



## OK EdPlan™ - September Training Update

### FAQ ON OK EDPLAN SEPTEMBER 2015 TRAINING SESSIONS

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>.

#### “Train the Trainer” Questions

OSDE and PCG is utilizing 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 and where will the September 2015 training sessions be held?

Training Area/Region	Training Dates	Training Dates
Area 1	<b>Woodward High School</b> Woodward, Oklahoma	Monday, September 14 or Tuesday, September 15
Area 2	<b>Mid-Del Technology Center*</b> Midwest City, Oklahoma  <b>* Please bring your own device</b>	Monday, September 14 or Tuesday, September 15 or Wednesday, September 16 or Thursday, September 17 or Friday, September 18
Area 3	<b>Union Education Services Center*</b> Tulsa, Oklahoma  <b>* Please bring your own device</b> <b>* Facility will provide parking instructions</b>	Monday, September 14 or Tuesday, September 15 or Wednesday, September 16 or Thursday, September 17 or Friday, September 18
Area 4	<b>Lawton Public Schools Media Technology Center</b> Lawton, Oklahoma	Monday, September 14 or Tuesday, September 15
Area 5	<b>Ardmore High School</b> Ardmore, Oklahoma	Wednesday, September 16
Area 5	<b>Jefferson Elementary</b> Ardmore, Oklahoma	Thursday, September 17 or Friday, September 18
Area 6	<b>Kiamichi Technology Center</b> McAlester, Oklahoma	Monday, September 14 or Wednesday, September 16 or Friday, September 18
Area 6	<b>Eastern Oklahoma State College</b> McAlester, Oklahoma	Tuesday, September 15 or Thursday, September 17 or



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### 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 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 at the September 2015 training sessions?

The training sessions will begin at 9:00 am CST with an Administrative training focused on EdPlan reporting such as the Child Count report, progress reports and more. The class will then review the Eligibility, IEP and 504 process in more detail – participants will be allowed to “follow along” step by step through each of the processes. Between each of the four components, additional hands-on practice opportunities will occur in order for you to get comfortable with the system and get any of your district specific questions answered. We strongly recommend that trainees bring paperwork examples for Eligibility, IEP, and 504 plans to be able to practice with actual information. The day should end no later than 4:00 pm CST.

### What is needed for the September 2015 training sessions?

Please bring a sample eligibility, IEP and 504 plan to enter into the system during training as well as any specific examples of reports you are looking to obtain from EdPlan and specific questions you have from your district staff. For Areas 2 and 3, please bring your own laptop that can access the internet. If you are unable to bring your own device, please let us know at [OKEdPlan@pcgus.com](mailto:OKEdPlan@pcgus.com).

### How do I sign up for a September 2015 training session?

Sign up for the September 2015 training sessions via the PCG RegisterMe system (<https://registration.pcgeducation.com>). PCG RegisterMe 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 September 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.**



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### What is the deadline to register for a September 2015 training session?

Deadline for registration for training is Sunday, August 30, 2015. Please make sure you have designated a representative from your district(s) to attend this training. Those who attend will be responsible for training district staff. Click [here](#) to for instructions and registration.