

Professional Development Institute Checklist/TimeLine

Teacher Education

Presenter:

Determine topic

Prepare session

Apply to COTE (3 months before session) for approval to award CDPHs.

Meet with School of Extended Learning (as soon as approved)

Marketing Plan

Email

Social Media

Registration Plan

Minimum cost for attendees, 2-hour session is \$30

Minimum attendance determined by program

Schedule Session

Determine Platform (Zoom, D2L Collaborate, TEAMS)

Recommend 2 hour maximum

Prepare material for attendees (2 - 3 weeks before session)

School of Extended Learning:

Meet with Presenter (as soon as approved)

Marketing Plan (1 – 2 months before session)

Registration Plan (1 – 2 months before session)

Schedule Session

Prepare Presenter supplemental contract (Rate is 60% of net profit) [1 month before session]

Prepare CPDH Paperwork, Assessment, Evaluations [2 – 3 weeks before session]

Set up registration system and register attendees [1 – 2 months before session]

Implement marketing plan [1 -2 months before session]

Send conference links and materials to attendees [2 – 3 weeks before session]