Once approved, the participants will register for the workshop on SchoolLink using the Workshop Calendar or Course Catalog.
3. The SchoolLink Site Coordinator will print rosters from SchoolLink after participants have registered. Rosters should be signed by participants for each workshop meeting attended.
4. Participants will attend and complete workshop requirements.
5. Participants will submit the evaluation on SchoolLink within three days of completion of the workshop. **If no evaluation is submitted, no CEU credit will be issued.**
6. If there were separate sessions for the workshop, the Site Coordinator will record the topic for each date at the top of the rosters.
7. The SchoolLink Site Coordinator will turn in to Julie Watson the signed rosters with an agenda for the workshop session(s) attached. **NO HANDWRITTEN ROSTERS WILL BE ACCEPTED. ROSTERS MUST BE THOSE FROM SCHOOLLINK. IF HANDWRITTEN ROSTERS ARE SUBMITTED, THEY WILL BE SENT BACK TO THE SITE COORDINATOR TO GET SIGNATURES TRANSFERRED TO THE SCHOOLLINK ROSTERS. Keep a copy of the rosters at your school.**
8. Julie Watson will record attendance and review the signed rosters before finalizing the workshop. Then she will print and send a copy of the certificate to the participant.