

How to Submit for Conferences Online and Track Professional Development

Purpose

The purpose of this step-by-step guide is to outline the steps you should follow in order to submit a Conference Request form on MyLearningPlan.com and track required hours for Professional Development Hours Certification.

PROFESSIONAL DEVELOPMENT CERTIFICATION REQUIREMENT

Be sure that you check the "Professional Growth" box under the "Purpose(s)" section on MLP. You may check additional "Purposes" if any apply.

STEP BY STEP GUIDE

1. Open the Internet and go to <http://www.mylearningplan.com>.
2. Click the "Log In" Button and enter your username and password to log in. Your username and password are the same: your e-mail address at school. If you change your password you will need to remember it – we are not able to tell you the changed password.
3. From the main "Learning Plan" screen:
 - a. **Under Activity Catalogs, you can browse the District Catalog and the SLL BOCES/SLVTLC Catalog -**
 1. Click whichever link you want to view
 2. Browse the offerings and click the title of the activity you plan to participate in.
 3. Complete the form and click the button to request approval/sign up for the activity. BE SURE TO ENTER WHETHER YOU NEED A SUBSTITUTE AND INCLUDE THE TIME AND DATE(S).
 4. Wait until you get final approval before you attend a given activity.

Please note: You should not assume you have been registered for a BOCES session until you receive an e-mail stating "This is an automated email to inform you that your recent registration with the SLLBOCES School Improvement program is confirmed. Please plan on attending this course. If you cannot attend the course, please review our cancellation/refund policy on our website at www.cciu.org. You can view the registration status and access detailed information about this course by going to <http://www.MyLearningPlan.com> and logging in. Thank you and we hope you enjoy the workshop."

4. If you are going to attend a professional development activity that is **not** part of the District or SLL BOCES/SLVTLC catalog, click on the left side of your screen, under Forms: "Out of District Prof Dev." This is the form that you will generally use if you're attending an activity out-of-district. Please complete this at least 10 days before you attend the activity, especially if there is a cost involved. If there are registration forms, please fill them out and send them to your building secretary at this time.
5. The Conference/Educational Leave Request form will be displayed. Complete all of the Required Information. **BE SURE TO ENTER WHETHER YOU NEED A SUBSTITUTE AND INCLUDE THE TIME AND DATE(S).** **IT IS NOT NECESSARY TO LOGIN TO AESOP.** When you're ready to get approval for attending the professional development activity, click the Submit button at the bottom of the form.
6. If done correctly, you will see a "Form Saved!" message and an outline of the approval process that your form will follow.

7. If you are requesting that the District pre-pay registration and/or lodging, please submit appropriate, completed forms to your building secretary as soon as you have entered the information on MLP so that requisitions can be completed. Please remember that these need to be in the Assistant Superintendent's Office at least 10 days prior to registration deadline.
8. Once you receive prior approval, the conference will move to the "Approved and In Progress" section of your "My Current Activities" box.
9. When you complete the conference, i.e. return from it, **you must submit the conference for final approval**. Click on the activity title from your "My Current Activities" box and use the Mark Complete action to submit the conference for final approval.
10. Once submitted for payment/completion approval, the activity will be listed in the "Awaiting Final Credit" section of your "My Current Activities" box.
11. Click on the title of the activity, and print out a hard copy of your form. ATTACH ALL HARD COPIES OF ITEMIZED RECEIPTS AND THE MLP COMPLETION FORM, TO THE CONFERENCE REIMBURSEMENT FORM, SIGN IT, DATE IT, AND THEN SUBMIT TO YOUR BUILDING SECRETARY. THE CONFERENCE REIMBURSEMENT FORM CAN BE FOUND BY GOING TO THE DISTRICT WEB SITE, GOUVERNEURCENTRALSCHOOL.ORG CLICK ON "STAFF" AND THEN "STAFF RESOURCES", SCROLL DOWN TO "CLAIM FORMS" AND THE CONFERENCE REIMBURSEMENT REQUEST FORM IS THE FIRST FORM.
12. Once payment/completion approval and expenses are verified, the request will be classified as a "Most Recently Completed" activity.

TO DROP/CANCEL/WITHDRAW A CONFERENCE REQUEST

1. Go into your profile.
2. Click on the name of the conference you want to withdraw.
3. Go to the bottom of the screen and click drop. You will get a message "Are you sure that you want to drop this activity". Click yes.
4. Make sure your request was cancelled on AESOP.

Prior to contacting the Assistant Superintendent's Office with questions, please check with your building secretary.

IF YOUR EDUCATIONAL ACTIVITY DOES NOT APPEAR ON MYLEARNINGPLAN, YOU WILL NOT HAVE A SUBSTITUTE.

We use MyLearningPlan to track many items including your Professional Development.

THANK YOU FOR YOUR COOPERATION AND PATIENCE IN GETTING THIS PROGRAM TO WORK FOR ALL OF US. IF USED CORRECTLY, IT SHOULD MAKE LIFE EASIER FOR ALL CONCERNED.