

Guidelines for Trainings Offered by Vendors

From time to time, vendors offer training directly to departments or schools. The selection to purchase training should be done according to Pasco's purchasing guidelines. The district does not specifically endorse and financially invest in training unless it aligns with the District's Strategic Plan.

Departments and schools have always had the option of using their own funding sources to offer or purchase training for their staff that aligns to their own data-driven needs. Prompted by the need for accountability for funds that the state and/or federal governments have given a department or school, the District has intervened at times regarding trainings that have been purchased or created.

The use of funds to purchase training needs to be determined by the department director or school principal. Some questions (aligned with the Staff Development Protocol Standards) to help with those decisions are:

- **What data supports the need for this training?**
- **How does this training fit into a system of professional development within the district or at a school?**
- **How does it fit into the district's vision and strategic plan?**
- **How does it fit into the Department Action Plan, School Improvement Plan, and/or Individual Professional Development Plans of the targeted participants?**
- **What are the training objectives, and how will they be evaluated?**
- **Do the instructional strategies/design assist in meeting the objectives of the training?**
- **What type of follow-up support will be provided to the participants to ensure transfer from theory into practice?**

Processing these questions will help decide the appropriateness of using school/district funds to support a vendor's training.

Guidelines for Trainings Offered by Vendors - Individuals

1. Obtain pre-approval for attending the professional development activity by submitting the *Out of District Inservice Points Request Form*, with the pre-approval section completed, to the appropriate Content Area Supervisor.
2. Within 90 days of completing the professional development activity, submit the following to the appropriate Content Area Supervisor:
 - A copy of the pre-approval form
 - A copy of the certificate/letter of completion verifying the number of hours
 - A narrative report describing what you learned, how you have implemented key learnings from the training, and how it has impacted your professional practices and student achievement. The report must be presented in a typed format and reflect a quality that represents the standard for the education profession. The participant must complete the report independently for the sole purpose of this study.