MyLearningPlan

175 / 75 Professional Development Log

General Information

This log is used by employees holding Professional Certifications or TA Level III Certifications who are required to amass 175 or 75 hours, respectively, of professional development every five years in order to maintain their certification.

Although it is the certificate holders responsibility to retain supporting documentation should the State Education Department question something, it is the District's responsibility to report that information to the state each year on behalf of these employees.

Recognizing the eventual magnitude of collecting and reporting this information, the District chose The MyLearningPlan program address this need.

Beginning July 1, 2011, all activities must be recorded in MLP.

When am I required to begin logging hours for my certification?

The July 1st following the issuance of your Professional Certification or TA Level III certification is the date you are required to begin accumulating PD hours.

What types of PD are acceptable for use toward my certification?

Refer to the District's Professional Development Plan on the school website. This Plan is divided into three categories and outlines the PD activities and the number of hours per category to obtain.

What types of activities go on the Log?

Any activity that does not have its own specific form (see chart below) would be recorded on this log. MLP automatically tracks the hours from the other forms used in MLP so be sure not to duplicate an activity on your log as that will duplicate the hours reported on your behalf.

1.

What is the difference between a log _entry_ and a log _submission?_

A log entry is a single PD activity that you record in MLP at the time you complete it.

A log submission is what you do in **February** and/or **June** which compiles the individual activities into one document that routes for approval.

The following chart reflects the types of activities that have a specific form and if it has been submitted in MLP via its own form, you would not repeat the activity in your log:

Activity Type	MLP Form Used
Conferences	Conference Request (Hours automatically tracked)
BOCES Conferences (Use the BOCES catalog link on your homepage. Only if the activity is **not** listed in the catalog, should the Conference Request form above be used.)	BOCES/Regional Conference Request (Hours automatically tracked.)
In-District courses offered through Inservice Institute, Teacher Center, Technology Academy &/or Office Staff Association	Enroll via the catalog in MLP. The course information automatically generates onto the appropriate In-District Course Enrollment/Credit Request form. (Hours automatically tracked.)
Out-of-District Inservice (non-accredited) activities	Non-GNPS Course Credit Request (Hours automatically tracked.)
Undergrad/Grad coursework (accredited)	Undergrad/Grad Course Credit Request (Hours automatically tracked.)
NYSUT courses	NYSUT Enrollment/Credit Request (Hours automatically tracked.)
All other PD work as outlined in the District's Professional Development Plan that did not get reported on any of the above forms…	175/75 PD Log

RECORDING A LOG ENTRY ON THE
175 / 75 PROFESSIONAL DEVELOPMENT LOG

General

- ✓ The PD Log runs from July 1 thru June 30th of a year.

  **NEVER COMBINE ACTIVITIES FROM TWO DIFFERENT
  SCHOOL YEARS IN A LOG SUBMISSION.**

- ✓ A log *entry* refers to a *single* activity.
- ✓ A log *submission* refers to a *group* of activities being submitted at one time.

  ONLY ENTER <u>COMPLETED</u> ACTIVIES.

- ✓ Use *decimals* (.25, .50, .75, 1.0) not fractions. Only decimals can be tallied.
- ✓ Submit your log once in February and once in June.

  For a single activity with multiple dates/times, you can either enter the first date/time, save it and return to enter each additional date/time as you complete them <u>or</u> wait until the entire activity is done and enter the dates and times all at once.

Be very careful with your dates. An error can cause a log submission to not route.

  Ex: You enter an activity on a log that you did on 5/4/12 but by accident you typed 5/4/13. When you try to submit it, the computer will not allow it to route until 5/4/13 has actually passed!

To record an activity:

If you would like to make use of the **My File Library** feature, which allows you to upload supporting documentation and retain it virtually, please refer to the separate My File Library instruction packet.

Documents must be uploaded *before* entering the log activity to which it pertains so that it is there for you to select and attach to the activity. If you prefer to keep paper backup, skip this step and proceed as follows:

- Log on MLP
- Select the 175/75 PD Log from the left-hand "Fill In Forms" section of your homepage.
- Only enter an activity that you have already done.
- Attach your backup documentation in the File Attachment section (if desired).
- Click SAVE.
- Your log entry for this activity will now list on your homepage under the section entitled **Log Form Entries** and will look like the following:

Log Form Entries

- **Technology Training   [Delete]**
- **Faculty Meeting   [Delete]**

- [Submit log entries for review]

As individual activities are saved, they will list individually under LOG FORM ENTRIES. You will note that at the bottom of these listed activities, is **[Submit log entries for review].** This link is used to *submit* your log twice a year (February and June). When used, it conveniently compiles all the individual entries into one submission for approval. Until February or June, your log entries should remain individually listed.

<u>**SUBMITTING YOUR LOG**</u>
<u>**(FEBRUARY & JUNE)**</u>

- Go to your homepage on MLP.

- Click on **[Submit log entries for review]** which appears immediately below the list of log entries on your homepage**.** This will compile all your individual activities into <u>one</u> submission.

- On the next screen, click "**Review and Submit"** which brings you to the Log Submission Preview Summary screen.

- Scroll to the bottom of the Log Submission Preview screen and click **"Submit for Approval"** to officially submit your log.

- The log submission will now appear on your homepage under "Awaiting Approval".

- When approved, the log submission will reflect **"completed"** next to it and appear:
  - Under **Most Recently Completed** on your homepage
  - In your **Portfolio** and
  - In the **View Licensure (**a subcategory of your Portfolio section). It is the View Licensure that houses all activities related to your hours for certification.

"COMPLETED" MUST APPEAR

NEXT TO YOUR LOG SUBMISSION

FOR THE HOURS TO BE TRANSMITTED TO **TEACH.**

EDITING A LOG ENTRY

OR

LOG SUBMISSION

General

It is easier to edit an <u>individual</u> Log Entry than a <u>submitted</u> Log.

Before starting your edit, first determine if the edit you need to make falls into A, B, C, or D and refer to instructions for same.

    A. Editing entries *before* submitting a Log.

    B. Editing a Log Submission *pending approval*.

    C. Editing a Log *after approval*.

    D. Editing a Log that has been *denied*.

    E. Responding to [MORE INFORMATION REQUIRED].

A. Editing entries *before* submitting a Log

- Click on the log entry title listed under Log Entries on your homepage
- Make your changes
- SAVE it.

The entry will reappear under Log Entries.

To Delete: Simply click **[delete]** appearing next to the log entry you wish to remove.

B. Editing a Log Submission *Pending Approval*

After you submit your Log for approval, you will see **175 / 75 Hour PD Log Submitted (mm/dd/yyyy)** on your homepage with the date it was submitted in parenthesis.

To UNDO a Log submission that **has not yet been approved:**

- Click on the **175 / 75 Hour PD Log Submitted (mm/dd/yyyy)** appearing under "Pending Final Approval" of your homepage.
- Scroll down and click "Drop". This releases your activities so that they again list individually in the LOG FORM ENTRIES section on your homepage.
- Make your change(s) following the procedures in (A) above.
- Resubmit. (See **Submitting Your Log - February & June** – Page 4.)

C. Editing a Log *after approval*

You cannot undo a submission that has already been approved. For assistance, contact Kathy Koslow in the Superintendent's office.

6.

(5/12)

D. **_Editing a Log that has been denied_**

DENIED is the only option available to an approver if he/she feels something needs to be changed in your log. The approver is unable to edit it for you.

When this happens:

- Click on the denied Log submission on your homepage.
- Select 175 / 75 Hour PD Log Submitted 5/17/2010 under "Activity Info" to see if the approver provided an explanation. If not, find out what needs to be done before proceeding.
- Select "Drop". This releases the activities from the Log submission & allows them to again list individually under LOG FORM ENTRIES on your homepage.
- Make your edits to the individual log entry.
- Resubmit. (See **Submitting Your Log - February & June** – Page 4.)

E. **Responding to [MORE INFORMATION REQUIRED]**

[MORE INFORMATION REQUIRED] means *something more needs to be done!*

This cannot be ignored. Until addressed, your Log submission (just like any other activity in MLP) will remain incomplete.   Only when marked "completed" can you be sure the PD hours will be reported to TEACH.

The **[MORE INFORMATION REQUIRED]** feature is only useful for "corresponding" or "general clarification." If in using this feature, the result will be that one or more changes are necessary, the requestor must go into MLP, "drop" the log submission and start over.

When you see **[MORE INFORMATION REQUIRED]**:

- Click on the activity in question.
- Read the comment from the approver.
- Respond to the comment in the text box provided --- or ---
- If a change needs to be made, see (**B**) **Editing a Log Submission *Pending Approval***
- Resubmit.