



Roles and Responsibilities

Experienced School-based Decision Making Council Member Online Training Opportunity

The Kentucky Department of Education's online Roles and Responsibilities training course is housed in Google. This course is free to all experienced school-based decision making (SBDM) council members, is self-paced and was designed to satisfy the three-hour training requirement pursuant to [KRS 160.345](#).

Below you will find a series of steps to be mindful of before, during and after completing the course. Please read the steps below prior to beginning the training to familiarize yourself with the expectations and to ensure you are prepared.

All content-related and technical inquiries should be addressed to Mia Morales at the Kentucky Department of Education (KDE) by email at mia.morales@education.ky.gov or by phone at (502) 564-2116 ext. 4046.

Before the Training

1. Test your technology! Ensure your device not only allows you to view the course materials, but also to hear the videos (where applicable).
2. Use this [Google Form to access the online course](#).
 - a. Once there, complete the registration form and double check the spelling of your name and email address. Then you will click NEXT to begin the course.
3. Ensure you are in an environment conducive to learning and that you have set aside three hours to complete the course (either all at once or spread throughout the day or week).
4. Please obtain a copy of your school's policy on Planning and Resolution of Issues Regarding Instructional Practices.

During the Training

1. Please actively engage! Participants must watch each video, complete all quizzes, discussion questions and reflections. It is important that you engage in the module to fully experience the training.
2. Ask any questions you may have about the content by emailing mia.morales@education.ky.gov.

3. Keep in mind that if you enlarge the embedded YouTube videos, another unrelated video will begin once the original video ends. Please close out the video after you finish watching it.
4. Your progress will be saved if you need to come back to the course later. However, you will need to keep note of which page you left off on so you can skip ahead to that page when you resume.

After the Training

1. Complete the Training Verification and EILA Certificate form as your last step. When completing the evaluation, please provide any feedback for KDE that would help make this course more successful and easier to navigate.
2. Once you submit your training evaluation and complete the required activities, the EILA certificate will be emailed to you in a few minutes. Please check your junk folder if you do not see it. It is imperative that you share this certificate with your school's principal and/or district's SBDM coordinator.
 - a. If you are a **principal** completing the online course, please email the district's SBDM coordinator, notifying him/her of your completion.
 - b. If you are a **parent or teacher council member**, please notify your school's principal of your completion of the online training. The principal will then notify the SBDM coordinator.
 - c. If you do not know who your district's SBDM coordinator is, please access and review the [coordinator list](#).

Thank you for your interest in participating in the online training module offered by KDE. We hope that you find the professional learning opportunity valuable!