



# Minimum Education Training (MET) Rule Updates



November 13, 2024



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# Introduction and Overview

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- Welcome
- Introductions
- Goals of meeting
- Housekeeping items
  - Zoom etiquette
  - Questions
  - Training will be made available online
- Training topics
  - MET requirements
  - Training provider requirements
  - Recordkeeping and reporting
- Q&A



# MET Requirements (Subchapter B)

- Key changes relate to training cycles
- New first year of service definition, starting 1/1/25:

<b>On or before Dec. 31, 2024</b>	12-month period beginning on the first day on the board or date of hire.
<b>On or after Jan. 1, 2025</b>	If first day on the board or date of hire falls: <ul style="list-style-type: none"><li>• Before Sept. 1: The current calendar year.</li><li>• On or after Sept. 1: The following calendar year.</li></ul>

- Rules create limited, one-time, three-month extension. Must submit application and show exceptional circumstance necessitating extension.
- Example: Trustee starts 8/1/25 and is required to complete core by 12/31/25. If you submit an application that the PRB approves, the trustee will have until 3/31/26 to complete core. Must also complete two hours CE in CY 2026.



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# MET Requirements, cont'd

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- Continuing education (CE) cycle changes:
  - Currently: Two years, four credit hours
  - Effective 1/1/25, calendar year, two credit hours
  - Any outstanding noncompliance must be satisfied in addition to meeting the updated CE requirement



# MET Requirements, cont'd

## Transition to new training cycles

### First Year of Service Status on December 31, 2024

<b>Completed</b>	Begin first continuing education cycle in calendar year 2025.
<b>Not Completed</b>	Complete first year of service training in calendar year 2025.

### Continuing Education Cycle

<b>Began in 2024</b>	May carry over credit hours completed in 2024 to first one-year continuing education cycle in 2025.
<b>Began in 2023</b>	Begin a new continuing education cycle in 2025 and cannot carry over credit hours completed in 2023 or 2024.



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# MET Requirements, cont'd

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- Example 1: New trustee completed core training in 2024. They will begin their first CE cycle in CY 2025 (two hours).
- Example 2: New trustee completed three hours of core training in 2024. They will have CY 2025 to complete the remaining core training and start a new CE cycle in CY 2026.
- Example 3: Trustee started current CE cycle on 6/1/23 and has only completed one hour of CE. They start a new CE cycle for CY 2025 (two hours) and also must complete an additional three hours (and any other outstanding CE).
- Example 4: Trustee started current CE cycle on 5/1/24. They will start a new CE cycle in CY 2025. Hours completed in 2024 carry over to CY 2025, but excess hours do not carry over to CY 2026.



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# MET Requirements, cont'd

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- Trustees and administrators may earn CE credit for teaching MET activities.
  - This training should be reported on the PRB-2000, indicating that the trustee/admin was the teacher.
- Re-appointed/re-elected trustees and re-hired administrators are now exempt from repeating core if they resume within five years of last date of service/employment.
  - Previous exemption was for two years.



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## Training Provider Requirements (Subchapter C)

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- Note: “Sponsor” is now “training provider.”
- Updated forms:
  - [Training provider accreditation](#)
  - [Individual course approval application](#)
- Required, rather than encouraged, to review Curriculum Guide ([available on our website](#))
- If seeking accreditation for core training, must send training materials for **all** core courses. (For continuing education, just one course).
- Core training providers that are not systems must send participation information to the PRB 30 days after providing core training.





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# Training Provider Requirements, cont'd

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- [Individual Course Approval Applications](#)
- May submit application after activity is concluded, but must have all required information. Approval is **not** guaranteed.
- Required to include agenda/outline/course materials for approval.
- Approval for activity remains in effect for 36 (rather than 12) months, so long as activity is unchanged. Any changes require new application.



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# Training Provider Requirements, cont'd

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- Methods of verifying course participation:
  - Provide a completion code to the participant upon completion of the course.
  - Require participants to successfully complete a quiz on course topics.
  - Use software-based student verification or attendance checks.
  - Use of another method, with approval from the PRB.
- Required to keep course evaluations for five years (like all other MET materials).



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# Training Provider Requirements, cont'd

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- In-house training exemptions for systems. Subject to all requirements, except:
  - Ensuring participants register attendance.
  - Maintaining a record of non-trustee/admin attendees.
  - Providing certificates of completion.
  - New requirement to provide the PRB participant information for accredited core activities.



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## Recordkeeping and Reporting (Subchapter D)

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- PRB-150
- Now required annually, due April 1.
- Also required within 30 days of any change.
- Must indicate if a trustee/admin serves another system, and if so which.



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# Recordkeeping and Reporting, cont'd

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- PRB-2000
- Now due April 1, rather than September 1.
- Report the previous calendar year of training, and any previously unreported training.
- Changes primarily clarify the rules and instructions.
- The PRB will provide additional information on both reports (PRB-150, PRB-2000) in early 2025 leading up to the first reporting cycle under the new requirements.





# Questions and Answers



Any questions?

