MEMORANDUM

TO:          City and County Superintendents of Education

FROM:        Thomas R. Bice
             State Superintendent of Education

SUBJECT:     2016 Superintendents’ Professional Development Training Courses

Alabama Legislative Acts 2001-706 and 2006-196 require city and county superintendents to complete professional development training in education law, school finance, and instruction as a requirement for holding office.

Below you will find dates for the required professional development training courses. Please review your status and schedule and sign up for the appropriate course(s).

<table>
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<tr>
<th>Instruction</th>
<th>School Finance</th>
<th>Education Law</th>
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The February and March training sessions will be held in Tuscaloosa, Alabama, at Hotel Capstone, Bryant Conference Center Complex, The University of Alabama Campus. Attached is a map showing the location of Hotel Capstone. The July training sessions will be held in Montgomery, Alabama, at Whitley Hall, Troy University Montgomery Campus. The training will begin at 8 a.m. and will conclude at 4:30 p.m. each day. Reference materials are available at [http://www.uasa.ua.edu](http://www.uasa.ua.edu) and will be provided in printed form at the session.

Registration for the courses will be handled through STI-PD. Therefore, you will need to log in at [https://pdweb.alsde.edu/pdweb](https://pdweb.alsde.edu/pdweb) and follow the prescribed sign-up procedures. The course title is PLUSDELE1. Registration and completion records for this program are maintained by Ms. Patricia A. Freeman. Please contact her by telephone at 334-242-9960 or by e-mail at pfreeman@alsde.edu with questions regarding the registration process. If you have any questions concerning the training, please contact Ms. Freeman at the telephone number or e-mail address listed above.

TRB: PAF

Attachment

cc: Mr. Andy Craig
    Dr. Jeff Langham

FY16-1003