

Event Overview Template (Format and Instructions)

Please use this as your overview template. The following provides instructors with the format and instructions for preparing a Professional Development event. The below information is required to complete an event.

1. Course ID	
2. Course Title	
3. Trainer's Name/ PD Registry ID Number	
4. Training Language	
5. Event Funder	OCDEL PA Key
6. Assessment of Learning (Demonstrations of Skills)	Interview Observation Portfolio Pre/Post Test Project Q&A Reflection Paper Research Paper Self-Report Other—Description

7. Delivery Method	CD/DVD/Video Classroom/Face-to-Face Coach Group Hybrid (combination of face-to-face and web-based format) Panel Discussion Web Based Webinar Other Delivery Method—Description
8. Show this event in the public search results	Yes No
9. Event Location	Classroom Web Based URL: Blended (Online and Classroom) URL:
10. Location	

<p>11. Is this self-paced?</p>	<p>Yes (If yes, provide start and end dates.)</p> <p>Start:</p> <p>End:</p> <p>No</p>
<p>12. Are there multiple sessions?</p>	<p>Yes (If yes, provide dates and times.)</p> <p>Start:</p> <p>End:</p> <p>Start:</p> <p>End:</p> <p>Start:</p> <p>End:</p> <p>No</p>
<p>13. Additional Date/Time Information</p>	
<p>14. Contact Information</p>	
<p>15. Is registration required?</p>	<p>Yes</p> <p>No</p>
<p>16. Is there a fee?</p>	<p>Yes (If yes, check the Register Online box.)</p> <p>No</p> <p>Max Number of Participants</p> <p>Registration Start Date</p> <p>Registration End Date</p> <p>Amount \$</p> <p>(You enter this when online registration is active.)</p>