**REA Course Request**

Submit the following to the REA Professional Development Rep

jehennes@rocheter.k12.mn.us

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| **Course Title** |       |
| **New Course Request** **[ ]**  | **Existing Course** **[ ]**  Has the course already been offered?**Course Code:**      **OR Title:**      |
| **Funding:** Presenters are paid $40 an hour for presenting and allotted one half hour of prep for each hour of class.The average class is $120 (2 hours instruction + 1 hour of prep).**Requesting : \_\_\_\_\_\_ # hours of instruction** |
| **Description:**      If the course has not been offered before, please include a complete description (including how the course will meet the re-licensure requirements you are requesting).If this is an **Existing Course** please make sure the content of the course has remained the same. |
| **Dates and Times**When is the course offered? Include dates and times. |       |
| **Location**Where is the course going to be held?Include building and room number. |       |
| **Instructor**Who is/are the instructor(s)? Preference for REA Members |       |
| **Person Awarding CEUs**Who is the person responsible for assigning the CEUs | Jennifer Hennes |
| **CEUs**How many CEUs are being requested? |       |
| **Re-Licensure Category**All courses will be labeled **“Category C: In District Staff Development Activities/Workshops”** unless a specific request is made and then approved prior to offering a course. Descriptions for all categories can be found in the [License Requirements: Online Handbook](http://www.rochester.k12.mn.us/departments/staff_resources/renewing_a_m_n_license/licensure_requirements__online_handbook/).  |
| **Re-Licensure Area*****NOTE: Courses are limited to 1 re-licensure area unless pre-approved by the Executive Director of Curriculum & Instruction.***Is this course being used to meet re-licensure requirements? **No [ ]  Yes [ ]** If yes, please indicate which area and how many hours:**[ ]** English Language Learners:  hour(s)**[ ]** Positive Behavioral Intervention Strategies:  hour(s)**[ ]** Reading Preparation:  hour(s)**[ ]** Accommodation, Modification and Adaptation of Curriculum, Materials, and Instruction:  hour(s)**[ ]** Key Warning Signs for early onset Mental Illness:  hour(s) **[ ]** Technology Integration:  hour(s) |
| **Intended Audience**Who should/can participate?**REA Members ONLY** | **Target Audience**:      **Size:**      **\*\*Classes will be canceled if enrollment does not reach 15 participants 1 week prior to class\*\*** |
| **Additional Notes:** |       |

**Send completed form and attachments to:** jehennes@rochester.k12.mn.us