

Approval Process

The time frame for completion of requirements is July 1 through June 30th, 2012. Professional Development Plan (PDP) form with your goals outlined must be faxed to Lee Ann Derugen, OCECD by October 1st. Your PDP will be reviewed, initialed by Lee Ann and the 1st page returned by fax.

- ❖ Must include evidence of the identification of three needs and three goals
- ❖ At least one goal needs to be tied to the section of supplemental hours
- ❖ Documentation must be attached to the PDP once you have met your goal to support goal attainment. Please only submit copies of documentation (**no originals**, please) and indicate which goal it meets by writing the goal number on it. Always fax back the original PDP form that was approved by Lee Ann each time so she can see that she approved it especially if she has approved certain goals on a prior date.
- ❖ Must provide copy of certificate of attendance for approval of hours for both Core (state conferences) and supplemental hours.
- ❖ All Parent Mentors are asked to participate. This includes Parent Mentors whose positions are district funded. If you attend the conferences, you must submit a PDP.
- ❖ This document should be reviewed with your supervisor as part of a yearly evaluation.
- ❖ Your PDP will also be reviewed in the spring and is due to Lee Ann by fax by April 1st. You will be advised at that time if it is complete and/or if it needs to be re-submitted to finish goal completion.
- ❖ Note - you could have potentially already accomplished some of your supplemental hours prior to approval in the fall. This is all right. Once the hours are complete for the current year's PDP, hours completed in April, May, or June, not to exceed a total of **3 hours**, may be applied to the supplemental hours for the following year. **This was just changed from 10 hours to 3 hours because of the reduction in supplemental hours needed overall.**

Timeline for PDP

Step 1 (after programming is set)

All Parent Mentors will receive the form and explanation for their Professional Development Plan.

Step 2 (Prior to Fall Conference)

The form will be completed and signed by the Parent Mentor and their supervisor. The forms need to be faxed (740-383-6421) to Lee Ann at OCECD **by 10/1/11**. The Plan will be approved and the cover sheet only will be returned by fax.

Step 3 (Prior to the Spring Conference) **New submission date to give time for approvals**

Submit your PDP original signed form, with all goals completed or not, **by 03/15/11** with *copies* of your documentation/certificates (reference which goals each supporting document meets) by fax (740-383-6421) to Lee Ann at OCECD. Your PDP will be reviewed, approved and any pages with approval of Lee Ann's initials will be returned by fax to you.

If your plan needs to be resubmitted after the Spring Conference for final approval, please complete what is needed and fax **no later than June 30th**. Include copies of certificates or some type of written documentation to prove the goal was met, the originally signed PDP form, and fax to Lee Ann at (740-383-6421).

If Lee Ann signed your PDP in the spring as complete then you do not need to resubmit and your PDP is completed. This should be reviewed with your supervisor as part of your evaluation. Keep this information as part of your personal portfolio.

Just as a reminder, once the hours are complete for the current year's PDP, hours completed in April, May, or June, not to exceed a total of **3 hours**, may be applied to the supplemental hours for the following year.

Professional Development Plan 2011-2012

Core Training Hours =	16.25 hours
Supplemental Hours =	<u>6. - 21. hours</u>
Total for the year - min of 22.25 hours and max. of 37.25 hours	

Some Parent Mentors found it difficult to meet the minimum number of hours for training while others have District Reps feeling that their Parent Mentor was out of the office for too much training. The compromise was a minimum amount of 22.25 hours including the required Core hours (16.25) and an additional 6-21 hours for Supplemental hours for a maximum of 37.25 hours. This maximum means that you can have up to 37.25 hours of training on Parent Mentor work time.

Core Training =	16.25 hours
October 25, 2011 Training =	5.25 hours
October 26, 2011 Training =	5.75 hours
April, 2012 Training =	5.25 hours
Supplemental Training =	6. - 21. hours

Be aware of initiatives going on in your districts so that you are reading or attending what is relevant to your district.

Opportunities for obtaining Supplemental Training hours could be:

- ❖ Attending local trainings/conferences on your own
- ❖ Scheduling speakers to come to your regional meetings
- ❖ Reading a book related to your goal. Documentation need is name of book and the number of hours spent
- ❖ Doing research for articles for your local newsletter. Documentation needed would be the article(s) researched and a reasonable time assigned.
- ❖ Online Webinars - they would be hour for hour but need some type of certificate or documentation of the completion of such.
- ❖ Other groups or meetings that you attend that have a speaker or a PMO related topic. Would need a flier, certificate or other documentation of such.
- ❖ We have had folks that attend OCECD board meetings use 2 hours for PDP credit as we usually have a speaker. Just time for a board business meeting would not count. You could have Lee Ann sign your agenda at the board meeting and send that or you would need an agenda, handouts, or documentation of such.
- ❖ Attendance at local District Coordinator meetings - do not count unless a speaker presents - would need documentation of topic, hours, etc.
- ❖ Other relevant topics

Please e-mail Lee Ann Derugen with any questions at leeann@ocecd.org

Please contact OCECD with any difficulties in obtaining training hours toward the PDP. There are many low to no cost opportunities out there. We can help. Please contact our office mid-year if there appears to be a problem so we have time to assist. Documentation is required for *any* activity to be counted.

2011-2012 Conference Topics

Parent Mentors of Ohio Fall 2011 Conference

Crowne Plaza North, Columbus, October 25 & 26, 2011

Transition: Compliance for Quality Services for Students

October 25, 2011

- 9:30-10:00 Registration
- 10:00-10:30 Welcome and Updates from, Kathe Shelby, Director, OEC, ODE
- 10:30-10:45 OCECD and PMO Council Updates
- 11:00-12:30 Keynote Speaker - Lawrence Dennis, Ohio Department of Education, Office of Exceptional Children, *Models for Compliance and What the Compliance Visits have Revealed.*
- 12:30-1:45 Lunch
- 1:45-3:15 Breakouts

1	2	3	4	5
Room	Room	Room	Room	Room
Gary Tonks	David Zwyer	Lawrence Dennis	Lisa Gatterdam	Amy Szymanski
<i>What's New in Ohio regarding Medicaid?</i>	<i>Guardianship</i>	<i>Examples: Employment Transition Plans</i>	<i>ADHD Goes To College</i>	<i>How to set-up a Transition Fair</i>

- 3:15-3:30 Break
- 3:30-5:00 Breakouts

1	2	3	4	5
Room	Room	Room	Room	Room
Gary Tonks	David Zwyer	Lawrence Dennis	Lisa Gatterdam	<i>District Rep Track</i> Carolynn Head to moderate
<i>What's New in Ohio regarding Medicaid?</i>	<i>Guardianship</i>	<i>Examples: Employment Transition Plans</i>	<i>ADHD Goes To College</i>	<i>Panel: Q&A Transition, Wendy Stoica, Monitoring Visits, Fiscal, Procedural Safeguards</i>
Repeat	Repeat	Repeat	Repeat	

October 26, 2011

- 8:30-11:30 Ann Guinan Q&A
- 11:30-12:15 Lunch
- 12:15-1:45 Motivational Speaker- *Mac's Educational Journey and Opening the Doors at Northern Kentucky University to Students with Disabilities*
- 1:45-2:00 Break
- 2:00-3:15 Groups Divided by Demographics to develop/share Rubric/Checklist for Parents - gather info from PMO Group via e-mail to share - pamphlet - bookmark - Quick & Dirty for Families and Districts

8th Annual Partnering for Progress...

Crowne Plaza North

Columbus

November 29, 2011

- 9:30 am Welcome
- 10:00 - 12:00 Rick Lavoie, "A Dozen Strategies that Work for Children with Learning Disabilities and a Dozen that Don't"
- 12:00 - 1:00 Lunch
- 1:00 - 3:00 Rick Lavoie (continued)

Parent Mentors of Ohio Spring 2012 Conference

To be announced - Columbus Area

April, 2012

- 9:00-9:30 Welcome, Introductions, and Updates
- 9:45 - Noon *Motivational Speaker*
- Noon-1:00 Lunch
- 1:00-3:15 *Motivational Speaker* continued