

Dear Pre-K Providers,

We are excited to announce Georgia’s Pre-K Training Plans for the 2013-2014 school year. Many of these training sessions will be available for registration in July and August. You will receive an email via PANDA once training locations are made available and open for registration. New Lead Teacher Training, 2nd Year Lead Teacher Training and New Assistant Teacher Training will be open for registration later today. A PANDA email notification with instructions will be sent when the sessions are available for registration.

NOTE: This year we have looked at our policies and procedures and want to inform you of some of the changes and updates:

- 1) Participants who arrive more than 30 minutes after the start of a session will not be allowed to attend the training. All training starts at 8:30 a.m. Work with your staff to ensure they are aware of start times and plan accordingly. Your staff will be directed to contact training registration to register for another session. The no show fee will be waived in these instances.
- 2) Participants needing to leave early will be asked to use his/her best judgment. Anyone leaving before the end of the session will be issued a certificate with reduced hours.
- 3) All competency quizzes must be passed with an 80% or above to receive full credit for the course. If a participant scores 79% or below, they will be allowed one more attempt to pass the quiz. If a participant receives a passing score of 80% or above, credit will be given for the course. If a participant scores a 79% or below, no credit for the course will be issued and participants will not be awarded a certificate. Credit will still be given for course completion on the Grant Requirement Checklist if all face-to-face and online coursework is completed associated with training courses. However, no credit will be given for PLU’s, CEU’s or the Professional Development Registry (PDR).
- 4) Directors should ask teachers for a copy of the course syllabus found online in Desire2Learn after a teacher or assistant is registered for a course. Directors are responsible for reviewing the deadlines and tasks associated with each training course.
- 5) Site or Project Directors who would like to audit any lead or assistant teacher training course should email Susan.Breheney@decal.ga.gov. The email should include the name of the course and the date you would like to attend. You will receive an email confirmation from Susan to bring with you on the date of the training. Pre-K Consultants CAN NOT approve audits.

Please see the outline below for training requirements.

Pre-K Project and Site Directors	
New Project and Site Director (This training session is now open for registration)	MANDATORY for all new project and site directors. This training is face to face.
Returning Project and Site Director Training (Face to Face training session is now open for registration)	Face to Face Option – 1 day Online Option – will be available soon Returning Project and Site Directors must either attend a face to face or complete the online option
New Lead Teachers	
New Lead Teacher Training (30 hours, 3 PLU’s)	MANDATORY for all New Lead Teachers – 2 days face-to-face training, 6 podcasts and an assessment online module

	NOTE: All online courses should be completed PRIOR to attending the face to face training.
Work Sampling Online (10 hours, 1 PLU)	MANDATORY for all New Lead Teachers – 1 day face-to-face. NOTE: There is a competency quiz associated with this course to receive credit.
Pre-K Webinars	OPTIONAL for all New Lead Teachers offered monthly on a variety of GELDS topics. There are no competency quizzes associated with the webinars and course credit is not available.
Off to a Good Start Lesson Planning Handbook	The 12 week lesson planning handbook is an excellent resource for new teachers. It will be distributed at New Lead teacher training but is also available to download from the DECAL website.
2nd Year Lead Teachers	
2 nd Year Lead Teacher Training (15 hours, 1 PLU)	MANDATORY for all 2 nd year Returning Lead Teachers who attended New Lead Teacher Institute in the 2012-2013 school year - two days face-to-face (these days are NOT consecutive). This course will focus on lesson planning and assessment and will be offered regionally throughout the state. NOTE: There is an online module and a competency quiz associated with this course that must be completed to receive credit.
Work Sampling Online (10 hours, 1 PLU)	MANDATORY for any 2 nd year Returning Lead Teacher who WAS NOT using Work Sampling Online in the 2012-2013 school year
Pre-K Webinars	OPTIONAL for all 2 nd Year Returning Lead Teachers offered monthly on a variety of GELDS topics. There are no competency quizzes associated with the webinars and course credit is not available.
Off to a Good Start Lesson Planning Handbook	The 12 week lesson planning handbook is an excellent resource for teachers. It is available to download from the DECAL website.
Returning Lead Teachers	
Returning Lead Teacher Training (15 hours, 1 PLU)	MANDATORY for all Returning Lead Teachers – 2 days face-to-face training. This course will focus on the GELDS and assessment and will be offered regionally throughout the state. NOTE: There is an online module and a competency quiz associated with this course that must be completed to receive credit.
Work Sampling Online (10 hours, 1 PLU)	MANDATORY for any Lead Teacher who WAS NOT using Work Sampling Online in the 2012-2013 school year – 1 day face-to-face. NOTE: There is a competency quiz associated with this course to receive credit.
Pre-K Webinars	OPTIONAL for all Returning Lead Teachers offered monthly on a variety of GELDS topics. There are no competency quizzes associated with the webinars and course credit is not available.

Off to a Good Start Lesson Planning Handbook	The 12 week lesson planning handbook is an excellent resource for teachers. It is available to download from the DECAL website.
New Assistant Teacher	
New Assistant Teacher Training (15 hours, 1 PLU)	MANDATORY for all New Assistant Teachers – 2 days face-to-face training, NOTE: There is an online module and a competency quiz associated with this course that must be completed to receive credit.
Returning Assistant Teacher	
Returning Assistant Teacher Training (15 hours, 1 PLU)	MANDATORY for all Returning Assistant Teachers – 2 days face-to-face training, NOTE: There is an online module and a competency quiz associated with this course that must be completed to receive credit.