

Essentials of *Early On* Training

Group Professional Development

**Suggestions for using Essentials as part of a Professional Development day in a team process.

We encourage the facilitator to watch all of the modules before using them in a planned PD activity and decide how to present the information to staff.

Considerations:

- TIME
 - Each module has a time associated with it online but this time does not include discussion, review of linked articles and reference materials, watching any videos, and other related learning opportunities.
- It may be helpful to decide which module makes the most sense to your team to complete first, second and so on.
- Reviewing the supporting materials; articles, videos, references; supports the learning for each module. It may be beneficial for staff to prepare ahead of time by reading the articles and referenced materials. Other options include; pausing the webinar and providing time to read and discuss resources, or reviewing resources after viewing the module and discussing them at the end or at a later date.
- When reviewing the modules ahead of time, it might be helpful to make note of where in the training module to pause and discuss current practice and/or policy, service area policy or procedure and documentation needs and/or changes.
- It may be helpful to build in time for discussion with your team.
- The quiz for each training module needs to be taken by each individual. It cannot be taken as a group. Participants will need to register as a subscriber to the EOT&TA website to complete the quiz.

For State Continuing Educational Clock Hours:

- Staff must complete **ALL** 5 modules to receive SCECH's.
- If you have staff that would like to obtain SCECH's you will need to contact EOT&TA's office and request the verification form to set that up for your service area.
- Please let EOT&TA know the format of your training – examples would be are you completing all modules in 1 day, completing modules over several days, etc.
- A **SCECH Verification Form** will be emailed to the Group Monitor for the training.
- The Group Monitor will need to circle which modules the **SCECH Verification Form** is for and fill in the date the modules are being completed on the upper right hand side of the form. The Group Monitor will need to provide and collect verification information for all 5 modules so multiple verification forms will be needed if completing the modules over time.
- Each participant will print their name, sign-in at the beginning of the session and sign-out at the end of the session. Participants will also provide their phone number and PIC number.
- Once all 5 modules have been completed, all **SCECH Verification Forms** must be returned to the Attn.: Amy Sanford, SCECH Coordinator, 240 S. Bridge St., Ste. 250, DeWitt, MI 48820. F: (517) 668-0446 or via email: sanford_a@cresa.org.