

Approval Process for Professional Development Plans (PDPs)

The time frame for completion of PDP requirements is July 1 through June 30th, 2015. Professional Development Plan (PDP) form with your goals outlined must be sent to Carolyn Head, OCECD by October 1st for your goals to be approved. **Please email to carolynnh@ocecd.org or mail your PDP to Jane Seaton, OCECD, 165 W Center St, Suite 302, Marion, OH 43302 and we will get them to Carolyn. With 92 PDPs being faxed it was using up too much toner.** Your PDP will be reviewed, signed by Carolyn and the 1st page returned. After this Oct 1st approval, you can submit it again any time that you want approval for any or all of the goals that you have completed. The latest to submit it in the spring is **March 15th**, this used to be April 1st but we need time to review them prior to giving them back at the April 15th Spring Conference. Even if you are not finished you submit it by March 15th then you submit it again. You have til June 30th to complete your PDP.

- ❖ 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. Write in your training/activity by date, topic, # hours and goal number that it meets on the sheet provided. Keep adding to it during the year as you complete activities. Please only submit copies of documentation (**no originals**, please) and indicate which goal it meets by writing the goal number on it. **Always mail back the original PDP form front page that was approved by Carolyn 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 can be mailed to Jane Seaton at OCECD or emailed to Carolyn Head at any time during the year but at the latest have it in by March 15th in the spring and June 30th in summer.** 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 in recent years 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 October 1st)

The form will be completed and signed by the Parent Mentor and their supervisor. The forms need to be mailed to Jane Seaton at OCECD or emailed to Carolyn Head at carolynnh@ocecd.org by 10/1/14. The Plan will be approved by Carolyn Head and the cover sheet only will be returned.

Step 3 (Prior to March 15th) **New submission date to give time for approvals**

Submit your PDP original signed form, with all goals completed or not, **by 03/15/15** with **copies** of your documentation/certificates (reference which goals each supporting document meets) to Carolynn Head by email carolynnh@ocecd.org or mail to Jane Seaton at OCECD. Your PDP will be reviewed, approved and any pages with approval of Carolynn's initials will be returned to you or given to you at the Spring Conference.

If your plan needs to be resubmitted after the Spring Conference for final approval, please complete what is needed and email or mail **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 email to Carolynnh@ocecd.org or mail it to Jane at OCECD, 165 West Center St, Suite 302, Marion, OH 43302.

If Carolynn signed your PDP and returned it to you at the spring conference and marked it 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.

Professional Development Plan 2014-2015

Core Training Hours =	15.50 hours
Supplemental Hours =	<u>6. - 21. hours</u>
Total for the year - min of 21.50 hours and max. of 36.50 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 21.50 hours including the required Core hours (15.50) and an additional 6-21 hours for Supplemental hours for a maximum of 36.50 hours. This maximum means that you can have up to 36.50 hours of training on Parent Mentor work time.

Core Training = 15.50 hours

October 21, 2014 Training =	5.50 hours
October 22, 2014 Training =	5.25 hours
April 15, 2015 Training =	4.75 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 (time at these mtgs don't count as supplemental hours if there is no speaker on a specific topic)
- ❖ Reading a book related to your goal. Documentation needed is name of book and the dates read and 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 flyer, 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 carolynnh@ocecd.org or janes@ocecd.org with any questions.

Please contact Carolynn at OCECD with any difficulties in obtaining training hours toward the PDP. **You can change your goal if you find that you cannot achieve what you once thought you could. Just send in an explanation and change the goal on your PDP. You don't have to call for permission first.** 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.

2014-2015 Conference Topics

Parent Mentors of Ohio Fall 2014 Conference

Cherry Valley Lodge, Newark, Ohio October 21 & 22, 2014

October 21, 2014 contact hours 5.5

- 9:00-9:30 Registration
- 9:30 - 10:00 Welcome and Updates
Dr. Sue Zake, Ohio Dept. of Education, Director, Office for Exceptional Children;
Mark Lynskey, Ohio Dept. of Education, Office for Exceptional Children;
Carolynn Head, Ohio Coalition for the Education of Children with Disabilities
- 10:00 - 12:00 Updates from OCECD; ODE, 3rd Grade Guarantee, Seclusion & Restraint, Diverse Learners;
CISAM and AIM Presentations (The Center for Instructional Supports and Accessible Materials)
- 12:00 - 1:00 Working Lunch - Table Topics on Hot Topics
- 1:15 - 2:45 Breakouts - Policy and Procedure ODE, OCECD Autism Awareness Training and OCECD Understanding the ETR
- 2:45- 3:00 Break
- 3:00 - 5:00 Breakouts

Session A	Session B
Parent Mentors	District Representatives
Parent Mentor Support and Care Committee Activity	Networking & Sharing Topic to be decided

October 22, 2014 contact hours 5.25

8:30 - 9:00 Welcome and Updates from Parent Mentor Council - Jacqueline Howley & Nancy Holt

9:15 - 10:30 Breakouts

	Ballroom A & B	Ballroom C & D	Ballroom E
9:15 - 10:30	PARCC	Emotional Disturbance (ODE)	Mental Health (ODE)
10:45 - 12:00	Sandy Kaufman	Sean Henry (OCALI) How Everyone Can Prepare for an IEP	Mental Health (ODE)
1:15 - 3:00	?	Emotional Disturbance (ODE)	Gary Tonks

10:45 - 12:00 Repeat of morning breakouts

12:15 - 1:00 Working Lunch - Table Topics on Hot Topics

1:15 - 3:00 Breakouts

3:00-3:15 Wrap Up - Turn in Evaluations and receive Certificate of Attendance

November 6, 2014 - 12th Annual Partnering for Progress Conference:

"You Can't Fight the Frontal Lobe - What All Adult Brains Should Know about All Children's Brains"

Jo Mascarro from San Antonio, Texas

Crowne Plaza North Columbus (see www.ocecd.org for registration)

Parent Mentors of Ohio Spring 2015 Conference contact hours 4.75 Xenos Christian Fellowship Facility April 15, 2015

9:00 - 9:30 Welcome, Introductions, and Updates

9:30 - Noon Speaker - Dr. Bruce Perry - "Complex Developmental Trauma - What It's All About"

Noon - 1:00 Working Lunch

1:00 - 3:15 Speaker continued