

DKG NYS CTLE Process...For Now

For New York State Chapter Meetings and Conferences, there needs to be a mix of CTLE activities and non-CTLE activities.

1. In the future when a person applies to present a session for any of the NYS Meetings/Seminars, she will complete the standard Proposal Form.
2. The proposals will be reviewed. If the proposal seems like it might meet CTLE requirements (content, pedagogy, ELL), then the presenter will be asked to complete a supplemental form (see separate sheet) and to submit a resume and activity agenda/outline. It does not need to be a complete resume; it can be one that contains only the relevant information.
3. Once it is determined that the session meets NYSED regulations for CTLE the activity will be 'built' on **Frontline (My Learning Plan)**. All people attending the State Meeting/Seminar will be sent a direct link to the session.
4. For each session you plan to attend you can sign up through Frontline. This is in addition to signing up for the Meeting/Seminar through the Registrar.
5. If the session will not earn CTLE credit, there will not be an additional registration.
6. At the State Meeting/Seminar, there will be sign-in sheets with pre-printed names at each session that can earn CTLE credit. You must sign-in on the sign-in sheet. It must be your own handwriting.
7. If you did not sign-up in advance, you may sign-up at the session. You will need to put on the sign-in sheet, your name and email. Also, sign your name. GCRTC will email direct registration to you. It is easier if you sign-up in advance.
8. At end of session the following information needs to be given to or mailed to Karen Jones:
 - a. Hard copy of sign-in sheet with signatures and any additional sign-ins
 - b. Statement of Need – why was this session needed, by whom, and how do you know
 - c. Updated Instructor Resume (if not sent in advance)
 - d. Session agenda/outline (if not sent in advance)
 - e. Copies of any flyers/advertising for session
9. As an approved NYSED professional learning provider, GCTRC collects evaluation and attendance data on all programs and activities to ensure quality. For participant convenience, evaluations are available online via Frontline, immediately following the last meeting of the course. Once attendance is verified by the instructor and submitted to the Center, which typically occurs within two weeks of the end of any course, participants who have submitted their online

Frontline evaluation will be "completed" by the GCTRC Registrar. This releases certificates for download. Participants may access certificates for all of their "completed" courses at any time online via their individual Frontline accounts.

10. Participants need to go to Frontline and complete the Evaluation.

- Go to GCRTC's homepage, <http://www.teachers-center.org/>
- Scroll to the bottom of the page and select, Professional Development Planning – MyLearningPlan Registration.
- Once in My Learning Plan, (on the top right) select login.
- Enter your username and password.
- Select the course in your portfolio to evaluate.
- Scroll to the bottom of the course page. Under "Actions" please select, "Participant Evaluation", this is the course evaluation that you need to complete before obtaining the certificate.
- After this step is done, please email Amy Carinci at amy@teachers-center.org and I will verify your attendance and "Complete" you in the course.
- If you have difficulties finding your evaluation, the following screencast will walk you through the process: <http://screencast.com/t/CPrie41Tnij>
- Contact Amy Carinci at amy@teachers-center.org or by phone at: (518) 489-0568 with any questions.

11. Participant can then print certificate of completion

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- Enter your username and password.
- Select the course in your portfolio to evaluate
- Scroll to the bottom of the course page. Under "Actions" please select, "Print Certificate.
- Your certificate is now be available.
- If you have difficulties accessing your certificate, the following screencast will walk you through the process: <http://screencast.com/t/qdA5mHCzDg>
- Contact Amy Carinci at amy@teachers-center.org or by phone at: (518) 489-0568 with any questions.

If you have any questions, please contact Karen Jones kjdkg72@gmail.com.

This is a "Work in Progress" document and will be updated as needed.

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