



The Council's Role with Continuous Improvement

Experienced School-based Decision Making Council Member

Online Training Opportunity

The Kentucky Department of Education's (KDE's) online The Council's Role with Continuous Improvement training course is housed in the Kentucky Learning Hub, which is a professional learning platform provided by KDE. This course is free to all experienced school-based decision making (SBDM) council members and 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 KDE by email at mia.morales@education.ky.gov or by phone at (502) 564-2116 ext. 4046.

Before the Training

1. Enroll in the course through the [Kentucky Learning Hub website](#).
 - a. Once there, you'll be asked to sign in with your district credentials.
 - b. If you are not employed by the district, you'll have the option to sign in with a Google or Microsoft account.
2. 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).

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. Your progress will be saved if you need to come back to the course later. However, you will need to keep note of where you left off 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. 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. **Principals** completing the online course must email the district's SBDM coordinator, notifying them of your completion.
 - i. If you do not know who your district's SBDM coordinator is, please access and review the [coordinator list](#).
 - 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.

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