

MARLBORO CENTRAL SCHOOL DISTRICT
My Learning Plan
“Directions for Form Completion”

Introduction

All My Learning Plan (MLP) requests must be made three (3) weeks prior to date of conference, workshop, or class. Please remember that you cannot receive monetary credit once you have reached the maximum of 60 credits beyond BA or MA degree. Also please remember the district does not reimburse for meals. We will only reimburse for mileage for conference requests that the district requests you attend. No reimbursements should be put in for in-service requests or advanced course approvals. Courses you select to attend must be aligned to CCLS/your district assignment and support the district goals and initiations.

Advanced Course Approval Request

Fill this request out to take graduate credits. (We cannot approve undergraduate credits). You cannot take graduate credits during the school day. You need to register and pay for graduate credits yourself. When finished with course make sure you send in an official transcript with grade. After we receive it, we will forward your grad credits to payroll. Please fill out the completed section in MLP after you have taken the course.

In-Service Request

- Fill this request out to take an in-service course.
- You cannot take in-service courses during the school day.
- You need to register and pay for in-service courses yourself.
- If it is a BOCES course you need to fill out a conference request (do not fill out the budget section of the conference request) through the BOCES catalog on MLP and an in-service request. (You can only register for BOCES courses on MLP. You need to fill out both forms at the same time so we know it is for in-service and we don't pay for it. In the comment section please state you are also filling out a conference request.)
- After you have taken the course **you need to send a certificate** from the workshop stating your name and that you have completed the course and how many hours you received. After we receive it we will add those hours to your name in our binder, when you have 30 hours we will forward your 2 in service grad credits to payroll. Please fill out the completed section on MLP after you have taken the course.

Conference Request

- Fill out a conference request and go thru approval process.
- Don't forget to fill out the mileage section on the first page as that will record your mileage. REMEMBER: Guidance Counselor and School Psychologist POs are done by PPS Office, Coaches are done by Athletic Department, and Principals are done by their office. Once approved, you will be registered and a Purchase Order (PO) will be done.
- Please remember to send us a completed registration form so we know where the workshop is and who to send the PO to. If you already registered on-line and paid for workshop please send us that information.
- If it is a BOCES or MHTC workshop you need to register through their catalog on MLP and you will be automatically registered through MLP once it is approved.
- Please fill out the evaluation and completed section on MLP with your exact mileage, lodging, etc. after you have taken the course. Also, send in receipts for lodging and/or registration with a claim form and for transportation with a mileage claim form. (If

conference request is for in-service please state that in the comments section of the conference request).

CTLE certificate holder: A registered holder of a professional classroom teaching certificate, educational leadership certificate, or Level III teaching assistant certificate is required to successfully complete 100 clock hours of acceptable CTLE during the registration period if they practice 90 days or more in a single applicable school district, board of cooperative educational services (BOCES) or nonpublic school that is providing instruction pursuant to Education Law 3204(2) located in New York State. For purposes of this definition, the City School District of New York and any of its components shall be considered a single school district. The CTLE requirement may be completed at any time during the registration period. CTLE completed during a prior registration period may not be carried over.

Permanent classroom teacher and school leader certificate holders practicing in New York State will be subject to Registration requirements, but will not be subject to CTLE.

Holders of Continuing Teaching Assistant certificates or Pupil Personnel Services (PPS) certificates, such as School Attendance Teachers, School Counselors, School Psychologists, School Social Workers, School Dental Hygiene Teachers and School Nurse Teachers, are not subject to Registration or CTLE requirements.

The following District held meetings count toward your 100 hours

Superintendent Conference Day

Professional Development Days

Department Meetings (Portion of meeting that is professional development must be accompanied with title and description and time allotted)

Instructional Council Meetings (Portion of meeting that is professional development must be accompanied with title and description and time allotted)

In addition, if you hold a professional teaching certificate, your professional development hours must be maintained in MLP so the district can insure proper uploading to the NYS TEACH online system. My Learning Plan communicates directly with the TEACH system, making it easy for your professional development hours to be logged for you. You need to enter the hours for your meetings in My Learning Plan in order for your hours to be logged to NYSED.

For each meeting you attend, you need to do the following:

- Create a new Conference Request
- Fill in all required fields (title, date, etc.) In the title field, include the month of the activity (March Faculty Meeting, etc.) this will help your own recordkeeping.
- Select Marlboro Central School District as the provider
- Be sure to fill in 0.00 for the registration fee
- Enter the number of hours the meeting lasted, leave the number of credits blank
- Check off all relevant goals and objectives
- In the comment box, indicate that your request is for “attendance recording” for the meeting you attended.

Once submitted, your request will be routed for approval. Once the activity is completed, you will need to formally complete the activity, including a short conference evaluation.