



# Effectiveness Project<sup>®</sup> Central Office Performance Evaluation System (COPES)

**Audience for COPES Training: Central Office professionals (Directors of : C&I, Pupil Services, Human Resources & Business, Technology, Buildings & Grounds, and Superintendents or others responsible for evaluating Central Office personnel**

## Training Option 1: AM Session: 1/2 Day COPES Training (evaluators and evaluatees experienced in implementing EP)

8:30 a.m. – Noon

### Description

This half-day training targets administrators that have implemented EP in their district and have a construct of the system overview for T/ES and SAPES as evaluators and evaluatees. Participants will learn the nitty-gritty information for implementing COPES at the district level and leave confident in using MyLearningPlan.

PM Session: (Optional) MyLearningPlan Support and Networking Lunch  
12:15 p.m.—2:15 p.m.

### Description

One-on-One or Small Group MyLearningPlan OASYS Support  
This afternoon is designed for a networking lunch for those wishing to stay for additional MyLearningPlan support. The goal of the afternoon will be for individuals to be comfortable in access and completing forms as an evaluatee or evaluator.

## Training Option 2: 1 Full Day COPES Training for Beginners

8:30 a.m.—3:30 p.m. (Lunch provided)

### Description

This full day training targets administrators that have NOT implemented EP and need an overview of the COPES system as well as support with roles and responsibilities as an evaluator or evaluatee. Participants will leave confident in using MyLearningPlan regardless of their role in the evaluation process.

## Registration Details

### Training Option 1: Half Day Training

- **CESA 6:** Monday, December 8, 2014  
Wednesday, January 14, 2015; or  
Thursday, February 5, 2015; 2300  
State Road 44, Oshkosh, WI
- **CESA 1:** Wednesday, December 17,  
2014; N25 W23131 Paul Road  
Suite 100, Pewaukee, WI 53072
- **CESA 9:** Wednesday, January 21,  
2015; 304 Kaphaem Road,  
Tomahawk, WI

### Training Option 2: Full Day Training

- **CESA 6:** Tuesday, December 9, 2014  
or Tuesday, February 3, 2015; 2300  
State Road 44, Oshkosh, WI
- **CESA 1:** Thursday, December 18,  
2014; N25 W 23131 Paul Road, Suite  
100, Pewaukee, WI
- **CESA 4:** Thursday, January 15, 2015;  
923 E Garland St, West Salem, WI

Registration: [www.myquickreg.com](http://www.myquickreg.com)  
Cost per user (one-time cost): 1 = \$400  
2 = \$750      3 = \$1,050  
4 = \$1,300      5+ = \$1,500

**Cancellation Policy:** Any registration cancellation must be received 48 hours before the scheduled date for a refund to be issued. Because attendance at most sessions is limited, persons registering and not in attendance on the day of the session will be charged the full registration fee. CESA 6 reserves the right to cancel any session due to insufficient enrollment. Participants will be notified by email or phone if a cancellation occurs.

\_\_\_\_\_ CESA 6 Dec 8      \_\_\_\_\_ CESA 9 Dec 10      \_\_\_\_\_ CESA 1 Dec 18  
\_\_\_\_\_ CESA 6 Dec 9      \_\_\_\_\_ CESA 1 Dec 17      \_\_\_\_\_ CESA 6 Jan 14  
\_\_\_\_\_ CESA 4 Jan 15      \_\_\_\_\_ CESA 6 Feb 3      \_\_\_\_\_ CESA 6 Feb 5

Participant Name(s) \_\_\_\_\_

Position(s) \_\_\_\_\_ District \_\_\_\_\_

Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Would you like to be notified by email of future CESA 6 training sessions?  Yes  No

Email Address \_\_\_\_\_ Special accommodations or dietary needs \_\_\_\_\_

**To Register: Go to <http://www.myquickreg.com> or send completed form to:  
Anne Kirk, Administrative Assistant  
CESA 6, 2935 Universal Court, Oshkosh, WI 54904, Fax: 920-236-0580**

- Please check one:
- Check is enclosed, made payable to CESA 6
  - Bill my School District, PO # \_\_\_\_\_
  - Use my Conference Attendance Fund  
(CESA 6 employed staff ONLY)
  - Credit Card Payment

Cardholder Name \_\_\_\_\_

Cardholder Address (include city, state ZIP) \_\_\_\_\_

Credit Card Type (VISA, MasterCard, etc.) \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ 3 Digit Code on Back of Card \_\_\_\_\_