

TRAINING TITLE	DATE & TIME	FORMAT	TRAINERS	REGISTRATION LINK
<b>FEBRUARY 2025</b>				
SPED Aid, Court Order, and Episode of Treatment Process	Wednesday, Feb 5, 2025 10:15am - 12:15pm	NHED In-Person	Cathy Krammes	<a href="#">Click Here to Register</a>
IDEA Grant: Expectations for Activity Narratives	Wednesday, Feb 5, 2025 1pm - 3pm	NHED In-Person	Amanda Yasenchock & Lisa Moody	<a href="#">Click Here to Register</a>
SPED Aid, Court Order and Episode of Treatment Process	Friday, Feb 7, 2025 10am - 12pm	Online Microsoft Teams	Cathy Krammes	<a href="#">Click Here to Register</a>
IDEA Grant: Expectations for Activity Narratives	Friday, Feb 7, 2025 1pm - 3pm	Online Microsoft Teams	Amanda Yasenchock & Lisa Moody	<a href="#">Click Here to Register</a>
Specially Designed Instruction I	Monday, Feb 10, 2025 8:30am - 10:30am	Online Microsoft Teams	JoAnn Marchant & Betty Roy	<a href="#">Click Here to Register</a>
Indicator 13: Secondary Transition	Monday, Feb 10, 2025 10:45am - 12:45pm	NHED In-Person	Amy Garceau & Lexie Ferraro	<a href="#">Click Here to Register</a>
Measurable Annual Goals	Tuesday, Feb 11, 2025 9:30am - 11:30am	Online Microsoft Teams	Amy Garceau & Angel Wildes	<a href="#">Click Here to Register</a>
<b>MARCH 2025</b>				
Written Prior Notice	Friday, March 7, 2025 9am - 10:30am	Online Microsoft Teams	Lexie Ferraro & Alexa Simmons	<a href="#">Click Here to Register</a>
IDEA Grant Training	Wednesday, March 12, 2025 1pm - 3pm	NHED In-Person	Amanda Yasenchock	<a href="#">Click Here to Register</a>
Indicator 13: Secondary Transition	Thursday, March 13, 2025 10am - 12pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	<a href="#">Click Here to Register</a>
IDEA Grant Training	Friday, March 14, 2025 10am - 12pm	Online Microsoft Teams	Amanda Yasenchock	<a href="#">Click Here to Register</a>
Indicator 8: Parent Involvement	Tuesday, March 18, 2025 10am - 12pm	Online Microsoft Teams	Janel LeBlanc & Krisha Dubreuil	<a href="#">Click Here to Register</a>
Assistive Technology Requirements	Friday, March 21, 2025 9:30am - 11:30am	Online Microsoft Teams	Mary Lane & Sara Valli	<a href="#">Click Here to Register</a>
<b>APRIL 2025</b>				
Assistive Technology Requirements	Monday, April 7, 2025 11am - 1pm	NHED In-Person	Mary Lane & Sara Valli	<a href="#">Click Here to Register</a>
DRDP: Learn About the Assessment	Tuesday, April 8, 2025 9am - 12pm	Online Microsoft Teams	Alexa Simmons	<a href="#">Click Here to Register</a>
Equitable Services Training	Wednesday, April 9, 2025 1pm - 3pm	NHED In-Person	Hannah Krajcik & Brandy Quinn-Richards	<a href="#">Click Here to Register</a>

DRDP: Systems Training	Friday, April 11, 2025 9am - 11am	Online Microsoft Teams	Alexa Simmons	<a href="#">Click Here to Register</a>
Intro to LEA Determinations	Monday, April 14, 2025 8:30am - 10am	NHED In-Person	Lexie Ferraro & Hannah Krajcik	<a href="#">Click Here to Register</a>
Measurable Annual Goals	Monday, April 14, 2025 10:30am - 12:30am	NHED In-Person	Amy Garceau & Angel Wildes	<a href="#">Click Here to Register</a>
Equitable Services Training	Monday, April 14, 2025 1pm - 3pm	Online Microsoft Teams	Hannah Krajcik & Brandy Quinn-Richards	<a href="#">Click Here to Register</a>
Indicator 8: Parent Involvement	Monday, April 14, 2025 2pm - 4pm	NHED In-Person	Janel LeBlanc	<a href="#">Click Here to Register</a>
DRDP: Exit Report	Tuesday, April 15, 2025 9am - 10:30am	Online Microsoft Teams	Alexa Simmons	<a href="#">Click Here to Register</a>
<b>MAY 2025</b>				
DRDP: Exit Report	Tuesday, May 6, 2025 9am - 10:30am	Online Microsoft Teams	Alexa Simmons	<a href="#">Click Here to Register</a>
IDEA Grant Training	Friday, May 9, 2025 10am - 12pm	Online Microsoft Teams	Amanda Yasenchock	<a href="#">Click Here to Register</a>
Intro to LEA Determinations	Monday, May 12, 2025 9am - 10:30am	Online Microsoft Teams	Lexie Ferraro & Hannah Krajcik	<a href="#">Click Here to Register</a>
DRDP: Exit Report	Monday, May 12, 2025 11am - 12:30 pm	NHED In-Person	Alexa Simmons	<a href="#">Click Here to Register</a>
Specially Designed Instruction I	Monday, May 12, 2025 1pm – 3pm	NHED In-Person	JoAnn Marchant & Betty Roy	<a href="#">Click Here to Register</a>
Equitable Services Training	Wednesday, May 14, 2025 1pm - 3pm	NHED In-Person	Hannah Krajcik & Brandy Quinn-Richards	<a href="#">Click Here to Register</a>
Specially Designed Instruction I	Thursday, May 15, 2025 9am - 11am	Online Microsoft Teams	JoAnn Marchant & Betty Roy	<a href="#">Click Here to Register</a>
DRDP: Learn About the Assessment	Thursday, May 15, 2025 9am - 12pm	NHED In-Person	Alexa Simmons	<a href="#">Click Here to Register</a>
Indicator 13: Secondary Transition	Thursday, May 15, 2025 1pm - 3pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	<a href="#">Click Here to Register</a>
Written Prior Notice	Monday, May 19, 2025 1pm - 3pm	NHED In-Person	Lexie Ferraro & Alexa Simmons	<a href="#">Click Here to Register</a>
DRDP: Learn About the Assessment	Tuesday, May 20, 2025 12:30pm - 3:30pm	Online Microsoft Teams	Alexa Simmons	<a href="#">Click Here to Register</a>
NHSEIS Training for Special Ed Teachers, Providers, & Others	Wednesday, May 21, 2025 1pm - 3pm	Online Microsoft Teams	Brandy Quinn-Richards & Cathy Krammes	<a href="#">Click Here to Register</a>
NHSEIS Training for Administrators & Office Professionals	Thursday, May 22, 2025 9am - 11am	Online Microsoft Teams	Brandy Quinn-Richards & Cathy Krammes	<a href="#">Click Here to Register</a>
Equitable Services Training	Thursday, May 22, 2025 1pm - 3pm	Online Microsoft Teams	Hannah Krajcik & Brandy Quinn-Richards	<a href="#">Click Here to Register</a>

<b>JUNE 2025</b>				
Indicator 13: Secondary Transition	Tuesday, June 3, 2025 8:30am - 10:30am	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	<a href="#"><u>Click Here to Register</u></a>
Measurable Annual Goals	Tuesday, June 3, 2025 1pm - 3pm	Online Microsoft Teams	Amy Garceau & Angel Wildes	<a href="#"><u>Click Here to Register</u></a>
Specially Designed Instruction I	Wednesday, June 4, 2025 10:30am - 12:30pm	NHED In-Person	JoAnn Marchant & Betty Roy	<a href="#"><u>Click Here to Register</u></a>
DRDP: Exit Report	Thursday, June 5, 2025 10am - 11:30am	NHED In-Person	Alexa Simmons	<a href="#"><u>Click Here to Register</u></a>
DRDP: Exit Report	Friday, June 6, 2025 1pm - 2:30pm	Online Microsoft Teams	Alexa Simmons	<a href="#"><u>Click Here to Register</u></a>
Written Prior Notice	Monday, June 9, 2025 10:30am – 12pm	NHED In-Person	Lexie Ferraro & Alexa Simmons	<a href="#"><u>Click Here to Register</u></a>
Equitable Services Training	Monday, June 9, 2025 1pm - 3pm	NHED In-Person	Hannah Krajcik & Brandy Quinn-Richards	<a href="#"><u>Click Here to Register</u></a>
Written Prior Notice	Tuesday, June 10, 2025 8:30am - 10:00am	Online Microsoft Teams	Lexie Ferraro & Alexa Simmons	<a href="#"><u>Click Here to Register</u></a>
Measurable Annual Goals	Tuesday, June 10, 2025 10:30am - 12:30am	NHED In-Person	Amy Garceau & Angel Wildes	<a href="#"><u>Click Here to Register</u></a>
Indicator 11: Child Find	Wednesday, June 11, 2025 1pm - 2pm	Online Microsoft Teams	Brandy Quinn-Richards & Cathy Krammes	<a href="#"><u>Click Here to Register</u></a>
Indicator 12: Early Childhood Transition	Thursday, June 12, 2025 9am - 10am	Online Microsoft Teams	Brandy Quinn-Richards & Cathy Krammes	<a href="#"><u>Click Here to Register</u></a>
Specially Designed Instruction I	Friday, June 13, 2025 9am - 11am	Online Microsoft Teams	JoAnn Marchant & Betty Roy	<a href="#"><u>Click Here to Register</u></a>
SPED Aid, Court Order and Episode of Treatment Process	Monday June 16, 2025 10am - 12pm	NHED In-Person	Cathy Krammes	<a href="#"><u>Click Here to Register</u></a>
SPED Aid, Court Order and Episode of Treatment Process	Monday June 16, 2025 1pm - 3pm	Online Microsoft Teams	Cathy Krammes	<a href="#"><u>Click Here to Register</u></a>
DRDP: Learn About the Assessment	Tuesday, June 17, 2025 9am - 12pm	Online Microsoft Teams	Alexa Simmons	<a href="#"><u>Click Here to Register</u></a>
Equitable Services Training	Thursday, June 19, 2025 9am- 11am	Online Microsoft Teams	Hannah Krajcik & Brandy Quinn-Richards	<a href="#"><u>Click Here to Register</u></a>
Indicator 13: Secondary Transition	Friday, June 20, 2025 8:30am - 10:30am	NHED In-Person	Amy Garceau & Lexie Ferraro	<a href="#"><u>Click Here to Register</u></a>
DRDP: Learn About the Assessment	Monday, June 23, 2025 9am - 12pm	NHED In-Person	Alexa Simmons	<a href="#"><u>Click Here to Register</u></a>

## Training Descriptions:

**SPED Aid, Court Order and Episode of Treatment Process:** This training is for special education directors and special education support. Topics of discussion include how and what can be entered for Special Education Aid, the process for submitting costs for Court Ordered Placements and the most recent updates on entering and applying costs for Episodes of Treatment. If have questions about this training, please contact Cathy Krammes, [cathleen.m.krammes@doe.nh.gov](mailto:cathleen.m.krammes@doe.nh.gov) for assistance.

**IDEA Grant: Expectations for Activity Narratives:** This training will provide detailed guidance on the key components and expectations for activity narratives, ensuring that submissions are clear, complete, and compliant with grant requirements. Participants will acquire a thorough understanding of the necessary elements to include in their narratives, thereby minimizing the potential for delays or returns for revisions. It is strongly advised that each LEA sends a representative to attend one of the sessions. If you have questions about this training, please contact Amanda Yasenchock, [amanda.c.yasenchock@doe.nh.gov](mailto:amanda.c.yasenchock@doe.nh.gov) for assistance.

**Specially Designed Instruction I:** Participants will learn what specially designed instruction is as defined by IDEA and how it applies to students with disabilities. They will gain a practical understanding of specially designed instruction, and the means in which it can be delivered as a service to special education students. Additionally, participants will learn how it is merged into the IEP using the special education process in a sequential and cyclical manner beginning with using evaluation data to describe unique student needs based upon present levels of academic and function performance, then identifying specific areas of specially designed instruction incorporated into special education services combined with annual measurable goals and progress monitoring. If have questions about this training, please contact JoAnn Marchant, [joann.r.marchant@doe.nh.gov](mailto:joann.r.marchant@doe.nh.gov) for assistance.

**Indicator 13: Secondary Transition Compliance Monitoring:** Secondary Transition planning is monitored through Individualized Education Program reviews (students aged 16 and older) for every school district every year. In this training, attendees will learn about the compliance requirements, (as outlined on the Indicator 13 Compliance Checklist), and how to use the Paperclip feature in NHSEIS to attach required evidence to a selected student's IEP. An overview of the monitoring process and how an LEA can best prepare for the initial monitoring review will also be addressed. If have questions about this training, please contact Amy Garceau, [amy.l.garceau@doe.nh.gov](mailto:amy.l.garceau@doe.nh.gov) for assistance.

**Measurable Annual Goals:** Participants will learn how to use the student information/evaluation data to write Present Levels of Performance of Academic Achievement and Functional Performance (PLOAFP –IEP Page 2). They will learn to use the pertinent student evaluation data combined with other current observation and assessment data to write present levels for each annual goal. They will learn what components need to be included in the writing of age –appropriate measurable annual goals and objectives based on each annual goal present level information; and how to write measurable annual IEP goals and objectives to help build the student skills so they can access, participate, and make progress in the general curriculum. If have questions about this training, please contact Amy Garceau, [amy.l.garceau@doe.nh.gov](mailto:amy.l.garceau@doe.nh.gov) for assistance.

**Written Prior Notice:** This professional development for Written Prior Notice (WPN) was created with stakeholder input in response to district requests for the Bureau to provide guidance regarding the use of and the content of WPNs. This training utilizes IDEA regulations as a guide to remind participants of the intent of the WPN, when districts should use a WPN, and the required components of the form. The guidance document and model WPN form will be shared along with sample compliant WPNs. If have questions about this training, please contact Lexie Ferraro, [alexandra.m.ferraro@doe.nh.gov](mailto:alexandra.m.ferraro@doe.nh.gov) for assistance.

**IDEA Grant Training:** This training will provide guidance to LEAs in submitting their 2025-2026 IDEA/Preschool Grant. The following will be reviewed:

- IDEA Consolidated Application via the Grants Management System (GMS). *The electronic application is expected to open April 1, 2025, and be due by June 1, 2025.*
- IDEA Application via the Grants Management System (GMS)
- IDEA Application Instruction Manual
- NH Permissible Activities
- Approval Process
- Reporting Process
- Supporting Documents

If you have questions about this training, please contact Amanda Yasenchock, [amanda.c.yasenchock@doe.nh.gov](mailto:amanda.c.yasenchock@doe.nh.gov) for assistance.

**Indicator 8: Parent Involvement:** This training will be for administrators responsible for developing systems for engaging their district's parents and families whose children have an IEP. By the end of this training, you will: understand the mechanism of the Parent Involvement Survey and how NHED uses its results, understand the timeline and process behind all steps of the survey [dissemination, launch, collection, and analysis], and walk away with tangible resources for you to use in various steps of the survey, including ideas on how to improve response rate. If you have questions about this training, please contact Janel LeBlanc, [janel.c.leblanc@doe.nh.gov](mailto:janel.c.leblanc@doe.nh.gov) for assistance.

**Assistive Technology Requirements:** Each time an IEP Team develops, reviews, or revises a child's IEP, the IEP Team must consider whether the child requires AT devices and services. This training is designed to increase understanding of the Individuals with Disabilities Education Act (IDEA) assistive technology (AT) requirements. dispel common misconceptions regarding AT and provide examples of the use of AT devices and services for children with disabilities under IDEA Part C and Part B. The training is indented for a wide range of individuals, including parents, early intervention service providers, special educators, general educators, related services personnel, school and district administrators, technology specialists and directors, and employees of State lead agencies. If you have questions about this training, please contact Mary Lane, [mary.t.lane@doe.nh.gov](mailto:mary.t.lane@doe.nh.gov) for assistance.

**Desired Results Developmental Profile (DRDP): Learn About the Assessment:** This training is to teach you the ins and outs of the new approved tool for Preschool Outcome Measures (POMs) for Indicator 7 Preschool Outcomes reporting. During this training you will learn about the different pieces of the DRDP, how it is set up and what areas of development are looked at. You will learn the format of the assessment as well as best practices for completion. If you have questions about DRDP training, please contact Alexa Simmons, [alexa.j.simmons@doe.nh.gov](mailto:alexa.j.simmons@doe.nh.gov) for assistance.

**Equitable Services Training:** IDEA Equitable Services is a federal requirement that requires LEAs to spend a proportionate share of their IDEA funds to provide equitable services to children with disabilities whose parents have placed them in a nonprofit private school in the LEA's geographic area. IDEA also requires LEAs engage in timely and meaningful ongoing consultation to determine which parentally placed children with disabilities will be designated to receive special education and related services. This training covers the requirements of IDEA Equitable Services as it applies to New Hampshire covering both programmatic and fiscal components. If you have questions about this training, please contact Hannah Krajcik, [hannah.m.krajcik@doe.nh.gov](mailto:hannah.m.krajcik@doe.nh.gov) for assistance.

**Desired Results Developmental Profile (DRDP): Systems Training:** This training is to learn how to use the DRDP online data system. A district account must be set up prior to this training. This system is the new system that is being utilized to collect Preschool Outcome Measures (POMS) data for Indicator 7 reporting purposes. During this training you will learn how to add users, set up classrooms, add students and input documentation and data for the students. You will also be taught how to run reports and what the reports can be used for in your classroom. If there are questions on how to set up your districts account or about DRDP training in general, please contact Alexa Simmons, [alexa.j.simmons@doe.nh.gov](mailto:alexa.j.simmons@doe.nh.gov) prior to the training and she will provide assistance.

**Introduction to LEA Determinations:** Introduction to the LEA Determinations process including an overview of the rubric and where to find information, introduction to the data and how to navigate it, and an overview of the LEA determinations process. If have questions about this training, please contact Lexie Ferraro, [alexandra.m.ferraro@doe.nh.gov](mailto:alexandra.m.ferraro@doe.nh.gov) for assistance.

**Desired Results Developmental Profile (DRDP): Exit Report:** This training will be for administrators or those responsible for running their districts Indicator 7 Preschool Outcomes end of the year report. During this training, you will learn how to ensure that all data is finalized, how to exit the student and run the report. We will go over what is outlined in the report and next steps for once the report is run. If you have questions about this training, please contact Alexa Simmons, [alexa.j.simmons@doe.nh.gov](mailto:alexa.j.simmons@doe.nh.gov) for assistance.

**NHSEIS Training for Special Ed Teachers, Providers, & Others:** This professional development training includes an overview of the NHSEIS main menu page, including some general advice when entering student information in NHSEIS. Attendees are walked through the eligibility process and IEP process through the finalization of the IEP. Training also covers the student documents available in NHSEIS, such as the progress reports, written prior notice and the evaluation summary report. New features will be reviewed in detail and suggestions are welcomed. If have questions about this training, please contact Brandy Quinn-Richards, [brandy.a.quinn-richards@doe.nh.gov](mailto:brandy.a.quinn-richards@doe.nh.gov) or Cathy Krammes, [cathleen.m.krammes@doe.nh.gov](mailto:cathleen.m.krammes@doe.nh.gov) for assistance.

**NHSEIS Training for Administrators & Office Professionals:** Participants will learn how to administer the use and maintenance of their NHSEIS site. The training will cover adding users (both external and local), user type authorities, adding students and the i4see connections, transferring students, assigning schools, assigning teachers, entering progress report periods, maintain the calendar, reviewing postings, reporting, and sending Bureau of Special Education Support staff messages within the system. If have questions about this training, please contact Brandy Quinn-Richards, [brandy.a.quinn-richards@doe.nh.gov](mailto:brandy.a.quinn-richards@doe.nh.gov) or Cathy Krammes, [cathleen.m.krammes@doe.nh.gov](mailto:cathleen.m.krammes@doe.nh.gov) for assistance.

**Indicator 11: Child Find:** Pursuant to federal requirements, each year, the Bureau of Special Education Support (Bureau) is required to report on IDEA Part B Indicator 11: the percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or, if the State established a timeframe within which the evaluation must be conducted, within that timeframe. Data for this indicator is derived from the information entered into the New Hampshire Special Education Information System (NHSEIS) by school district personnel and a subsequent desk audit. This training will provide an overview of the review process. If have questions about this training, please contact Brandy Quinn-Richards, [brandy.a.quinn-richards@doe.nh.gov](mailto:brandy.a.quinn-richards@doe.nh.gov) or Cathy Krammes, [cathleen.m.krammes@doe.nh.gov](mailto:cathleen.m.krammes@doe.nh.gov) for assistance.

**Indicator 12: Early Childhood Transition:** Pursuant to federal requirements, each year, the Bureau of Special Education Support (Bureau) is required to report on IDEA Part B Indicator 12: the timeliness of transitions from Family Centered Early Supports and Services (FCESS) to preschool special education. In accordance with 34 CFR 300.101(a), FAPE must be made available to all children with disabilities beginning on their 3rd birthday. This provision specifically requires that an IEP is in **EFFECT** for the child on the date of their 3rd birthday. Data for this indicator is derived from the information entered into the New Hampshire Special Education Information System (NHSEIS) by school district personnel. This training will provide an overview of the review process. If have questions about this training, please contact Brandy Quinn-Richards, [brandy.a.quinn-richards@doe.nh.gov](mailto:brandy.a.quinn-richards@doe.nh.gov) or Cathy Krammes, [cathleen.m.krammes@doe.nh.gov](mailto:cathleen.m.krammes@doe.nh.gov) for assistance.