

## Presenter Guidelines for Lockwood PD Classes (updated 4/08/16)

- Presenters are responsible for filling out the Class Description form and getting it approved by the superintendent prior to information going out about the course offering.
- No compensation for prep time will be given.
- Presenters are responsible for recruitment and registration via email.
- Presenters will provide Don Christman with a list of participants who have completed all class hours and requirements so OPI forms may be issued if appropriate.
- Additional fees for materials may be required by the presenter, who is responsible for collecting these fees from the participants.

**\*NOTE - hours completed outside of the designated class times can comprise no more than 50% of the total hours.**

**No certificate of completion will be issued for staff that miss any part of the course. For example; participant was present for 4 of the 6 hours required, but would receive no OPI CEU's for the class.**

Criteria for a Proposed Lockwood Class

Name of Class: \_\_\_\_\_

Class Description to be included when sending out emails to staff (be brief please):

Instructor's Name: \_\_\_\_\_

Total class hours proposed: \_\_\_\_\_

Class meeting dates and times:

Class location: \_\_\_\_\_

Minimum number of participants required: \_\_\_\_\_

Maximum number of participants: \_\_\_\_\_

List any additional fees or materials to be purchased or provided by participants.

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This section to be completed by the superintendent

Number of OPI CEU's \_\_\_\_\_

October replacement offered? \_\_\_\_\_ Yes \_\_\_\_\_ No

Approved for Paraprofessional participation? \_\_\_\_\_ Yes \_\_\_\_\_ No