

# ADAPTED PHYSICAL EDUCATION



NC-APE.com

NCAPEAC@gmail.com

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## Adapted PE Professional Development Host Responsibilities

The NC-APE-AC is committed to providing quality professional development opportunities, tailored to your specific needs/requests, throughout NC. Such opportunities are available upon request and subject to the following requirements:

1. Contact NC-APE-AC member to establish date and time,
2. Reserve location to accommodate participants,
3. Provide the following information to NC-APE-AC contact/presenter:
  - Location
  - Date and time
  - Amount of participant spots available
  - Link for online registration
  - Registration deadline (2 weeks prior to set date)
  - Determine cost/registration fee (if any)
  - Local contact name and number

\*This should be someone that can arrive at session at least 30 minutes early to assist with set-up, and has access the gymnasium, internet, PE equipment, light/heat/AC controls, copiers, etc.\*
4. Registration (create registration form/link online, determine minimum/maximum amount of participants, establish “cut-off” date, provide final head count to NC-APE-AC),
5. Disseminate flyer (provided by NC-APE-AC) to physical educators, EC Directors, Healthful Living Coordinators, school administrators, etc. in surrounding LEAs,
6. Provide projector, internet access, requested room set-up,
7. Send confirmation/reminder email to registered participants,
8. Sign in sheets,
9. CEU certificates and/or process for receiving CEUs,
10. Establish lunch plan: e.g., lunch and/or light refreshments provided, bring money for lunch, etc?
11. Travel reimbursement for NC-APE-AC presenter(s) – mileage, parking, etc.

The NC-APE-AC strongly encourages mandatory attendance as opposed to elective/voluntary attendance for all professional development opportunities. As a council, we work extremely hard to accommodate your schedules and requests. Due to time/work restraints, the NC-APE-AC reserves the right to cancel professional development opportunities due to limited participation/registrants.

The NC-APE-AC functions on a volunteer basis. Any and all donations are greatly appreciated, and directly influence the NC-APE-AC’s ability to function as the number one resource for Adapted PE in NC.

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North Carolina Adapted Physical Education Advisory Council (NC-APE-AC)

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