

Submitting Professional Development Activity Requests & Tracking Professional Development

Purpose

The purpose of this step-by-step guide is to outline the steps you should follow to submit a professional development activity request on Frontline Professional Growth (Learning Plan) and track required hours for Professional Development Certification.

Step 1: Log-In to your Frontline Account

- Open the Internet and go to <http://www.frontlineeducation.com>
- Click the "Log In" Button on the upper left-hand corner. Scroll down to "Frontline Professional Growth" and click sign in. Enter your username and password to log in. If you can't remember your username or password, use the prompts below the sign-in boxes to reset them.

Step 2: Verify Your Information (Perform this step annually to insure accuracy)

- Click on "My Info" then "My PG Profile" to review your information and verify it is accurate.
- **NOTE: Email Notification Preferences should NOT be changed.**
- **Instructional/Administrative Staff:** Click "My Info" then "View Licensure." You may see an error, click "Update Certification Info" update your information and "Save."

Step 3: Submitting a Professional Development Activity Request for Opportunities in an Activity Catalog

- Browse the PD opportunities by clicking "Activity Catalogs" on the side menu to navigate to the "District Catalog" or the SLL BOCES /SLVTLC" catalog.
- Click on the title of the activity in which you plan to participate.
- Provide any requested information and click the button to request approval/enroll/sign-up for the activity.
- **Be sure to enter whether you need a substitute and include the time and date(s).** Once your request has been approved by all prior approvers, the substitute information will be sent to Aesop automatically.
- Wait until you get final *prior* 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 similar to the one below:

"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 activity. If you cannot attend the activity, 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."

Step 4: Submitting a Professional Development Activity Request for Opportunities NOT in an Activity Catalog

- If you wish to attend a professional development activity that is **not** part of an activity catalog, click on the word "Forms" on the side menu and choose the "Out of District Prof Dev" fill-in form. This is the form that you will generally use if you're attending an activity out-of-district.
- **Be sure that to check the "Professional Growth" box under the "Purpose(s)" section on the form.** You may check additional "Purposes" if any apply.
- This form must be completed at least 10 days prior to the activity date, 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.
- Be sure to enter whether you need a substitute and include the time and date(s). Once the form has gone through all of the prior approval process, the substitute request will go to Aesop automatically.
- When you're ready to submit your request for approval to attend the professional development activity, click the submit button at the bottom of the form. If done correctly, you will see a "Form Saved!" message and an outline, of the approval process that your form will follow.
- 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 in Frontline 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.**
- Once you receive prior approval, the conference will move to the "Approved and In Progress" section of your Learning Plan Requests on Frontline.

**IF YOUR PD ACTIVITY DOES NOT APPEAR ON FRONTLINE/ MYLEARNINGPLAN,
YOU WILL NEED TO REQUEST A SUBSTITUTE ON AESOP.**

Step 5: Request the School Vehicle (if travelling is required)

- Go to the District website: click on “Staff” (at the top) then scroll down to click on “Forms & Trainings.”
- In the “Request Forms” section, you will find the two forms that need to be completed and turned into your Building Principal to reserve the district vehicle. You will not be reimbursed mileage if you drive your own vehicle and the district vehicle was available.

Step 6: Mark Complete

- When you complete a Professional Development activity, **you must submit the activity for final approval within 10 days of completing the activity.**
- Click on “Learning Plan” on the side menu to view your requests.
- Click on the “Manage” button next to the activity title that you completed.
- Click the “Mark Complete” button to submit the conference for final approval. **Your attendance at the activity cannot be finalized until this final step has been done.**
- Once submitted for payment/completion approval, the activity will be listed in the “Awaiting Final Credit” section of your Learning Plan Requests screen.

Step 7: Submitting Expenses

- Click on the title of the activity, and print out a hard copy of your form.
- Fill out a Conference Reimbursement form. The Conference Reimbursement form can be found on the District web site, www.gcsk12.org. Click on “Staff” at the top of the site and then “Forms & Training”, scroll down to the “Financial & Claim Forms” section to find the Conference Reimbursement Request form.
- **Attach all original ITEMIZED receipts and the activity completion form, to the Conference Reimbursement form, sign it, date it, and then submit to your building secretary.**
- Once payment/completion approval and expenses are verified, the request will be classified as “Recently Completed” on your Learning Plan Requests screen.

Print Certificates

- It is your responsibility to keep track of your Professional Development hours. You need to print and maintain a file of your certificates. To print your certificates, go to your Learning Plan Requests page. Click on the “Manage” button next to an activity title in the “Recently Completed” section and then on the “Print Certificate” button.

TO DROP/CANCEL/WITHDRAW A CONFERENCE REQUEST

- Log-in to your Frontline account.
- Go to the Professional Growth module and click on “Learning Plan” on the side menu to view your PD requests.
- Click on the “Manage” button next to the activity you want to withdraw from or drop.
- Go to the bottom of the screen and click drop. You will get this message, “Are you sure that you want to drop this activity?” Click yes.
- Make sure your request was cancelled on AESOP.

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.