

PROFESSIONAL DEVELOPMENT REGISTRY EVENT OVERVIEW FORMAT AND INSTRUCTIONS

The following provides instructors with the format and instructions for preparing a Professional Development Event.

Please use this as your Overview template. The following provides the required format for the Overview, along with instructions of what should be included.

1. Course ID	
2. Course Title	
3. Event Funder	<input type="checkbox"/> Mid-State <input type="checkbox"/> Northeast Regional Key <input type="checkbox"/> Northwest Regional Key <input type="checkbox"/> OCDEL <input type="checkbox"/> PA Key <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest
4. Trainer's Name	
5. Training Language	
6. Assessment of Learning	Demonstration of Skills: <input type="checkbox"/> Interview <input type="checkbox"/> Observation <input type="checkbox"/> Portfolio <input type="checkbox"/> Pre/Post Test <input type="checkbox"/> Project <input type="checkbox"/> Q&A <input type="checkbox"/> Reflection Paper <input type="checkbox"/> Research Paper <input type="checkbox"/> Self-Report <input type="checkbox"/> Other



<p>7. Delivery Method</p>	<ul style="list-style-type: none"> <input type="checkbox"/> CD/DVD/Video <input type="checkbox"/> Classroom/Face to Face <input type="checkbox"/> Coach <input type="checkbox"/> Group <input type="checkbox"/> Hybrid (combination of face to face and web format) <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Web Based <input type="checkbox"/> Webinar <input type="checkbox"/> Other Delivery Method
<p>8. Event Location</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Classroom <input type="checkbox"/> Web Based: *If it is web based, what is the website or URL to access the event _____ <input type="checkbox"/> Blended- Online and Classroom
<p>9. Location</p>	<p>Location Name _____</p> <p>Address 1 _____</p> <p>Address 2 _____</p> <p>City _____</p> <p>State _____</p> <p>Zip _____</p>
<p>10. Is this self-paced?</p>	<p>If yes, what is the start and end date of this event.</p> <p>Start Date _____</p> <p>End Date _____</p>
<p>11. Are there multiple sessions?</p>	<p>If yes, what are the dates and times?</p> <p>Start Date _____</p> <p>End Date _____</p>



12. Additional information about the event.	
13. Do you want this event to show up in the calendar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is registration required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is there a fee?	Amount \$ _____
16. Contact Information	Name _____ Address _____ Email _____ Phone _____