



## OSDE and PCG EdPlan™ June Update

All communications and announcements related to the transition to the OK EdPlan™ system can be found on the OSDE Website located at: <http://www.ok.gov/sde/special-education>.

### Oklahoma Summer Conferences

PCG will be presenting at the CCOSA and Engage OK conferences.

#### CCOSA - June 11, 2015 at 1:00 and 2:30.

Each of the one-hour presentations will provide an overview of the administrative components of the system. We will focus on giving District OK EdPlan™ Administrators the information they need to support their staff when school starts. For example, attendees will learn how to gain access to the system, assign users roles, assign caseloads, run reports, and more.

#### Engage OK – July 7- 9, 2015

July 7 (EdCamp)

July 8 (Repeat sessions July 9)

10:45 – 11:30 – Teacher and Administrators – OK EdPlan™ Eligibility and IEP and 504 Plan management overview

1:00 – 1:45 – Teacher and Administrators – OK EdPlan™ Eligibility and IEP and 504 Plan management overview

2:00 – 2:45 – Administrators only – Setting up Schools, Users, Caseloads for the coming school year

3:00 – 3:45 – Administrators only – Setting up District Calendars, Pulling Data Reports

**Note:** All of these conference sessions will be recorded and available for viewing at a later time.

### FAQ on OK EdPlan Training Sessions

#### “Train the Trainer” Questions

OSDE and PCG will utilize the “Train the Trainer” model to roll out OK EdPlan™. Each district will be allowed one representative per school district to attend the training session (accommodations will be made for larger districts). Whoever attends the training will then train their school staff. PCG will record the sessions and provide materials to assist you in training your district staff.

#### When is the training?

“Train the Trainer” Part 1 will take place the week of Monday, July 27, 2015 – Friday, July 31, 2015. The training sessions will be held from 8:00 AM – 5:00 PM with a break for lunch. You will only need to attend one full day. “Train the Trainer” Part 2 sessions will take place for one week in September in similar locations. The exact Part 2 training dates and registration will be communicated over the summer.

#### Where are the trainings?

Training Area/Region	Training Dates	Training Dates
Area 1	Woodward High School	Monday July 27 or Tuesday July 28
Area 2	Mid-Del Tech Center and Forum at Midwest City High School	New session each day Monday July 27 – Friday July 31
Area 3	Union High School (Tulsa OK)	New session each day Monday July 27 – Friday July 31
Area 4	Great Plains Technology Center (Lawton OK)	Tuesday July 28 or Wednesday July 29
Area 5	Charles Evans Elementary School (Ardmore OK)	Tuesday July 28, Thursday July 30 or Friday July 31
Area 6	Kiamichi Technology Center (McAlester OK)	Monday July 27, Wednesday July 29, Thursday July 30 or Friday July 31



## OSDE and PCG EdPlan™ June Update

### Who should attend training?

OSDE and PCG will utilize the “Train the Trainer” model to roll out OK EdPlan™. In most cases, the person attending the training will be the Special Ed Director or the district OK EdPlan Support Administrator. Your district will be allowed one representative per school district to attend the training session (accommodations will be made for larger districts). Whoever attends the training will then train their school staff. PCG will record the sessions and provide materials to assist you in training.

### What will be taught in the July training sessions?

The training sessions will begin with an Administrative overview similar to what was provided at the conferences, but with hands-on time in the system. The class will then review the Eligibility, IEP and 504 process in detail. Between each of the four components, hands-on training opportunities will occur in order for you to get comfortable and familiarize yourself with the system. We strongly recommend that trainees bring paperwork examples for Eligibility, IEP, and 504 plans to be able to practice with actual information.

### How do I sign up for a July training session?

OSDE and PCG sent out communication recently on how to sign up for the July training sessions via the PCG RegisterMe system (<https://registration.pcgeducation.com>). Once you create an account on PCG RegisterMe, it will provide you with training dates and location information in your area (or region). Please select the date that works best for you.

If a site in another region is closer geographically to you, please contact a PCG representative at [OKEdPlan@pcgus.com](mailto:OKEdPlan@pcgus.com) so they can assist in finding the next best option available for you depending on space availability. One representative per school district is allowed to attend the training session (Larger districts were contacted by OSDE staff regarding the amount of space they can sign up for). Remember in order to secure your space at a July training session, you must use the PCG RegisterMe system. Calls or emails to PCG will not secure a space. PCG representatives are there for assistance in the registration process.

The PCG RegisterMe system is where reservations are held and where attendance will be taken. After registering for your session on PCG RegisterMe (<https://registration.pcgeducation.com>), you will receive an email confirming your spot from the PCG RegisterMe system.

### Will there be a follow-up training?

We know that once you have a chance to use the system you will have questions. We will offer a refresher course in September in similar areas to what was identified above. This will be an opportunity for you to see the training again, and ask specific questions after you have had a chance to work in EdPlan™. We will also focus time on the Child Count report due in October.

### Ongoing District Support

PCG is dedicated to making this transition a smooth process for everyone. As part of our on-going commitment to your success we will be offering the following support methods after the trainings and throughout the implementation:

- Message Board email functionality within the EdPlan system available 24/7
- Weekly live training/Q & A sessions to provide trainings on all system components
- Recorded training sessions available for user convenience
- Training manuals and quick reference guides
- Monthly district administrator calls

We are also very excited to have two Oklahoma natives working for PCG who will be providing local support. We welcome Richard Evans and Jeni Robison to the team!

In closing, remember all communications and announcements related to the transition to the OK EdPlan™ system can be found on the OSDE Website located at: <http://www.ok.gov/sde/special-education>.