

Training Pamphlet for

Professional Development Request for Non State Agencies and
Educational Institutions that are not part of the Region 18 School District
Consortium

Professional Development Request Home Page

The screenshot shows the home page of the Professional Development Request Site. At the top, there is a blue header with the site's name and a logo. Below the header, a large banner reads "Welcome to the Region 18 ESC Professional Development Request Site". The main content area is divided into three columns. The left column is titled "Region 18 Districts and Charter Schools" and contains a green button labeled "Region 18 Districts and Charter Schools Professional Development Request". The middle column is titled "Non State Agency/Organizations" and contains a green button labeled "Non State Agency/Organizations Professional Development Request". The right column is titled "Help & Support" and contains a blue link labeled "Professional Development Request Support". A large blue arrow points from the top right towards the middle column, with the text "This is the link you will click for the form covered by this manual." written inside it.

The process

- The following instructions will take you section by section
- It is imperative that you follow the process completely as there are verification processes that take place when submitting the form to ensure all the data needed is present.

Names and Locations

BEFORE!!

Professional Development Request		
For questions, please e-mail or contact Linda Jolly 432-561-4305		
* Requestor: <input type="text" value="Full Name of Requestor"/>	* <input type="radio"/> LEA <input type="radio"/> ESC <input type="radio"/> Other	Date of Request (Today, Cannot Be Changed): <input type="text" value="2017-10-09"/> <i>Request should be made at least 6 weeks prior to desired date of presentation.</i>
Organization: <input type="text" value="Name of Organization Requesting Profe"/>	* Contact: <input type="text" value="Full Name of Contact"/>	* Phone #: <input type="text"/>
* Email Address: <input type="text" value="Please enter only one ema"/>	* Position: <input type="text" value="The Position of the Contact Person"/>	

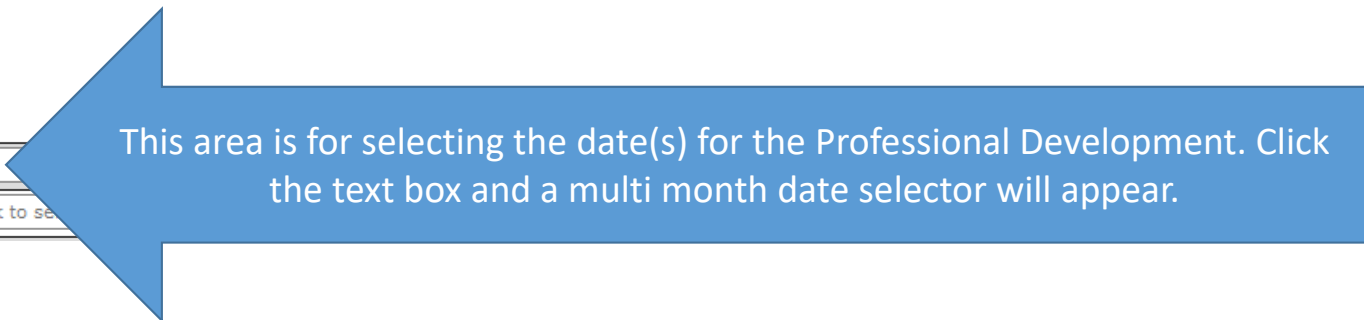
Names and Locations

AFTER!!

Professional Development Request		
For questions, please e-mail or contact Linda Jolly 432-561-4305		
* Requestor: <input type="text" value="Person at NSA or ESC creating PDR"/>	* <input type="radio"/> LEA <input type="radio"/> ESC <input checked="" type="radio"/> Other	Date of Request (Today, Cannot Be Changed): <input type="text" value="2017-10-09"/> <i>Request should be made at least 6 weeks prior to desired date of presentation.</i>
Organization: <input type="text" value="Your Educational Organization"/>	* Contact: <input type="text" value="First and Last Name"/>	* Phone #: <input type="text" value="124567890"/>
* Email Address: <input type="text" value="you@your.org"/>		* Position: <input type="text" value="Training Coord"/>

Dates/Times of Request for Presentation(s)

BEFORE!!



This area is for selecting the date(s) for the Professional Development. Click the text box and a multi month date selector will appear.

* Date 1:

* Start Time: click to se

ber of Credit Ho

Dates/Times of Request for Presentation(s)

The image shows a web form for requesting a presentation. It includes fields for email address, position, dates, start and end times, and credit hours. Two time selector pop-ups are shown, one for 8:00 AM and one for 9:00 AM. Blue callout boxes provide instructions on how to use these fields.

*** Email Address:** you@your.org *** Position:** Training Coord

*** Date(s) of Presentation(s):**

You must enter at least 1 date

*** Date 1:** 2017-12-11 **Date 2:**

*** Start Time:** click to select

8 : 00 AM

Hour

AM	PM	00	05	10	15
1	2	3	4		
5	6	7	8	20	25
9	10	11	12	40	45
				50	55

*** Topic:**

*** Open to public:** **Set**

*** Date(s) of Presentation(s):**

You must enter at least 1 date

*** Date 1:** 2017-12-11 **Date 2:** 2017-12-12 **Date 3:** 2017-12-13 **Date 4:** **Date 5:** **Date 6:**

*** Start Time:** click to select *** End Time:** click to select *** Credit Hours:** Number of Credit Ho

9 : 00 AM

Hour Minutes

AM	PM	00	05	10	15
1	2	3	4		
5	6	7	8	20	25
9	10	11	12	40	45
				50	55

*** Topic:**

*** Open to public:** **Set**

*** Expected Outcomes:**

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*** Open to public:** **Set**

This area is for selecting the start time for the Professional Development. Click the text box and a time selector will appear.

Click Set after you have selected the time

Dates/Times of Request for Presentation(s)

*Start Time:

*End Time:

*Administrator Who Will Attend This Session:

*Topic:

*Open to public Yes No

*Expected O

3 : 00 P

Hour		Minutes					
AM	PM	00	05	10	15		
	3	4	20	25	30	35	
	5	7	8	40	45	50	55
	10	11	12				

Set

This area is for selecting the end time for the Professional Development. Click the text box and a time selector will appear.

When you select the time make sure you select the AM or PM part for this time.

Click Set after you have selected the time

Dates/Times of Request for Presentation(s) continued

* Date(s) of Presentation(s):					
You must enter at least 1 date					
* Date 1:	2017-11-27	Date 2:	2017-	Date 3:	2017-11-30
Date 4:		Date 5:		Date 6:	
* Start Time:	9:00 AM	* End Time:	3:00 PM	* Credit Hours:	5
* Administrator Who Will Attend This Session:	Admin Rep from NSA				
* Topic:	Safety Awareness Training				
* Expected Outcomes:	concerns and have working knowledge of plans to deal with the situations.				
* Open to public:	<input checked="" type="radio"/> Yes <input type="radio"/> No				

The is the name of the LEA Administrator whom will attend the session(s).


Enter the number of Credit Hours here.

The is the topic of the Professional Development.

Choose the option for this required field.

Dates/Times of Request for Presentation(s)

AFTER!!

* Date(s) of Presentation(s):					
You must enter at least 1 date					
* Date 1: <input type="text" value="2017-11-27"/>	Date 2: <input type="text" value="2017-11-28"/>	Date 3: <input type="text" value="2017-11-29"/>	Date 4: <input type="text" value="2017-11-30"/>	Date 5: <input type="text"/>	Date 6: <input type="text"/>
* Start Time: <input type="text" value="9:00 AM"/>	* End Time: <input type="text" value="3:00 PM"/>			* Credit Hours: <input type="text" value="5"/>	
* Administrator Who Will Attend This Session: <input type="text" value="Admin Rep from NSA"/>			* Expected Outcomes:  B I S Ix ☰ ☷		
* Topic: <input type="text" value="Safety Awareness Training"/>			Understand present situation concerns and have working knowlege of plans to deal with the situations.		
* Open to public <input checked="" type="radio"/> Yes <input type="radio"/> No			body p		

Categories/Consultants/Audiences/Grades

BEFORE!!



<p>*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Categories(s)</p> <ul style="list-style-type: none">AdministratorsBilingualCampus-based Professional DevelopmentCounselorsCurriculum - GeneralCurriculum - MathCurriculum - ReadingCurriculum - ScienceCurriculum - Social StudiesData ProcessingDistrict Professional DevelopmentEarly ChildhoodEducators for TomorrowExchange DaysFine Arts	<p>*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Presenter(s)</p> <ul style="list-style-type: none">Linda JollyHolly RobertsAlicia SyversonBecky BilyeuChris BryantDavid WhighamElizabeth GarzaIndhira SalazarJamye SwinfordJennifer StoneLeslie WilsonPatrick ShafferAndrea MartinDonna Heiser	<p>* Audience(s):</p> <p>Please choose your Audience(s)</p> <ul style="list-style-type: none">ParentsCommunityEducatorsStudents	<p>*Grade Levels:(<input type="checkbox"/> Select All or select all that apply)</p> <p><input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th <input type="checkbox"/> Adult Ed.</p> <p><input type="checkbox"/> School Board <input type="checkbox"/> Principal <input type="checkbox"/> Superintendent <input type="checkbox"/> Central Office <input checked="" type="checkbox"/> Other</p>
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Categories/Consultants/Audiences/Grades

AFTER!!

<p>*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Categories(s)</p> <ul style="list-style-type: none">AdministratorsBilingualCampus-based Professional DevelopmentCounselorsCurriculum - GeneralCurriculum - MathCurriculum - ReadingCurriculum - ScienceCurriculum - Social StudiesData ProcessingDistrict Professional DevelopmentEarly ChildhoodEducators for TomorrowExchange DaysFine Arts	<p>*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)</p> <ul style="list-style-type: none">Amy HoeslterAngela JohnsonBecky RamirezCheree SmithChristel ApplonDonna WalkerKylie HankinsonLaura AdamsMandy HinojosMartha AlexanderMichelle RinehartTabitha CastilloKaren HaynesKrislyn WillmonLaura KileLeanne Locklar	<p>* Audience(s):</p> <p>Please choose your Audience(s)</p> <ul style="list-style-type: none">ParentsCommunityEducatorsStudents	<p>*Grade Levels:(<input checked="" type="checkbox"/> Select All or select all that apply)</p> <p><input checked="" type="checkbox"/> Pre-K <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> 1st <input checked="" type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input checked="" type="checkbox"/> 4th <input checked="" type="checkbox"/> 5th <input checked="" type="checkbox"/> 6th <input checked="" type="checkbox"/> 7th <input checked="" type="checkbox"/> 8th <input checked="" type="checkbox"/> 9th <input checked="" type="checkbox"/> 10th <input checked="" type="checkbox"/> 11th <input checked="" type="checkbox"/> 12th</p> <p><input checked="" type="checkbox"/> Adult Ed. <input checked="" type="checkbox"/> School Board <input checked="" type="checkbox"/> Principal <input checked="" type="checkbox"/> Superintendent <input checked="" type="checkbox"/> Central Office <input type="checkbox"/> Other</p>
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Number of Participants/Location/Special Conditions Notes

* Number of Participants: <input type="text"/>	Location: Address of location where
Special conditions/Requests:	Notes
 N/A	 N/A

The is the expected number of participants.



The is the address of the Professional Development location.

If there is a need for any special needs accommodations state them here.

Any other relative information that is needed to get the Professional Development set up such as print orders or other materials list them here..

Number of Participants/Location/Special Conditions Notes

AFTER!!

* Number of Participants: <input type="text" value="30"/>		* Site Location: <input type="text" value="Greenwood Auditorium"/>	
Special conditions/Requests:		Notes :	
 B I S <u>I</u> ¶ ☰		 B I S <u>I</u> ¶ ☰	
Need a sign language translator for a hearing impaired parent.		Need note type PowerPoint printout of presentation	
body p		body p	

How Related, arrangements and approval.

BEFORE!!

How is this staff development related to your district/campus plan or other LEA/TEA initiative?



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 | [link](#) | [unlink](#) | [help](#)

N/A

body p

* Have workshop arrangements been confirmed with ESC 18? Yes No

If yes, with whom?

* Do you have your superintendent's approval? Yes No

In some instances, there will be a fee for staff development sessions.
You will be notified before the date of the session as to the amount of the fee.
A district purchase order will be required for those sessions requiring a fee.

Please enter a P.O. number if this request will have a fee. **Purchase Order Number**

[Submit Request](#) [Click here to submit your request.](#)

Workshop arrangements

<p>* Have workshop arrangements been confirmed with ESC 18? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <ul style="list-style-type: none">• If arrangements have been confirmed you must fill the "If yes, with whom" field in.	If yes, with whom? <input type="text" value="TBD"/>
<p>* Do you have your superintendent's approval? <input type="radio"/> Yes <input type="radio"/> No</p> <ul style="list-style-type: none">• Value is required and can't be empty <p>In some instances, there will be a fee for staff development sessions. You will be notified before the date of the session as to the amount of the fee. A district purchase order will be required for those sessions requiring a fee. Please enter a P.O. number if this request will have a fee. Purchase Order Number <input type="text" value="000000"/></p>	
<p><input type="button" value="Submit Request"/> Click here to submit your request.</p>	

Workshop arrangements-

If you select Yes.

You must enter the name of the person.

Otherwise you will get an error message

<p>* Have workshop arrangements been confirmed with ESC 18? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <ul style="list-style-type: none">• If arrangements have been confirmed you must fill the "If yes, with whom" field in.	<p>If yes, with whom? <input type="text" value="TBD"/></p>
<p>* Do you have your superintendent's approval? <input type="radio"/> Yes <input type="radio"/> No</p> <ul style="list-style-type: none">• Value is required and can't be empty <p>In some instances, there will be a fee for staff development sessions. You will be notified before the date of the session as to the amount of the fee. A district purchase order will be required for those sessions requiring a fee. Please enter a P.O. number if this request will have a fee. Purchase Order Number <input type="text" value="000000"/></p>	
<p><input type="button" value="Submit Request"/> Click here to submit your request.</p>	

Workshop arrangements

AFTER!!

* Have workshop arrangements been confirmed with ESC 18? Yes No

If yes, with whom?

* Do you have your superintendent's approval? Yes No

In some instances, there will be a fee for staff development sessions.

You will be notified before the date of the session as to the amount of the fee.

A district purchase order will be required for those sessions requiring a fee.

Please enter a P.O. number if this request will have a fee. **Purchase Order Number**

[Submit Request](#) Click here to submit your request.

What errors look like (continued)--

If you do not enter data into the text fields or select an option you will see the error message “Value is required and can't be empty”

* Date(s) of Presentation(s):			
You must enter at least 1 date			
* Date 1: <input type="text"/> • Value is required and can't be empty			
Date 2: <input type="text"/> Date 3: <input type="text"/> Date 4: <input type="text"/> Date 5: <input type="text"/> Date 6: <input type="text"/>			
*Start Time: <input type="text" value="click to select"/> • Value is required and can't be empty	*End Time: <input type="text" value="click to select"/> • Value is required and can't be empty	*Credit Hours: <input type="text" value="Number of Credit H"/> • Value is required and can't be empty	* Administrator Who Will Attend This Session: <input type="text"/> • Value is required and can't be empty
*Topic: <input type="text"/> • Value is required and can't be empty			*Open to public <input type="radio"/> Yes <input type="radio"/> No • Value is required and can't be empty

What errors look like (continued)--

If you do not enter data into the text fields or select an option you will see the error message “**Value is required and can't be empty**”

*Expected Outcomes:



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- ☷

• Value is required and can't be empty

What errors look like (continued)--

If you do not select an options you will see the error message “Value is required and can’t be empty”

<p>*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Categories(s) ^</p> <ul style="list-style-type: none">AdministratorsBilingualCampus-based Professional DevelopmentCounselorsCurriculum - GeneralCurriculum - MathCurriculum - ReadingCurriculum - ScienceCurriculum - Social StudiesData ProcessingDistrict Professional DevelopmentEarly ChildhoodEducators for TomorrowExchange DaysFine Arts <p>• Value is required and can't be empty</p>	<p>*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)</p> <p>Please choose your Presenter(s) ^</p> <ul style="list-style-type: none">Linda JollyHolly RobertsAlicia SyversonBecky BilyeuChris BryantDavid WhighamElizabeth GarzaIndhira SalazarJamye SwinfordJennifer StoneLeslie WilsonPatrick ShafferAndrea MartinDonna Heiser <p>• Value is required and can't be empty</p>	<p>* Audience(s):</p> <p>Please choose your Audience(s) ^</p> <ul style="list-style-type: none">ParentsCommunityEducatorsStudents <p>• Value is required and can't be empty</p>	<p>*Grade Levels:(<input type="checkbox"/> Select All or select all that apply)</p> <p><input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th <input type="checkbox"/> Adult Ed.</p> <p><input type="checkbox"/> School Board <input type="checkbox"/> Principal <input type="checkbox"/> Superintendent <input type="checkbox"/> Central Office <input checked="" type="checkbox"/> Other</p>
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Audience and Grade Level Error

If you do not select an options you will see the error message “Value is required and can’t be empty”

*Categories:(multi select by holding the Ctrl key and select w/mouse pointer)

Please choose your Categories(s) ^

- Administrators
- Bilingual
- Campus-based Professional Development
- Counselors
- Curriculum - General
- Curriculum - Math
- Curriculum - Reading
- Curriculum - Science
- Curriculum - Social Studies
- Data Processing
- District Professional Development
- Early Childhood
- Educators for Tomorrow
- Exchange Days
- Fine Arts

*Region 18 Presenter(s):(multi select by holding the Ctrl key and select w/mouse pointer)

- Jamye Swinford
- Jennifer Stone
- Leslie Wilson
- Patrick Shaffer
- Andrea Martin
- Donna Heiser
- Fred Martinez
- Larry Lee
- Margaret Lehr
- Sharon Moya
- Nicole Gabriel
- Jennifer Timme
- Robert Cedillo
- Amy Hoelscher
- Angeia Johnson

* Audience(s):

Please choose your Audience(s) ^

- Parents
- Community
- Educators
- Students

*Grade Levels:(Select All or select all that apply)

Pre-K K 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th

Adult Ed. School Board Principal Superintendent

Other

• 2. You must select Grade Levels and uncheck Other if Parents and/or Community is selected.

If you select a Parents and/or Community you must uncheck Other in the Grade Levels section