



SBDM Online Training Options

Kentucky Educational Television (KET) offers two online training options that allow both new and experienced members to learn at their own rate within each training session. Both courses can be purchased on the [KET Education Shop](#) by schools for their SBDM members.

SBDM 101

Cost \$95

This facilitated course fulfills the six-hour training requirement for new SBDM members. Council members work at their own pace to complete the course, the facilitator reviews coursework and issues a certificate at the end of the course once all course criteria are met. Registration for the course is open during the year on the following schedule:

Winter: January 1 – March 21

Summer: July 1 – September 20

Spring: April 1 – June 21

Fall: October 1 –

December 21

SBDM Bylaws and Policies

Cost \$40

This three-hour course parallels the in-person training developed by Kentucky Department of Education but allows learners to complete the coursework at their own pace. Council members learn to differentiate between bylaws and policies, the characteristics of each, and how they enhance student achievement. The course contains lessons, assessments, reflections, and questions; a certificate is issued once all course criteria are met. This course term is from July 1 – June 30 each school year.

METHODS OF PAYMENT: Credit cards and Kentucky school purchase orders

Purchase Orders: Make payable to **KET, Attn: SBDM Professional Development, 600 Cooper Drive, Lexington, KY 40502**, and upload with purchase.

INVOICES: A PDF Invoice is emailed to the buyer immediately after the order is placed. *If the learner places the order, then the learner receives the original invoice, as it is not mailed to the billing address.* Paper or additional copies are available upon request.

LEARNER ENROLLMENT: Buyers purchasing the course for someone else should select “*Check if someone other than yourself will take this course.*” Once KET completes the order, the buyer will receive an email with a link to enroll the learner in the course.

ACCESS TO THE COURSE: Once enrolled in the course, learners receive emails containing their username, password, and access to the course from noreply@shop.ket.org to access the course at <https://pd.ket.org/>.

CERTIFICATES: Available at the end of the course once all course criteria are met. Must be downloaded or printed by the final day in the course term.

If you have trouble with registration, payment, or access to the course, contact Brooke Blackwell, Education Administrative Assistant, at 800.432.0951 Ext. 7272 or pd@ket.org.