

Program Quality Assessment Professional Development Request Application Instructions

1. Complete all requested information. Incomplete requests may result in delayed scheduling of the event.
2. Return completed form to the appropriate Program Quality Assessment Supervisor listed at the end of the form.
3. All requests should be submitted no less than thirty days prior to the requested PQA PD event.

Please note the following:

- a. Requests will be honored based on the order they are received, assessor availability and applicability to the statewide PD plan. If the assessor's schedule does not permit scheduling on the requested date or time, arrangements may be made to conduct the requested session at another point in time.
- b. The program must enroll a minimum of ten participants for each requested session. Enrollment may consist of the program's staff or staff from other programs. If your program has fewer than ten participants, the session may be placed on the PD Registry for open registration in the surrounding area.
- c. Requests for large events may require multiple assessors to support appropriate instruction and attention to attendees. More time may be required to plan and schedule these events.
- d. Scheduled events may be cancelled due to low registration for each requested session. Decisions regarding cancellations for low registration will be made two weeks prior to the scheduled session date.