Applications and Attendance Forms for Professional Development Session Providers

The **Steps** to Provide a PD Session are located on the CMSD web site at:
http://www.clevelandmetroschools.org/Page/9510

The **OPD Provider Session Application Form** spread sheet is available at "**Step 3**":

Directions →

	A	B	C	D	E	F	G	H	I	J	K	L
1	> DIRECTIONS: Be sure to <u>download</u> this file to your computer desktop before attempting to fill in the form. Begin in cell A7. *You may add up to 100 sessions on this form .*											
2	> Enter only ONE day's session per row. Daily sessions in a series must be entered as a separate day session for attendance purposes.											
3	<u>WARNING:</u> Information is required in <u>ALL</u> cells (A-AC) in a row for each day's session. <u>Do NOT leave any cells empty, or your application will be returned.</u>											
4	*Begin in row A7. SAVE this file with a one or two-word Session Name and your Last Name. Attach it to an email addressed to <u>opd@clevelandmetroschools.org</u>*											
5	Provider Type	School Site/ Department/ Organization	Principal's/ Department Administrator's Name	Provider's/ Facilitator's Email	Session Title	Total Number of Sessions	Session (Beginning) Date *format* mm/dd/yyyy	Beginning & Ending Times	Instructional Contact Hours	Compensation Available?	CEU Credit Available?	Brief Session Description
6	Select from list below: Internal CMSD or External Provider?	Type your School or Department Name BELOW, then press TAB	Type the Session Provider's name below	youremail@clevelandmetroschools.org	Short Session title (10 words or less)	Type number of sessions if a series	01/01/2015	8:30am - 1:00pm	Example: 4.5	Select from list below: Paid or Non-Paid?	Select from list below: Credit Type?	Type a short description (25 words or less)
7												

Begin at A7 →

Important terms:

- **Provider** – the official title of the department, school, office, or organization that is sponsoring the learning session (This title should be used consistently for each session)
- **Internal-School** Provider – a CMSD school-based provider (i.e. principal, school site staff)
- **Internal-Department** Provider – a CMSD department-based provider (i.e. central office staff)
- **External – Non-CMSD** – a non-CMSD-based provider (i.e. business, institution, non-employee)
- **Administrator** – the person responsible for providing the learning session
- **Provider's Email** – the administrator's email box where the *Confirmation Form* will be sent
- **Session** – One hour minimum of learning by the <u>same</u> group of participants during the <u>same</u> time on the <u>same</u> day. Two or more days in a "series of sessions" are considered as separate sessions. Separate sessions (up to 100) may be applied for on the spread sheet application.
- **Session Title** – "Brief" title for session or series of sessions. (5 words or less)
- **Total Number of Sessions** – In a series, the total number of sessions in the series
- **Instructional Contact Hours** – Total instructional hours in one day's session.
  Do not count coffee breaks, lunch breaks, etc. Use up to 2 *decimal* places.
- **Session Description** – Short description of the learning activity provided to participants (25 words or less)
- **Follow-Up** – Description of activities participants will be involved in as a result of the learning session
- **Research Title & Year** – Research upon session is based—required for HQT credit.
- **Total estimate number of forms** – the total number of participant <u>scan sheets</u> needed*
- **Pick Up/Mail** – Indicate whether the provider/contact will pick up the scan sheets at the Office of Professional Development or whether the forms should be sent via school mail.*

*<u>**Note**</u>: Scan sheet forms are <u>no</u> longer required to document participant attendance.
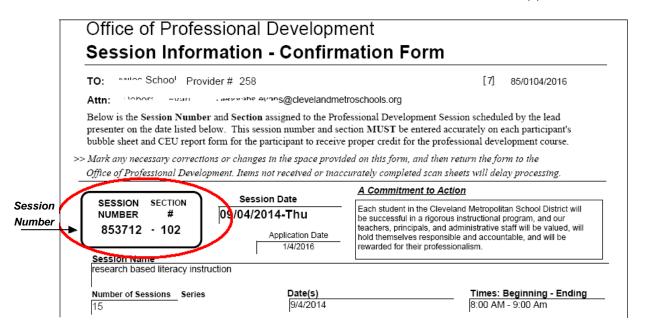Select the "**OPD Session Attendance Form**" in **Step 5**, and submit the participant attendance by following the Directions on that spread sheet.
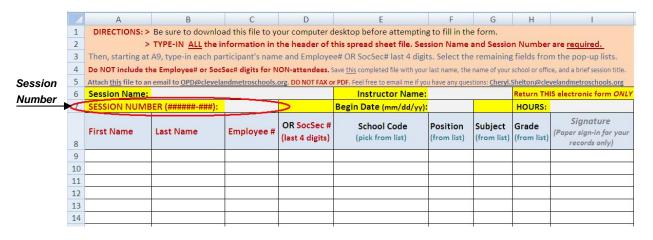
Follow the DIRECTIONS in the header of each form.
Spread sheet forms must be emailed as an attachment to opd@clevelandmetroschools.org

<u>**NOTE:**</u> Sessions in a series should have essentially the *same* Session Title. It would be helpful to indicate the number of "parts" or sessions in the series. Keep in mind that you *must* submit a separate "record" in each row of the spread sheet for each different session day in the series. i.e. You can copy-paste each day in a different row, then change the date for each day.

The **Session Confirmation Form** sent to the provider's contact email address contains the Session Confirmation Number which MUST be included in the attendance form(s).

You may now use the new **OPD Session Attendance Form** spread sheet to document attendance in your planned session. The provider is responsible for completing and submitting the form. Simply follow the directions at the top of the worksheet.

- You may print the OPD Attendance Form (spreadsheet) to use as a participants' sign-in sheet.
- On your computer, key into the spreadsheet file the information given by the participants.
- Save the file, and attach it to an email addressed to: **opd@levelandmetroschools.org**

WARNING: Be sure to return the underlined spreadsheet form with the requested information typed in. DO NOT send a paper, fax, nor pdf sign-in sheet. Our system cannot process faxed, pdfs, or paper sign-in sheets, so those will be returned.

If you are using scan sheets to document attendance, the OPD session **Participant Form** scan sheet MUST be filled in accurately and completely in order for the session participant to receive proper credit for attending the session.

- The **participant is responsible** for filling out the form accurately.
- The *session provider/instructor is responsible* for verifying that the session credit information on the form is correct

Participant forms and Evaluation forms should be collected at the **end** of the session.