

**Mississippi Department of Education  
Office of Professional Development**

The Regional Educational Service Agencies (RESAs) will be involved in MDE professional development in three ways:

1. Training will be provided statewide through RESA facilitation at no cost to LEAs.
2. **Training will be provided at district/school sites through the Regional Service Delivery Model and the Professional Development Coordinators (PDCs) at no cost to the LEAs.** (See information below for parameters.)
3. Training will be offered by the RESA at a cost to the LEA with the PDC delivering the content.

**LEA Parameters for Training at district/school sites through the Regional Service Delivery Model and the Professional Development Coordinators:**

- The PDCs can only provide professional development listed on the menu of services. The menu will be updated on a regular basis.
- Service will be provided at no cost to the LEA.
- All requests must be approved by the superintendent, curriculum coordinator, special education director, principal, or early childhood lead partner.
- All requests must go through the assigned RESA using the Professional Development Request Form. See the list of districts by RESA.
- Each request must indicate the minimum number of participants per site each day which may include PDCs providing training during several planning periods. Districts may partner with other districts to reach the minimum number of participants. A separate form must be submitted if needing support in more than one content area.
- The request form should be submitted at least 4 weeks prior to the preferred training date. Confirmation will be provided via email within 1 week of receiving the request.
- The LEA is responsible for printing materials for sessions delivered by PDC.
- The LEA is responsible for providing the training facility, a screen, and projector.
- The LEA is responsible for setting up the training room according to the PDC instructions.
- The MDE will not provide refreshments or lunch for trainings requested by the district/school.
- Evaluations must be compiled and sent to the MDE.
- The PDC will provide a summary report of the professional development to the MDE.
- The PDCs will primarily use Mondays for planning.
- The PDCs will be available to provide training throughout the year, including the summer.
- CEUs and SEMIs may be requested through the RESA.