




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STUDENT SUPPORT SERVICES

September 14, 2020

TO: Complex Area Superintendents, Principals (All), Public Charter School Directors (All), and District Educational Specialists

FROM: Heidi Armstrong 
Assistant Superintendent

SUBJECT: **Mandatory Special Education Training Modules Update**

The purpose of this memorandum is to provide updated information to the September 13, 2019 memorandum titled, *Mandatory Special Education Professional Development Training Modules*.

Due to the COVID-19 pandemic, the expected completion date for the five (5) Mandatory Special Education Online Training Modules (Mandatory SPED Modules) will be extended from December 18, 2020 to May 31, 2021. The five (5) Mandatory SPED Modules are now available online through PDE3 and Blackboard. Regarding those who had completed the Mandatory SPED Modules delivered by SPED district personnel, it is not necessary to complete the online training modules this cycle.

Mandatory SPED Modules (Completion of each module is one (1) hour)

- IEP 101
- Present Levels of Academic and Functional Performance (PLEP)
- Goals and Objectives
- Extended School Year (ESY)
- Prior Written Notice (PWN)

Timeline and Requirements

- SPED teachers are required to complete the Mandatory SPED Modules by May 31, 2021.
- SPED teachers are required to repeat the Mandatory SPED Modules every three (3) years.

- All newly hired SPED teachers are required to complete the Mandatory SPED Modules during their first year of employment.
- At the discretion of the school's administrator, in consultation with the complex area SPED district educational specialist (DES), non-SPED teachers may be granted access to the Mandatory SPED Modules.

Registration

Please visit the PDE3 (<https://pde3.k12.hi.us>) website to register for all Mandatory SPED Modules based on your assigned complex area or all public charter schools. After registering through PDE3, follow the directions to access Blackboard. Please see the [attachment](#) for the PDE3 course and section numbers by complex area and all public charter schools.

Completion of Training

Upon completion of the online self-paced modules, participants will receive a module achievement certificate in Blackboard. Participants will provide evidence of completion to their administrator and/or complex area SPED DES, as requested.

If you have any questions, please contact your SPED DES or the Exceptional Support Branch, at (808) 305-9806.

HA:kb

Attachment

c: Deputy Superintendent
Assistant Superintendents
Public Charter School Executive Director
State Public Charter School Commission

Mandatory Special Education Professional Development Courses

Oahu

Honolulu Farrington/Kaiser/Kalani	Course Title	Course #	Section #	District Educational Specialist (DES)
	• IEP 101	SPED185891	303249	Dean Nakamoto
	• Present Levels of Academic and Functional Performance (PLEP)	SPED185892	303250	Dean.Nakamoto@k12.hi.us
	• Goals and Objectives	SPED185893	303251	
	• Extended School Year (ESY)	SPED185894	303252	
	• Prior Written Notice (PWN)	SPED185895	303253	
Kaimuki/McKinley/Roosevelt	• IEP 101	SPED185896	303254	Stuart Kim
	• PLEP	SPED185897	303255	Stuart.Kim@k12.hi.us
	• Goals and Objectives	SPED185898	303256	
	• ESY	SPED185899	303257	
	• PWN	SPED185900	303258	
Central Aiea/Moanalua/Radford	Course Title	Course #	Section #	DES
	• IEP 101	SPED185868	303419	Michael Jose
	• PLEP	SPED185880	303420	Michael_John.Jose@k12.hi.us
	• Goals and Objectives	SPED185883	303418	
	• ESY	SPED185884	303417	
	• PWN	SPED185885	303421	
Leilehua/Mililani/Waialua	• IEP 101	SPED185886	303244	DES
	• PLEP	SPED185887	303245	Teri Tabiolo/Jerrold Yashiro
	• Goals and Objectives	SPED185888	303246	Teri.Tabiolo@k12.hi.us
	• ESY	SPED185889	303247	
	• PWN	SPED185890	303248	
Leeward Campbell/Kapolei	Course Title	Course #	Section #	DES
	• IEP 101	SPED185902	303259	Meldoy Habon
	• PLEP	SPED185903	303260	Melody.Habon@k12.hi.us
	• Goals and Objectives	SPED185904	303261	
	• ESY	SPED185905	303262	
	• PWN	SPED185906	303263	

Mandatory Special Education Professional Development Courses

Oahu

Leeward Pearl City/ Waipahu	Course Title	Course #	Section #	District Educational Specialist (DES)
	• IEP 101	SPED185907	303264	Jody Agpalsa
	• Present Levels of Academic and Functional Performance (PLEP)	SPED185908	303265	Jody.Agpalsa@k12.hi.us
	• Goals and Objectives	SPED185909	303267	
	• Extended School Year (ESY)	SPED185911	303268	
	• Prior Written Notice (PWN)	SPED185912	303269	

Nanakuli/Waianae	• IEP 101	SPED185913	303270	Don Barrett
	• PLEP	SPED185914	303271	don.barrett@k12.hi.us
	• Goals and Objectives	SPED185915	303272	
	• ESY	SPED185918	303273	
	• PWN	SPED185919	303274	

Windward Castle-Kahuku	Course Title	Course #	Section #	DES
	• IEP 101	SPED185920	303275	Randolph Scoville
	• PLEP	SPED185921	303276	randolph.scoville@k12.hi.us
	• Goals and Objectives	SPED185922	303277	
	• ESY	SPED185923	303278	
	• PWN	SPED185924	303279	

Kailua/Kalaheia	• IEP 101	SPED185925	303283	DES
	• PLEP	SPED185926	303284	Helen Kaniho
	• Goals and Objectives	SPED185927	303285	helen.kaniho@k12.hi.us
	• ESY	SPED185929	303288	
	• PWN	SPED185930	303289	

Kauai Kauai	Course Title	Course #	Section #	DES
	• IEP 101	SPED185931	303290	Heidi Aceret
	• PLEP	SPED185932	303291	Heidi.Aceret@k12.hi.us
	• Goals and Objectives	SPED185933	303292	
	• ESY	SPED185934	303293	
	• PWN	SPED185935	303294	

Mandatory Special Education Professional Development Courses

Hawaii Island

Hawaii-East	Course Title	Course #	Section #	District Educational Specialist (DES)
Hilo/Waiakea	• IEP 101	SPED185936	303296	Bert Bibilone
	• Present Levels of Academic and Functional Performance (PLEP)	SPED185937	303297	Bert.Bibilone@k12.hi.us
	• Goals and Objectives	SPED185938	303298	Tierney Barcarse
	• Extended School Year (ESY)	SPED185939	303299	Tierney.Barcarse@k12.hi.us
	• Prior Written Notice (PWN)	SPED185940	303300	
Kau/Keaau/Pahoa	• IEP 101	SPED185941	303301	Mark Chang
	• PLEP	SPED185942	303302	Mark.Chang@k12.hi.us
	• Goals and Objectives	SPED185944	303304	
	• ESY	SPED185945	303305	
	• PWN	SPED185946	303306	
Hawaii-West	Course Title	Course #	Section #	DES
Honokaa/Kealahou Kohala/Konawaeana	• IEP 101	SPED185947	303307	Jason Glikas
	• PLEP	SPED185948	303308	Jason.Glikas@k12.hi.us
	• Goals and Objectives	SPED185949	303309	Kathy Taylor
	• ESY	SPED185950	303310	Katherine.Taylor@k12.hi.us
	• PWN	SPED185951	303311	
Maui	Course Title	Course #	Section #	DES
Baldwin/Kekaulike Maui	• IEP 101	SPED185953	303313	David Kenney
	• PLEP	SPED185954	303314	David.Kenney@k12.hi.us
	• Goals and Objectives	SPED185955	303315	
	• ESY	SPED185956	303316	
	• PWN	SPED185958	303318	
Hana/Lahainaluna	Course Title	Course #	Section #	DES
Lanai/Molokai Canoe	• IEP 101	SPED185959	303414	Will Carlson
	• PLEP	SPED185960	303415	will.carlson@k12.hi.us
	• Goals and Objectives	SPED185961	303413	Vicky LeWorthy
	• ESY	SPED185962	303412	Victoria.Leworthy@k12.hi.us
	• PWN	SPED185963	303416	

Mandatory Special Education Professional Development Courses

Public Charter Schools	Course Title	Course #	Section #	Point of Contact
(ALL)	• IEP 101	SPED185966	303325	Krysta.Bellevue@k12.hi.us
	• Present Levels of Academic and Functional	SPED185971	303334	
	• Goals and Objectives	SPED185975	303336	
	• Extended School Year (ESY)	SPED185976	303341	
	• Prior Written Notice (PWN)	SPED185977	303345	