

Professional Growth *formerly MLP PDMS and MLP OASYS*



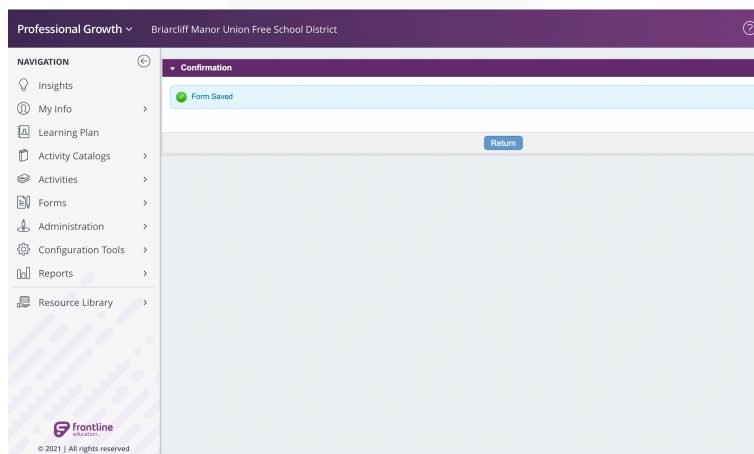
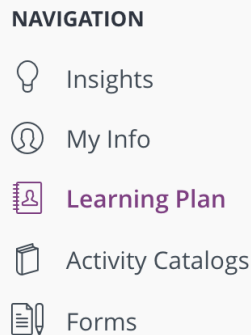
Formerly My Learning Plan - MLP

How- to Sheet

A Tool for Teachers and Teacher Assistants to keep track of their professional development (PD) and to find relevant learning activities:

Conferences/Workshops
Graduate Courses
In-Service Courses
Professional Development Hours
NYS CTLE Hours
Curriculum Summer Work
Summer PD Courses
Mentor Logs

Frontline Navigation bar on the **left side** of your screen:



My Info

NAVIGATION

- Insights
- My Info**
- Learning Plan
- Activity Catalogs
- Forms

MY INFORMATION

- My Evaluations
- My File Library
- My Personal Goals
- My PG Profile

PORTFOLIO

- My Portfolio
- View All
- View By Goal
- View By Purpose (Current)
- View Current Year
- View Denied Requests
- View In Progress
- View Licensure

TRANSCRIPT

- Download Transcript
- Print Transcript

Add files to attach to your course work for documentation of completion.

View your completed course work by year. (May export on excel sheet)

View your completed courses by purpose (CTLE, PD, ...)

Common Issues:

- Did you mark COMPLETE?
- Did you SUBMIT the log?
- Have you uploaded the necessary documents?

Learning Plan Cycle

- Teachers may view each step of the process.

- Registration – Teacher/TA submits request using activity catalog or a form.
- "Prior" Approval
 - Building Principal and District Administrator: Conferences, Graduate, In-Service, CTLE, & PD
 - District Administrator: Graduate, In-Service Creits
- "In progress"

After completion of your activity/course, Teacher/TA marks activity/course complete: Manage > Mark Complete. Some activity/courses require evaluation before marking complete. For course entries that require documentation of completion – upload your documentation to "my file library" before you mark complete. After you mark complete, click on your documents that you want to attach before you submit. Examples are syllabus, certificate of completion, final project.

Note: Official transcripts must be mailed to the district office for Graduate credit.
- "Final: Approval:
 - Building Principal and District Administrator :
CTLE, PD, & Summer Curriculum
 - District Adminstrator:
Graduate, In-service
- Completed: Once activities are marked complete they will appear in your portfolio.

NAVIGATION

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My Requests - JOHN BROOKS

Actions	Activity Title
Save as Draft (0 Record(s))	-- no records --
Wait List (0 Record(s))	-- no records --
Pending Prior Approval (0 Record(s))	-- no records --
Approved and/or In-Progress (0 Record(s))	-- no records --
Instructor Has Confirmed Attendance (0 Record(s))	-- no records --
Awaiting Final Credit (0 Record(s))	-- no records --
Denied (0 Record(s))	-- no records --
Recently Completed (5 Record(s))	

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Activity Catalog and Forms

Activity Catalog:






NAVIGATION		CATALOGS
 Insights		District Catalog
 My Info	>	Calendar
 Learning Plan		NYSUT catalog
 Activity Catalogs	>	LHRIC/SWBOCES
 Forms	>	PNW BOCES Catalog
		RTC Catalog

Register for District, BOCES, Hudon River Teacher Center, NYSUT courses using the catalog.

If these workshops/courses occur during the school day, it will register your absence in AESOP for you.

If these workshops/course fees are to be paid by the district, the purchase order/requisition is a separate process and needs to be completed by the teacher/TA in addition to the Frontline process.

Forms:

NAVIGATION		FILL-IN FORMS
 Insights		Conference Request
 My Info	>	Request for Graduate
 Learning Plan		Request for In-Service Credit
 Activity Catalogs	>	Mentor Log
 Forms	>	NYS Continuing Teacher & Le...

Use forms if your workshop/conference is not listed in a catalog, and for In-service, Graduate, CTLE, & Mentor Log.

Graduate & Inservice course work for salary lane adjustment must refer to the BTA contract for all key details and dates for notifying the district for a salary adjustment.

Continuing Teacher and Leader Education

(CTLE) Requirements

Classroom Teachers Professional Certificate holders, School Leader Professional Certificate holders, and Level III Teaching Assistants Certificate holders will need to fulfill their 100 CTLE hours by 2021. Each individual must look for their due date on their TEACH account profile page. Every person will have a different due date, since it is dependent on the date you registered with the State Education Department after receiving your professional teaching certificate or your Level III teaching assistant certificate.

At the end of your five-year cycle, you will be asked to verify whether you have met the 100-hour requirement. You should not submit any documentation to the state Office of Teaching Initiatives; however, you should keep your records for at least three years after the end of your five-year cycle in case the state Office of Teaching Initiatives audits you.

At the end of each registration period, you must also apply for re-registration through your TEACH account on your due date. Then, begin to collect CTLE hours for your next five-year cycle.

Refer NYSED website for the most up to date information: [NYSED CTLE](#)
Acceptable CTLE hours must be taken from a [sponsor approved](#) by the NYSED.

Continuing Teacher and Leader Education (CTLE) Recordkeeping Requirements

[CTLE certificate holders](#) shall maintain a record of completed CTLE, which shall include: the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of English language learners, the sponsor's name and any identifying number, attendance verification, and the date and location of the program. Such records shall be retained for at least three years from the end of the registration period in which the CTLE was completed and shall be available for review by the Department upon request. Completion certificates are not to be submitted to the Office of Teaching Initiatives unless they are requested.



[Individual CTLE Record Keeping Form](#)  (79KB)

Frontline may also be used for an electronic recordkeeping of CTLE hours but a backup paper version is highly recommended.

*Teachers/TA who would like to use the workshops from SCD for CTLE hours, they need to enter this information on their own. District is not entering the information for you.