Staff Training Request

Fill this in and hand it to the person who decides on staff training, such as your special-education director or principal. Type into it, or print it and write.



From (your name and role)

School and program or classroom

To (director or principal)

Date

Best way to reach me

1 Who needs training

Roles (for example: paraprofessionals, special-education teachers, general-education teachers, case managers)

Number of staff

2 The students and classrooms it would support

Describe the classrooms and what students are working toward, such as asking for a break in their own way, following a visual schedule, or taking part in group work more on their own. Leave out student names and anything else that identifies a student.

3 What staff need to practice

Check all that apply.

- ☐ Reinforcement
- ☐ Prompting and fading
- ☐ Visual supports
- ☐ Data collection
- ☐ De-escalation and calm routines
- ☐ Working with families

Other

4 Timing

- ☐ Start before winter break
- ☐ Start after winter break

Hoped-for start date

5 Possible fund sources

Ask our federal programs office which fund, if any, fits this training, and which budget line to use.

- ☐ IDEA Part B
- ☐ Title II, Part A
- ☐ Title I, Part A
- ☐ Building PD budget
- ☐ Not sure yet

Each fund: special-learning.com/schools/paying-for-staff-autism-training/

One option: Intro to ABA: Level 1 (from Special Learning)

A course on the methods and techniques of ABA, built for the people who work with students every day: paraprofessionals, aides, teachers and behavior technicians. Nine online sessions, followed by a final exam. Completing this course earns a Special Learning certificate of completion.

One person	**$199**, paid once.
10 or more staff	**$99 a person**, paid once (10 people: $990). By quote: pay by purchase order, or by a signed quote with an invoice. Access is activated once payment has cleared, and each person has 12 weeks from the day they activate their own access.
Try it first	A 7-day free trial includes the first two sessions: special-learning.com/schools/try-level-1/
Separate option	Curso ABA en Línea con subtítulos en español, a separate course with English audio and Spanish subtitles: **$79** for one person, paid once.

Vendor: Special Learning, Inc., 445 E. Illinois St, Suite 6702, Chicago, IL 60611. W-9 available on request.
Request a quote: special-learning.com/schools/#request-quote

For the person who decides

☐ Yes, request a quote ☐ Let's talk first ☐ Not now

Fund and budget line

Name

Date