



Professional Development Study Group - Facilitator Checklist

Please follow the recommended procedures below. **NOTE: Study group activity cannot begin prior to approval and receipt of paperwork from Grant Wood AEA.**

The facilitator of a study group acts as a leader and coordinator of group activities, but is not the instructor. This person takes the responsibility for submitting paperwork, communicating with group members and Grant Wood AEA, scheduling, tracking attendance, and coordinating completion of meeting logs. In addition, the facilitator should take an active role in the study group by encouraging participation in discussions by all members.

BEFORE study group begins:

- Identify 4-10 participants, including the facilitator, to participate in the study group.
- Confirm meeting times with your participants. (This process does not count toward the required minimum 15 contact hours.) All participants are expected to attend all sessions.
- Complete and submit the Study Group Proposal (including signatures) to Grant Wood AEA at least **THREE WEEKS PRIOR TO THE START DATE**. The full three weeks is necessary to allow time for review of your proposal, submission of requested revisions, and receipt of paperwork.
- Complete any requested revisions and resubmit your proposal.
- Within one week of the study group start date, the facilitator will receive emailed materials and instructions from the Professional Development Office at Grant Wood AEA, including a *How to Register* handout. This handout should be forwarded/distributed to all study group participants. **ALL participants will have until the registration deadline to register. If credit is not needed, participants must still register and indicate “no credit”.** Renewal credit requires \$25 tuition paid electronically by MasterCard or Visa. Payments by check need to be submitted with a paper copy of the registration form to: Grant Wood AEA, Professional Development Office, 4401 Sixth St SW, Cedar Rapids, IA 52404.

DURING the study group:

- At the first meeting,
 - Remind ALL participants to register before the registration deadline. If necessary, share the *How to Register* handout again. **ALL participants must register** (not just those requesting credit).
 - Read the Credit Policy* (see below) aloud to the group (or pass a copy around for all to review).
- Take attendance at each session on the provided attendance roster.
 - Attendance will be submitted at the conclusion of the study group.
- Complete a meeting log at each session.
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- Email Professional Development at Grant Wood AEA gwaepd@gwaea.org if a session needs to be rescheduled due to weather, etc.
- At the last study group meeting,
 - Remind members of the final product due date
 - Confirm attendance on the attendance roster
 - Remind members to complete the evaluation form when it arrives in their inbox.

OVER

AFTER the study group ends:

- ❑ Collect final product(s) from study group members by selected due date
- ❑ Complete attendance data for each participant on the pre-printed roster.
 - Final grades will be assigned by GWAEA after review of final product(s)
- ❑ Complete the Study Group Completion form.
 - Signature required by district/building administrator.
- ❑ Send the following to GWAEA Professional Development Office within 2 weeks of final product due date:
 - Study Group Completion Form
 - Roster with attendance for all participants
 - Signed Meeting Logs (1 per meeting)
 - Group and/or Individual Final Products
- ❑ Credit will not be issued until all materials are received and reviewed.

***Credit Policy**

Please read this statement at the first study group meeting.

License renewal credit is offered through the Board of Educational Examiners approved licensure renewal programs. Full attendance on the course dates and successful completion of course expectations are required to receive a Satisfactory grade for this credit.

It is up to districts to determine if they accept license renewal credit for advancement on the district salary schedule. Please contact your district for this information.

Important Information about Credit Changes:

- *Credit change fees will apply.*
- *Credit changes must be made directly with the Professional Development office.*
- *All credit changes must be completed by the last day that participants meet.*
- *Once a class is completed and attendance submitted, credit options and grades cannot be changed.*