

Professional Development Registry 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 is required to complete an event.

1. Course ID	
2. Course Title	
3. Instructor's Name/PD Registry ID Number	
4. Training Language	
5. Event Funder	<p>NOTE: This is only used for authorized OCDEL, PA Key, or PDO funded events.</p> <p>OCDEL</p> <p>PA Key</p> <p>PDO-PHMC</p> <p>PDO-PASSHE/Shippensburg</p>
6. Assessment of Learning	<p>Demonstration of Skills:</p> <p>Interview</p> <p>Observation</p> <p>Portfolio</p> <p>Pre/Post Test</p> <p>Project</p> <p>Q&A</p> <p>Reflection Paper</p> <p>Research Paper</p> <p>Self-Report</p> <p>Other—Description</p>

7. Delivery Method	<p>CD/DVD/Video</p> <p>Classroom/Face to Face</p> <p>Coach</p> <p>Group</p> <p>Hybrid (combination of face to face and web format)</p> <p>Panel Discussion</p> <p>Web Based</p> <p>Webinar</p> <p>Other Delivery Method—Description</p>
8. Show this event in the public search results	<p>Yes</p> <p>No</p>
9. Event Location	<p>Classroom</p> <p>Web Based</p> <p>website or URL to access the event:</p> <p>Blended- Online and Classroom:</p> <p>website or URL to access the event:</p> <p>e-Learning (This will only be used if the event is scheduled using the Insight Learning Management System.)</p>
10. Location (only complete if location is a physical address)	<p>Location Name:</p> <p>Address 1:</p> <p>Address 2:</p> <p>City:</p> <p>State:</p> <p>Zip:</p>
11. Is this self-paced?	<p>If yes, what is the start and end date of this event.</p> <p>Start Date:</p> <p>End Date:</p>

12. Are there multiple sessions?	<p>If yes, what are the dates and times?</p> <p>Start Date: _____ End Date: _____</p> <p>Start Date: _____ End Date: _____</p> <p>Start Date: _____ End Date: _____</p>
13. Additional Date/Time Information If event hours exceed course hours, please explain (e.g., breaks, lunch).	
14. Contact Information	<p>Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
15. Is registration required?	<p>Yes</p> <p>No</p>
16. Where will attendees register	<p>If registration is required, select one option</p> <p>Built-in Online Registration</p> <p>Third-Party Online Registration</p>
17. Built-in online registration	<p>Complete if using <i>Built-in Online Registration</i></p> <p>Max Number of Participants: _____</p> <p>Registration Start Date: _____</p> <p>Registration End Date: _____</p> <p>Amount \$ _____</p>
18. Third-Party Online Registration	<p>Complete if using <i>Third-Party Registration</i></p> <p>Max Number of Participants: _____</p> <p>Registration Deadline: _____</p> <p>Registration Web Address: _____</p> <p>Amount \$ _____</p>