

Offering Courses/Workshops within the District

CEU Applications must be submitted by the first day of the month
The LPDC does not meeting in September, December or July

- 1) Presenter completes PExpress COURSE FORM and submits it along with course syllabus to the Director of Instruction.

Course Syllabus must include:
 - ❖ Course Description
 - ❖ Meeting Dates and Times
 - ❖ Learning Outcomes
 - ❖ Professional Development Goals (District and/or Building Goals)
 - ❖ Materials Used
 - ❖ Topical Outline
 - ❖ Techniques used to determine achievement of learning outcomes
- 2) Director of Instruction reviews course proposal and makes a recommendation to the LPDC.
- 3) If the course is approved by the LPDC information will be entered into PExpress
- 4) Participants can register for the course using PExpress once it is approved by the LPDC
- 5) A few days before the first meeting of the course a roster of participants can be printed.
- 6) Attendance is to be taken at each session using the sign up sheet (roster). Participants must sign in and list their IPDP goal related to the course in order to receive CEU's.
- 7) Presenter will return all sign in sheets to Leigh Ann Leach.
- 8) Participants will receive CEU's for attendance (if their IPDP goal matches).

Course forms can be found by logging into PExpress. Click on Resources/Documents and Forms/Forms-Professional Development/Course Form.