

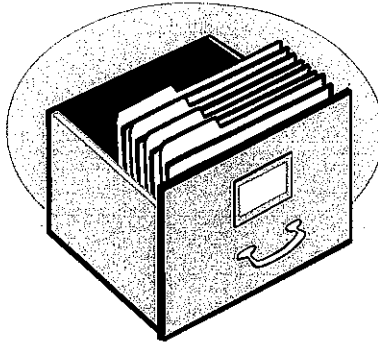
# Professional Development Teacher Manual

## **VISION STATEMENT**

One GP – where everyone learns, every day

## **MISSION STATEMENT**

Promote Innovation -> Maximize Potential -> Embrace Community



# PROFESSIONAL DEVELOPMENT TEACHER MANUAL

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## KEEPING RECORDS

It is **YOUR** responsibility to keep accurate records of all classes, workshops, or committee work you attend – in or out of the district.

1. **What is the easiest method to keep my records?**

There are many ways to file and save this information. The simplest way is to start a new file folder at the beginning of every school year and place all of your records in that folder. Keeping all your records in one place will facilitate reconciliation if a discrepancy arises.

**New Teachers** should also log hours in the KALPA system and with the Office of Professional Development for accurate tracking of New Teacher Credits.

KALPA is available for **All teachers** as a resource for logging in-district PD (curriculum review committees, lunch time meetings, EPLC, etc.) and out of district PD that occurs during or outside of the school day. It is a good resource to track PD that is eligible for salary advancement, longevity and teacher certificate renewal.

In addition, KALPA is where you will find all of the District Provided PD that occurs on Tuesdays after-school and all half and full day PD events.

The state reporting system, MOECs should also be updated, at a minimum, on a yearly basis, to avoid a long recertification process. *\*Please note, KALPA system hours are not currently downloadable into MOECs. MOECs entries must be made by "hand". Only SCHECHs are uploaded automatically.*

2. **What if all my hours are not reflected in KALPA?**

If you have additional hours to add to KALPA, you will want to enter the professional development activity as a Special Request. *See KALPA Quick Start Guide under the Forms Index of this manual for instructions on how to enter a Special Request.*

Please attach any pertinent approval documentation, flyers, agendas and proof of attendance or certificates for validation. If something is missing in your profile, please contact **Chinyere Crutcher with the Office of Professional Development @ 3043.**

3. **What if my report is missing graduate hours or I have a question about salary advancement?**

For questions about a graduate level courses or salary advancement, call **Nicole Pilgrim @ 3017**

**The Professional Development year runs from the first teacher duty day on August 29th to the last calendar day of the school year, June 30th.**



# NEW TEACHER CREDITS

The Michigan Department of Education, under THE REVISED SCHOOL CODE (EXCERPT) Act 451 of 1976, section 380.1526, requires that all new classroom teachers\*\* in the first 3 years of classroom teaching experience, to be mentored by one or more master teachers at minimum for 3 years and to be provided 15 days (90 hours) of intensive professional development within 3 years. For teachers who have over 3 years of classroom teaching experience, but are new to the Grosse Pointe Public Schools, GPPSS requires, at minimum, 1 year of mentoring with a master teacher.

\*\* The following occupations are not required to complete 90 hours, but do require a mentor log based on their number of years of experience: Psychs. Speech Paths. Social Workers. At-Risk Behavior Interventionist and Occupational Therapists.

**1. How do I track my mentor hours for credit?**

Please see pages 8-9 for an explanation of mentor hours and how to track for credit.

**2. What qualifies for receiving credit towards the 90 hours?**

- Up to 6 hours of documented time with your mentor per year (18 hours in 3 years)
- Approved Out-of-District Workshops
- Board Approved Committees
- Conferences/Workshops Attended During the Scheduled Work Day
- Graduate Courses
- New Teacher Orientation
- Site-Based PD Workshops (lunch & learns, tech training, etc.)

**3. What parts of my graduate courses qualify for credit?**

You are limited to 45 hours of New Teacher Credit (NTC) total, within your first three years of employment with GPPSS. If you take three or more graduate credits in one school year, you will receive 23 hours towards the 90 hour requirement. In the second or third year, if you take an additional three or more graduate credits, you will receive 22 hours for a total of 45 hours.

**4. Can any of my previously earned hours from another district count towards the 90 hours?**

Yes. You may submit a document of previously earned hours from another district to the Office of Professional Development for consideration. Examples of hours that will be accepted: (KALPA, MOECS, proof of attendance of PD that was completed within your 1<sup>st</sup> or 2<sup>nd</sup> year of teaching). All hours will be reviewed with the HR department for approval towards your 90 hour requirement.

**5. Can any of my New Teacher Credits also qualify for salary credit?**

Yes. Any classes, workshops, committees or meetings that occur outside the normal school day and for which the district has **not paid**, qualify.

6. What does NOT qualify for NTC?

- Professional Development Full or Half Days (PD)
- Choice PD meetings(CPD)
- Dept/Staff Meetings
- Additional school related activities as stated on page 6-7 of this manual.

7. How will I know how many hours I have in NTC?

You can review KALPA to track your goal to 90 hours. Please see the KALPA Quick Start Guide at the back of this manual to learn how to access KALPA.

3 SD Manual - New x 17-18 Teachers whic x KALPA PDMS-PD P x Ricky Ollend & New x 18 Summer Lear

kalpapdms.com/v3\_Teachers/PDPlan.aspx

MVHS Amazon Business KALPA PDMS Login Comerica Formstack HMH Licenses QR Code Generator

Choice PD - School Improvement - South	825688	South	4/17/2018	3:15PM-4:15PM	1.00	Taken	■
School Improvement - South	818851	South	4/24/2018	3:15PM-4:15PM	1.00	Taken	■
Professional Development - South	818884	South	4/26/2018	12:30PM-3:30PM	3.00	Taken	■
Choice PD - School Improvement - South	825687	South	5/1/2018	3:15PM-4:15PM	1.00	Taken	■
School Improvement - South	818720	South	5/22/2018	3:15PM-4:15PM	1.00	Taken	■
School Improvement - South	818852	South	5/29/2018	3:15PM-4:15PM	1.00	Taken	■

**New Teacher Professional Development** Required: 90.00 Taken: 09.25 Registered: 0.00

Course/Event ID	Course ID	Location	Start	End	Hours	Status	Notes
Previously Accumulated hours	809134		7/5/2017	10:00PM-10:01PM	70.00	Taken	
2017 AMD Summer Institute	825211	Denver, Colorado	7/25/2017	8:00AM-4:00PM	19.25	Taken	■
Prepare	896758	Wayne County Community College	10/26/2017	8:15AM-3:05PM	6.50	Taken	
Prepare	896759	Wayne County Community College	10/27/2017	8:15AM-3:05PM	6.50	Taken	
Counselor Meeting	913584	Brownell	2/27/2018	4:00PM-5:00PM	1.00	Taken	
Mentoring Log-Salary Advancement	910673	Various Buildings	6/29/2018	8:00AM-4:00PM	6.00	Taken	■ ■

**Other Personal Portfolio** Required: 0.00 Taken: 0.00 Registered: 0.00

Course/Event ID	Course ID	Location	Start	End	Hours	Status	Notes
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KALPA Professional Development Management System (Version 3)  
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8. Who do I call regarding my NTC?

Call the Office of Professional Development: **Chinyere Crutcher, at ext. 3043.**

## Guidelines for Teacher's Professional Development

*(Guiding Points) - Professional Development experiences are designed to:*

- 1.) *Serve the purpose of increasing student learning*
- 2.) *Align with your school improvement plan*
- 3.) *Be planned, ongoing, and intensive*
- 4.) *Be supported in some way by the school or district, such as through released time or cost.*

Activity	Does it qualify towards State-Mandated 90 hrs for <u>NEW</u> teachers?	Does it qualify for Salary Advancement credit for <u>ALL</u> teachers?	Does it qualify for Provisional Certificate Renewal for <u>new</u> teachers?	Does it qualify for Re-certification of Professional Certificate?
<b>New Teacher Orientation</b>	Yes	No	No	No
<b>Graduate Level Class</b>	No	Yes, with official transcript documentation and the Application for College Courses for Salary advancement submitted into HR	Yes, with transcript documentation	Yes, with transcript documentation
<b>Undergraduate College Class</b>	No	No	Yes, with transcript documentation	Yes, with transcript documentation
<b>Workshops: Out-of-District</b> (requires pre-approval from principal)	Yes, if relevant to the new teacher's classroom needs	Yes, outside of normal school hours	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, you can respond affirmatively to the 4 guiding points list above
<b>Workshops: In-District</b> (Ex.: Technology Skills, Lunch sessions, etc.)	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, outside of normal school hours	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, if you can respond affirmatively to the 4 guiding points list above
<b>Workshops: Online Learning Experiences</b> (including courses focusing on curriculum content and/or pedagogy)	Yes, if relevant to the new teacher's classroom needs	Yes, outside of normal school hours	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, if you can respond affirmatively to the 4 guiding points list above
<b>Curriculum Development Meetings, School Improvement Committees</b>	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, outside of normal school hours	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, if you can respond affirmatively to the 4 guiding points list above

## Guidelines for Teacher's Professional Development

Activity	Does it qualify towards State-Mandated 90 hrs for <u>new</u> teachers?	Does it qualify for Salary Advancement credit for <u>all</u> teachers?	Does it qualify for Certificate Renewal for <u>new</u> teachers?	Does it qualify for Re-certification of Professional Certificate?
<b>Professional Learning Communities, Study Groups, Action Research, Study of Student Work, Lesson Study</b>	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, outside of normal school hours	Yes, if you can respond affirmatively to the 4 guiding points list above	Yes, if you can respond affirmatively to the 4 guiding points list above
<b>Mentee (New Teacher)</b>	Yes, documentation showing 6 hours per year with mentor for the first 1-3 years and be able to respond affirmatively to the 4 guiding points list above	Yes, if mentoring occurs outside of normal school hours	No	<b>Not applicable for a new teacher</b>
<b>Mentor (Tenured Teacher)</b>	<b>Not applicable for a tenured teacher</b>	No - Mentors do not receive credit hours for salary advancement, but do receive a set stipend for mentoring	<b>Maybe</b> , if new knowledge is gained by the veteran teacher, who can respond affirmatively to the 4 guiding points listed above, while providing formal mentoring	<b>Maybe</b> , if new knowledge is gained by the veteran teacher, who can respond affirmatively to the 4 guiding points listed above, while providing formal mentoring
<b>Student Teacher Supervision</b>	N/A, teachers in their first 3 years usually do not serve in this role	No	<b>Maybe</b> , if new knowledge is gained by the veteran teacher, who can respond affirmatively to the 4 guiding points listed above, while providing formal mentoring	<b>Maybe</b> , if new knowledge is gained for the supervising teacher, who can respond affirmatively to the 4 guiding points listed above.
<b>Procedural Trainings</b> (such as lockdown drills, First Aid/CPR, blood-borne pathogens, EpiPen demos, etc.)	No	No	No	No
<b>Staff Meetings/Choice PD Meetings</b> (Tuesday meetings)	No	No	Yes	Yes
<b>Professional Development Full or Half Days</b> (Nov PD, etc.)	No	No	No	No

## Guidelines for Teacher's Professional Development

Activity	Does it qualify towards State-Mandated 90 hrs for <u>new</u> teachers?	Does it qualify for Salary Advancement credit for <u>all</u> teachers?	Does it qualify for Provisional Certificate Renewal for <u>new</u> teachers?	Does it qualify for Re-certification of Professional Certificate?
PTO meetings, Parent-Teacher Conferences, Back to School Night	No	No	No	No
Athletic Coaching Clinics	No	No	No	No
Teacher Interviews	No	No	No	No
Recommendation Letters	No	No	No	No
Records Day	No	No	No	No



## MENTORING LOG

New teachers who have less than 3 years of teaching experience and are new to the Grosse Pointe Public School district are required to have an assigned mentor for their **first three years**; a fourth year may be added at the discretion of the principal/supervisor. The mentor's role is to provide support and guidance during the new teacher's first years. Mentors are not involved in the evaluation of the teacher.

Veteran teachers who have 3 or more years and are new to the Grosse Pointe Public School district are required to have an assigned mentor for their **first year**; an additional year may be added at the discretion of the principal/supervisor.

1. **Who uses this form?**  
All new teachers to the GPPSS district for their allotted time period.
2. **Where can I find the form?**  
The form is in this booklet for your convenience, on page 9 for tracking throughout the year. It is also available on the GPPSS website. Sign in and go to Staff Resources - Mentor Log & Instructions for a .pdf file of the form.
3. **What hours qualify for credit?**  
Hours, which are accrued during the regular school day, would be counted towards new teacher credit hours (i.e., planning period) only. Hours accrued outside the school day are credited for both salary advancement and new teacher credit hours (i.e., before school, after school, during lunch period).
4. **How do I fill it out?**  
Log times in increments of 15 minutes spent with your mentor teacher.
5. **Where do I send it?**  
After meeting a minimum of 6 hours, the completed form should be submitted to the Office of Professional Development for tracking. This form should be completed and submitted by May 1st.
6. **Does an administrator need to sign this form?**  
No administrator needs to sign this form for you to receive credit.
7. **When will I receive credit?**  
When the completed form is received in the Office of Professional Development the 6 hours are recorded in your KALPA profile by August 1st.
8. **Who assigns my mentor?**  
Your building principal or administrator.
9. **Who do I call with any questions?**  
Chinyere Crutcher in the Office of Professional Development @ 3043.

# MENTORING LOG

Year: \_\_\_\_\_

New Teacher: \_\_\_\_\_

School(s): \_\_\_\_\_

Mentor: \_\_\_\_\_

Lunch Period: \_\_\_\_\_ (beginning and end times)

Date	Start Time	End Time	Hours	Topic(s) Discussed

**Please submit completed log with a MINIMUM of 6 hours to the Office of Professional Development via inter-office or scan/email by May 1. Attn: Chinyere Crutcher @ [chinyere.crutcher@gpschools.org](mailto:chinyere.crutcher@gpschools.org)**

- Please use this log for increments of no less than 15 minutes (i.e., .25, .50, .75, 1.0, etc.)
- Only teachers new to the GPPSS district are required to maintain this log. Less than 3 years experience = 3 years of logs, 3 or more years of experience = 1 year of a log
- Specific dates, times, and topics must be listed.
- If the contact hours occur outside of duty time (before school, after school, or during lunch), the hours are also credited toward salary scale advancement. The minimum/maximum number of contact hours to submit is 6hrs per year towards the 90 Hour requirement. This maximum should not prohibit extra mentor/new teacher contact if the need arises.

# **DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT**

Under Section 1527 in the Michigan School Code, GPPSS shall provide 5 days (30 hours) of teacher professional development. Teacher professional development under this section shall not be counted toward the professional development required under Section 1526 (90 hours NTC).

All teachers in GPPSS (new teachers and veteran teachers) are required to complete at least 30 hours of PD per year, under the Michigan School Code previously stated. This is offered via full and half day PD, Tuesday afternoon staff and department meetings and Choice PD (CPD).

Salary Credit is NOT available for district provided professional development (DPPD), as these opportunities are considered part of the teacher's normal duty day.

**1. How will I know the calendar of dates offered in the district?**

The Office of Professional Development distributes this information through the Master Calendar distributed at the beginning of the school year. It is also found on the GPPSS intranet by signing in and going to Staff Resources- Master Calendar.

**2. How do I sign up for classes in KALPA?**

You will be automatically registered for each opportunity that pertains for your building or grade level.

**3. How do I receive credit?**

After you attend a Staff Meeting, CPD or Full or Half Day PD there will be a short, one question survey to complete for validation. The survey expires within 7 days, so you will want to complete it right away. **Also, please make sure you sign in with the attendance sheet or QR scan sign in sheet as a backup for your attendance that day for any disputes.**

**4. When do I receive credit?**

Once you complete the one question survey, your attendance will be validated immediately in your KALPA profile.

**5. What if I am unable to attend the class?**

Please make sure to notify your administrator or in the case of a department or staff meeting, your Department Chair. In this case you can mark your survey as Not Taken for that day. There is no need to contact the Office of Professional Development.

**6. Should I keep a separate record of workshops I attend throughout the year?**

It's always a good idea to have a backup to compare to the KALPA file. (see *Keeping Records*).

**7. Who do I call with questions?**

Call the Office of Professional Development: Chinyere Crutcher @ 3043.

## IN-DISTRICT WORKSHOPS/CONFERENCES

GPPSS offers a wide variety of workshops In-District, throughout the year, during the contractual school day, and also during lunch periods and before/after school. Workshops on a variety of subject matter also occur on a limited basis during the summer.

These opportunities can be used for New Teacher Credit. If an activity occurs before or after school or during a lunch period, it may also be counted for salary advancement. These activities should also follow the 4 guiding points found on page 5 of this manual.

All Title II PD activities must have prior approval by way of the Application for Approval (AFA) found on the GPPSS website. This form is located under *Staff Resources - Title Programs - Title I and II - PD Application for Approval*. Absences and a substitute requests should be entered into Frontline Education using the absence reason, Title II and include the purpose of the activity and approver in the notes to the administrator.

Substitutes for all non Title II PD activities that occur during the contractual school day must be requested using Frontline Education (formally AESOP). The absence reason should be, PD Building approved and include the purpose of the activity in the notes to the administrator. Administrator approval is not required for activities that occur outside of the contractual school day (before or after school/lunch period)

Sometimes it may happen that a substitute is not available. Permission may be revoked. Your building principal will be notified and they will inform you.

**To receive credit in KALPA, the Office of Professional Development should be notified of these opportunities to add them into the catalog via proof of attendance (sign-in sheets) and workshop documentation.**

**1. How will I know about workshops offered in the district?**

Teachers are notified of workshops at the building level, along with notification from the Office of Professional Development as workshops, seminars and classes open throughout the year. Approval for this should start with the building principal or administrator.

**2. How do I sign up for classes?**

This depends on the type of workshop. Sign up typically occurs online, through emails, or a sign-up sheet to register with the facilitator.

**3. How do I receive credit?**

When you attend the class, make sure you sign in with the attendance sheet or QR scan sign in sheet that is provided. **Don't leave an opportunity without signing in, as this is the ONLY proof of your participation.**

**4. When do I receive credit?**

The attendance sheet is usually forwarded to the Office of Professional Development by the facilitator or via the QR scan collection and your KALPA profile will be updated. All updates are finalized by June 30th.

5. **What if I am unable to attend the class?**

Please make sure to notify the facilitator of the workshop, along with your building principal or administrator.

6. **Should I keep a separate record of workshops I attend throughout the year?**

It's always a good idea to have a backup to compare to the KALPA file. (see *Keeping Records*).

7. **What if all my hours are not reflected in KALPA?**

If something is missing in your profile, please follow up with the Office of Professional Development for any questions about final validation.

8. **Who do I call with questions?**

Call the Office of Professional Development: **Chinyere Crutcher, @ 3043.**

## **OUT-OF-DISTRICT WORKSHOPS/ SPECIAL REQUESTS**

Workshops offered by groups, organizations or school systems outside of the GPPSS district or on-line, can qualify for professional development credit hours for all teachers. The workshop must relate to the teacher's current assignment or provide additional training in a category for which local qualification is held. No salary credit will be given, if any district funds are spent for the workshop or if the PD is held during the contractual school day.

All Title II PD activities must have prior approval by way of the Application for Approval (AFA) found on the GPPSS website. This online entry form is located under *Staff Resources - Title Programs - Title I and II - PD Application for Approval*. Absences and a substitute requests should be entered into Frontline Education (formally AESOP) using the absence reason, Title II and include the purpose of the activity and approver in the notes to the administrator.

For non-Title II PD activities, absences and substitute requests should be entered into Frontline Education. The absence reason should be, PD Building approved.

Sometimes it may happen that a substitute is not available. Permission may be revoked. Your building principal will be notified and they will inform you.

All Title II and non-Title II PD activities should be entered into KALPA as a special request. Attach any pertinent documentation, flyers, agendas and web links for your administrator to review. The administrator should approve the Special Request in KALPA and then you may attach any proof of attendance or certificate of completion for validation by the Office of Professional Development.

**Out-of-District workshops require prior approval from your building principal or administrator.**

**1. How do I get approval for an Out-of-District Workshop?**

You should discuss any Out-of-District Workshops with your principal/administrator. Then enter the workshop as a Special Request in KALPA and attach any supporting documentation. Your principal/administrator will approve the Special Request in KALPA. *See KALPA Quick Start Guide under the Forms Index of this manual for instruction on how to enter a Special Request .*

**2. Do I get salary advancement credit if the district pays my fees?**

No salary credit will be given if any district funds are spent for the workshop, even if the workshop is offered on days and/or times when schools are not in session.

**3. What if the workshop offers college credit?**

Workshops offering college credit may be taken for Out-of-District workshop hours. However, the number of workshop hours granted cannot exceed the amount of college credit offered for the same workshop. For example, a course offered for one semester hour of college would receive 20 workshop hours of credit.

4. **How do I receive credit after attending the workshop?**  
After attending the PD, attach your proof of attendance (ex. certificate of attendance, signature/email of the instructor, or a picture of your badge or a sign-in sheet with your name), to your Special Request in the KALPA. Final approval in your KALPA profile is ONLY made after you initiate it by attaching documentation.
5. **Are there standard deductions from all day workshops?**  
Yes, for all day workshops, a deduction of one (1) hour for lunch and two (2) 15 minute breaks will be made, unless the agenda/schedule provided shows that a different time schedule was followed.
6. **Is there a deadline for approval?**  
The final proof of attendance is due by the end of the same contractual school year as the workshop occurs. Final documentation received after that date will be applied to the individual's record, but is not retroactive for salary or step increases.
7. **Who do I call with any questions?**  
Call Chinyere Crutcher, @ 3043 in the Office of Staff Development.

## **SCHOOL-BASED COMMITTEE WORK**

All teachers, may receive Professional Development credit for participation in school-based committee meetings held within the district. If the meeting occurs outside of the normal contractual day, then it also qualifies for salary advancement.

1. **What meetings qualify as school-based committee work?**  
Curriculum review or grade-level committees, and pre-approved work sessions/meetings. The meeting organizer can let you know if the meeting does or does not qualify.
2. **Do all approved\* meetings qualify for New Teacher Credit?**  
Yes. All meetings, even those scheduled during the normal school day, can qualify for New Teacher Credit except for meetings that are classified as District Provided PD which includes professional development full and half-days, Tuesday afternoon staff and department meetings and Choice PD (CPD) meetings.
3. **Do all approved\* meetings qualify for Salary Credit?**  
No. Meetings that qualify must take place outside of the normal school day. For example, if school is closed to students but is still a duty day, no Salary Credit is given.
4. **Is there a form to track my attendance at the meeting?**  
Yes, all committee meetings should have a committee sign-in attendance sheet or a QR code sign-in form. Make sure you sign in at each meeting. **This is the only way of verifying your presence at a meeting.**
5. **How do I receive credit?**  
Attendance sheets are sent to the Office of Professional Development by the meeting organizer for recording at the conclusion of the committees' work or by June 30th.
6. **Should I keep a separate record of the hours I spend doing committee work?**  
It is always good to keep a backup record of date, place, and time, and the committee name to compare with your KALPA profile.
7. **Who do I call with any questions?**  
Call the Office of Professional Development: **Chinyere Crutcher, @ 3043.**

\*If you are not sure if a meeting is pre-approved for credit, check with the meeting organizer.



## GRADUATE CREDITS

Advancement on the salary schedule requires taking graduate coursework. New Teachers are also able to take graduate course to qualify for NTC only. New Teachers are limited to a total of 45 hours towards their 90 hour requirement. See page 3, New Teacher Credit for an explanation of the breakdown of hours.

**1. Is there a form to obtain graduate credit?**

Yes, the Application for Approval of College Courses for Salary Schedule Credit. See Application for College Courses for Salary Schedule Credit in the Forms Index. You can also access this form on the GPPSS website by going to *Staff Resources - Employee HR Resources - College Course/Credit Hours Approvals - Teacher (GPEA)*. This is a form that can be completed electronically. This form should be emailed to HR for approval.

**2. Where do I find the form?**

You may copy the form in this manual or the form can be found on the GPPSS website under Staff Resources - Employee Human Resources - College Course/Credit Hour Approval - Teacher (GPEA)

**3. Who uses this form?**

Any GPEA member who wants to receive salary credit for graduate courses. New Teachers only receive NTC, no salary credit.

**4. When do I fill it out?**

Complete the form BEFORE you take the class. You can use one form to get approval for up to two classes. All courses require prior approval even if the course is part of a prescribed degree program.

**5. Where do I send it?**

Send your completed form to the Human Resources Office.

**6. How do I know the class has been approved?**

The Human Resources Office will send you a copy of your form signed by the Human Resources Director.

**7. Do all college classes count?**

No. Classes MUST be graduate classes taken at a NCATE approved institution or approved by the Human Resources Director, Deputy Superintendent for Human Resources and Educational Services or designee. Beware of classes described as "post bachelor," "continuing education," "professional development," or "graduate level."

8. **How do I receive credit (all teachers)?**

Class work must be completed by August 31<sup>st</sup> and a transcript/grade report must be submitted to the Human Resources Office by **September 1<sup>st</sup>** to receive credit for the current school year. **Copies of the transcript/grade reports are OK.** Summer coursework has an extended deadline of **November 1st.** **Official transcripts** are needed for lane or degree changes. Transcripts should be submitted to Nicole Pilgrim in the Human Resources Office.

9. **How do I receive credit (new teachers only)?** Along with sending an official transcript to HR, if you are a New Teacher and are seeking NTC as well, please send a copy of your transcript/grade report and the approved Application for College Courses for Salary Schedule Credit to the Office of Professional Development. This is the only way it will be added to your KALPA profile for credit.

10. **How do workshops, seminars and committee work get translated into graduate credit?**  
20 workshop credit hours = 1 graduate semester hour which will be used in calculating your salary for the upcoming year.

11. **Questions?**

If you have any questions, call the Human Resources Department: Nicole Pilgrim @ 3017.

# Forms

# Index

- KALPA Quick Start Guide
- Application for College Courses for Salary Schedule Credit
- NCATE institutions

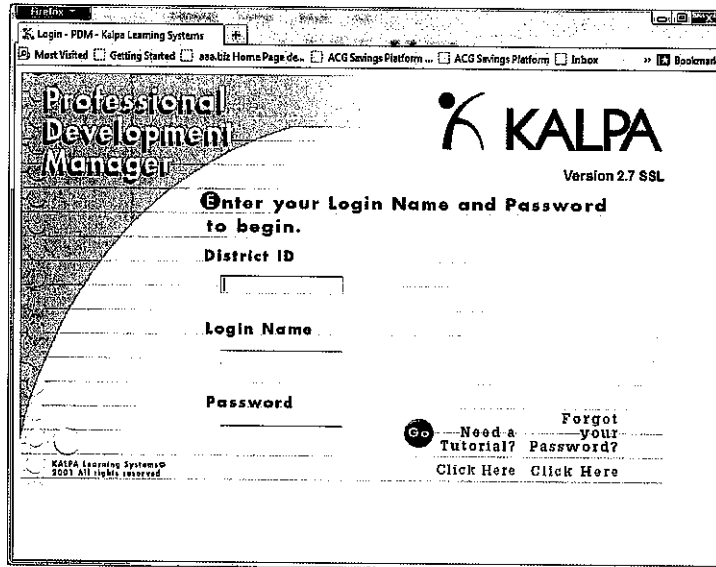


Professional Development Management System  
Quick Start Guide

## Accessing the Application

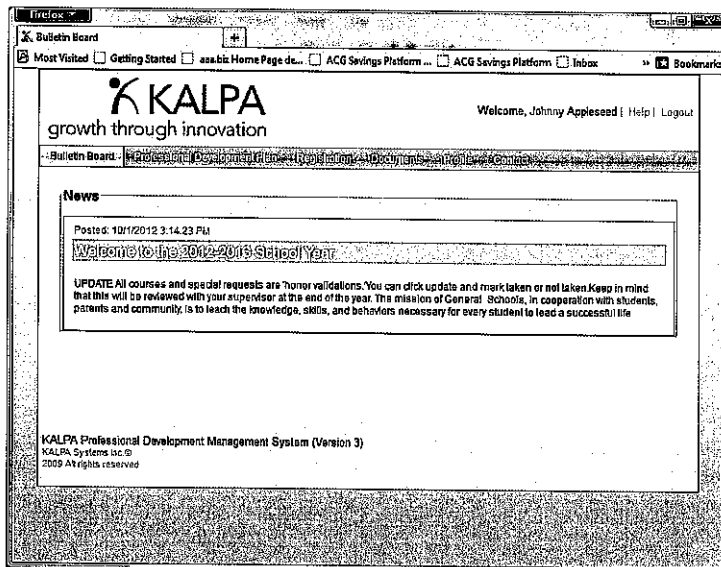
To access the KALPA PDMS web site, please go to [www.kalpapdms.com](http://www.kalpapdms.com).

This is the window that should appear after entering the web address into your browser.



To access the application, please enter your District ID - 82055, Login - First Name.Last Name and Password - Last 4 of your social.

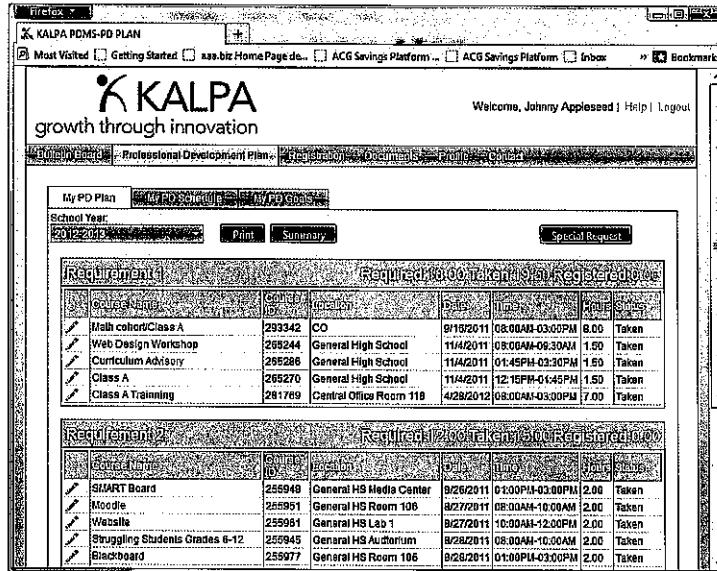
After entering your login information, you will be taken to the *Bulletin Board*. This serves as the home page for users and displays important information and announcements.



*Note: some Bulletin Board items will contain links. To access the link, simply click on it to be redirected to the new page. The new page will be opened in a different menu option or new window so it is possible to access the application and link information at the same time.*

## Managing your PD

When you are ready to move on, please click on the menu option labeled **Professional Development Plan**. This will bring you to the page where you can view your PD Plan.



Course Name	Course ID	Location	Date	Time	Hours	Status
Math cohort/Class A	293342	CO	9/19/2011	08:00AM-03:00PM	6.00	Taken
Web Design Workshop	208244	General High School	11/4/2011	08:00AM-06:30AM	1.50	Taken
Curriculum Advisory	205286	General High School	11/4/2011	01:45PM-02:30PM	1.50	Taken
Class A	205270	General High School	11/4/2011	12:15PM-01:45PM	1.50	Taken
Class A Training	281769	Central Office Room 118	4/28/2012	08:00AM-03:00PM	7.00	Taken


  

Course Name	Course ID	Location	Date	Time	Hours	Status
SMART Board	255949	General HS Media Center	8/26/2011	01:00PM-03:00PM	2.00	Taken
Moodle	255991	General HS Room 106	8/27/2011	08:00AM-10:00AM	2.00	Taken
Website	255981	General HS Lab 1	8/27/2011	10:00AM-12:00PM	2.00	Taken
Struggling Students Grades 6-12	255945	General HS Auditorium	8/28/2011	08:00AM-10:00AM	2.00	Taken
Blackboard	255977	General HS Room 106	8/28/2011	01:00PM-03:00PM	2.00	Taken

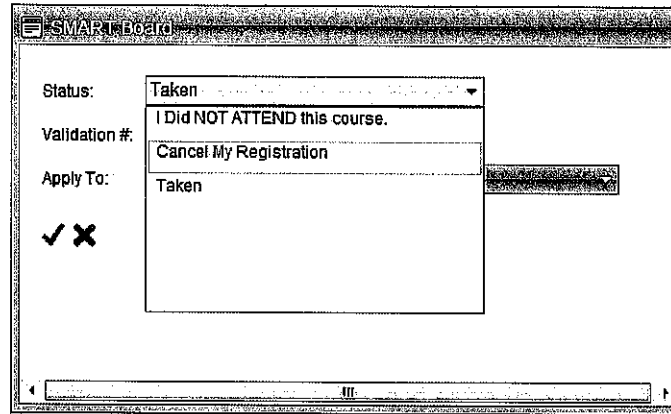
Your PD Plan displays all of your professional development requirements, and any PD activity associated with a particular requirement is listed below. At the top of each PD requirement section, the system displays how many PD hours you are required to complete, how many you have completed, and a total of the hours for which you are currently registered. Clicking on the requirement title will give you more detail about each of the requirements.

When logging into KALPA for the first time, you may have PD assigned by the Professional Development Department, or you can add PD activity to your plan by registering for additional activities. The system displays the Course Name, Course ID, Location, Date, Time, Hours, and Status.

Statuses are assigned as follows:

- **Registered:** This means that you are registered or have been approved for attendance to this event. Clicking on the pencil icon  next to the course name allows you to change the status.
  - Un-Register for the event.
  - Define whether or not you attended the event - honor validation.
- **Update:** Anything labeled as *Registered* will change to *Update* after the date for the event has passed. It allows for the same options as the *Registered* status.
- **Pending:** This is an item that is waiting for approval from a supervisor or administrator. When it is approved, its status will be changed to *Registered*.
- **Denied:** This is assigned when a request has been denied by a supervisor or administrator. An item's status cannot be changed when denied. *When this occurs, refer to your district's guidelines for the resubmission of requests if you feel there are issues with the status of the request. For further information please contact your supervisor.*

- **Cancelled:** This indicates that an event that you were registered for has been cancelled. This status can be assigned by administrators or by un-registering for a course and cannot be changed by users unless the course is still available and you re-register.
- **Not Taken:** This indicates that you have failed to attend a scheduled event. The status cannot be changed by users.



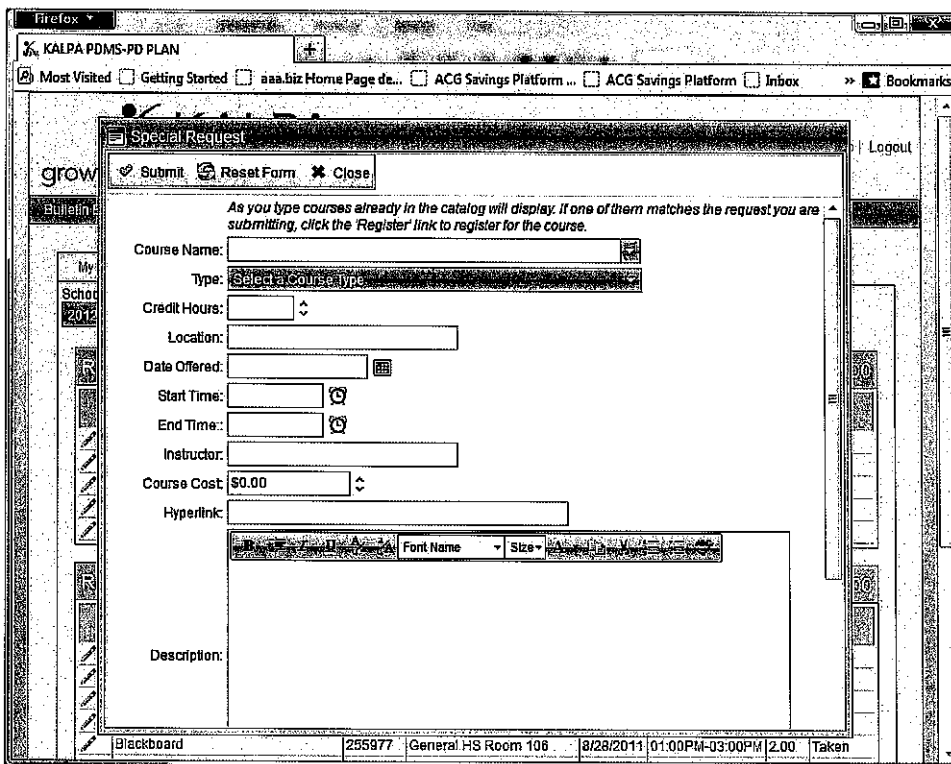
Items in your plan can appear in various colors:

- Blue items represent Special Requests.
- Grey items represent PD activities that have been pre-registered for you.
- No color items are PD activities that you registered for from the online catalog.

## Special Requests:

You can also submit a *Special Request* through this page. To submit a *Special Request*, click on the icon labeled **Special Request**. This opens a new window with the special request form.

A *Special Request* is used to include items in your professional development plan that may not be available in the district online catalog. Always remember to check the catalog first, before submitting a *Special Request* for a district provided PD activity. Special requests are initially submitted with a status of "Pending" and are automatically routed to your supervisor for approval.



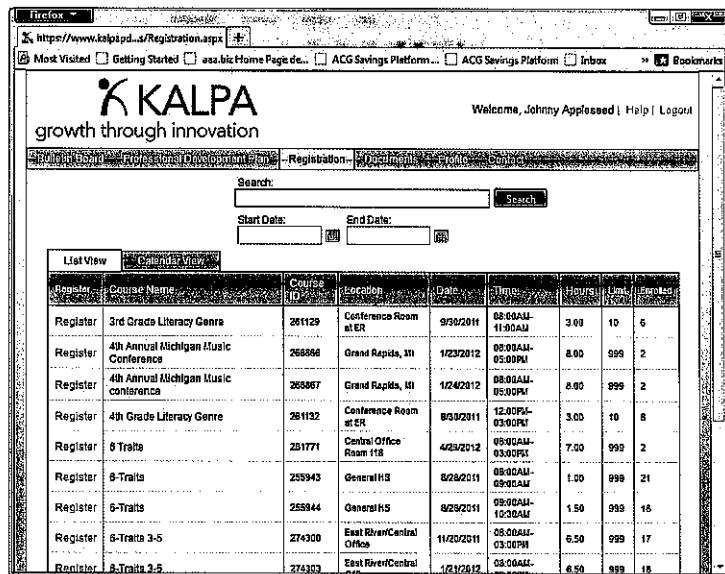
Special Request fields are as follows:

- Course Name: As you type, the system may suggest matching items from the catalog.
- Credit Hours: This is the total number of contact hours towards the completion of your PD requirement. This can include ALL hours for a multiday event.
- Date Offered: This would be the last date if the event was a multiday event.
- Instructor:
- Hyperlink: You can include a link to more information about a particular activity.
- Description: This description will not only be helpful for your supervisor as they make an approval decision about your request, it also becomes part of your permanent professional development record. Including a description of the activity will help you recall the PD activity when you look back on your PD record.



## Registration

To register for courses or events from the district online catalog, click on the **Registration** menu option located on the menu.



Register	Course Name	Course ID	Location	Date	Time	Hours	Units	Enroll
Register	3rd Grade Literacy Genre	201129	Conference Room at ER	9/30/2011	08:00AM-11:00AM	3.00	10	5
Register	4th Annual Michigan Music Conference	200566	Grand Rapids, MI	1/23/2012	08:00AM-05:00PM	8.00	999	2
Register	4th Annual Michigan Music Conference	200567	Grand Rapids, MI	1/24/2012	08:00AM-05:00PM	8.00	999	2
Register	4th Grade Literacy Genre	201132	Conference Room at ER	9/30/2011	12:00PM-03:00PM	3.00	10	6
Register	6-Traits	231771	Central Office Room 118	4/23/2012	08:00AM-03:00PM	7.00	999	2
Register	6-Traits	253943	General HS	9/28/2011	08:00AM-09:00AM	1.00	999	21
Register	6-Traits	253944	General HS	9/29/2011	08:00AM-12:00AM	1.50	999	18
Register	6-Traits 3-5	274300	East River/Central Office	11/20/2011	08:00AM-03:00PM	6.50	999	17
Register	6-Traits 3-5	274303	East River/Central Office	12/12/2011	08:00AM-03:00PM	6.50	999	18

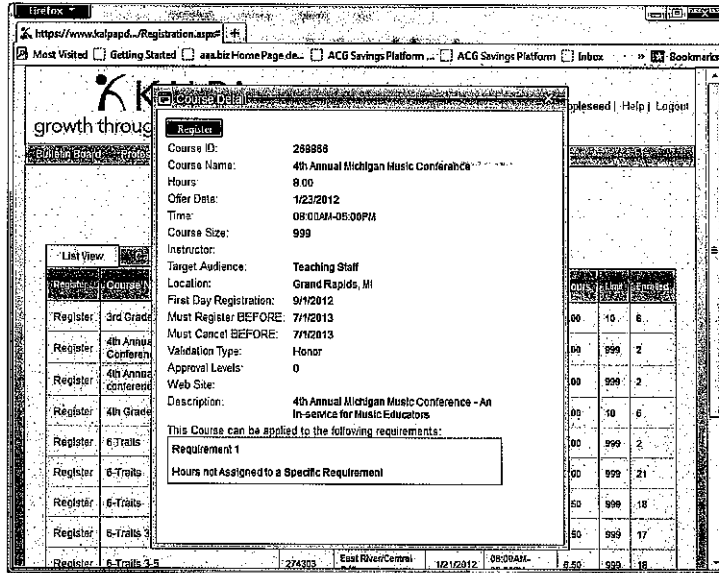
*Note: The Course Catalog can also be viewed in calendar form by clicking on the Calendar View tab option located at the top of the list.*

In order to register for courses or events, you must first look through the *Course Catalog* and find courses or events that you wish to attend. There are several ways to search through the *Course Catalog*.

**Search:** The *Search* function allows you to type in a *keyword* or other search term. A keyword will search the course title, description and location fields. You can also enter the course ID, if you know it.

**Date:** If you know the date of the event you are looking for or are looking for entries on a specific date, you can also filter by date. To do so, enter a start and end date in the corresponding fields on the page or select them a calendar by clicking on the calendar icon beside each entry point.

To register for a course first locate it in the *Course Catalog*. After finding the course, click on the title of the course. A window new window will open with the course information and the option to register for the course. To register for the course simply click on the *Register* button located in the upper left portion of the screen. (Next Page)



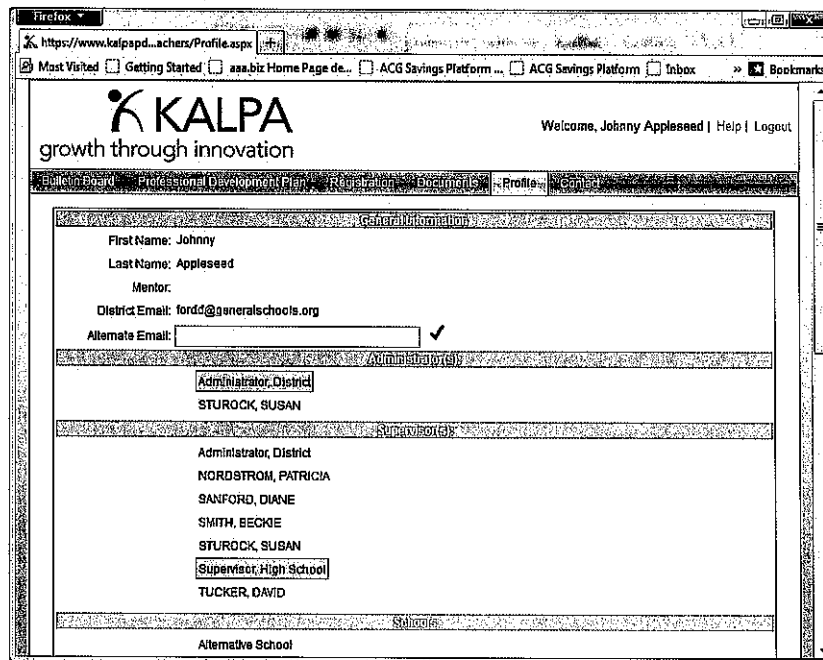
*Note: You cannot add courses with timeslots that conflict with existing ones on your current schedule. The application will not add these courses until you unregister from existing courses in your PD Plan.*

Once you have registered for a course, it will be added to your *PD Plan* and you can view it along with all of the other courses you have registered for under the **Professional Development Plan** menu option.

## Profile

Clicking the *Profile* menu option will load your KALPA PDMS profile information. This page displays information relevant to your personal PD such as Login ID, position(s), building(s), supervisor(s), and administrator(s).

Information in your profile can only be modified by a supervisor or administrator, but it is a good idea to review your profile and make sure the information is accurate.



Firefox  
<https://www.kalpspd...achers/Profile.aspx>  
 Most Visited Getting Started asa.biz Home Page de... ACG Savings Platform ... ACG Savings Platform Inbox Bookmarks

**KALPA**  
growth through innovation  
 Welcome, Johnny Appleseed | Help | Logout

[Home](#)
[Admin Board](#)
[Professional Development Programs](#)
[Registration](#)
[Admin Tools](#)
[Profile](#)
[Account](#)

**General Information**

First Name: Johnny  
 Last Name: Appleseed  
 Mentor:  
 District Email: [fordd@generalschools.org](mailto:fordd@generalschools.org)  
 Alternate Email:  ✓

**Administrators**

Administrator, District  
 STUROCK, SUSAN

**Supervisors**

Administrator, District  
 NORDSTROM, PATRICIA  
 SANFORD, DIANE  
 SMITH, BECKE  
 STUROCK, SUSAN  
 Supervisor, High School  
 TUCKER, DAVID

**Schools**

Alternative School

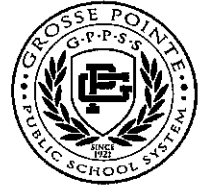
## Getting Help

The KALPA PDMS is designed to be easy and simple to use. However, if you do need help, there are lots of ways to get it.

If you have questions, or need to change any information in your profile, click on the Contact button.

Contact: Kalpa Administrator  
Phone: (999) 123-4567  
Email: [kalpaadmin@generalschools.org](mailto:kalpaadmin@generalschools.org)

To obtain a copy of the Teacher's Getting Started Manual, [click here](#).



APPLICATION FOR APPROVAL OF COLLEGE COURSES FOR SALARY SCHEDULE CREDIT

Name (please print):	Date:
Assignment	Building:

List below the course numbers, course names, semester hours and institution for which you seek college credit.

**Keep in mind that it is your responsibility to ascertain the validity of true graduate credit requirements, as established by your NCATE approved institution.**

Course Number	Graduate Credit?	Course Name	Semester Hours	Institution
	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO			

Starting date of course(s):

Check the appropriate box below:

Course is a part of my degree program in education.

Course will apply toward state certification in a subject area.

Course will provide additional training in a category for which local qualification is held.  
If this box is checked, please list the category:

Course is related to my current assignment.  
If this box is checked, please explain:

Attach any brochures, course descriptions, etc. which you believe will provide more information about the course(s) you plan to take.

According to the GPEA Master Agreement:

(423) All college credit courses taken for advancement on the salary schedule or change in the level of training must be related to the teacher's assignment, or be part of a degree program in education, or apply toward certification and/or local qualification in a subject areas, or provide additional training in a category for which local qualification is held. **Moreover, all such courses must be at the graduate level and taken from an NCATE approved institution.** For good cause, and upon prior written approval of the Director of Human Resources, deviations from the above requirements (413-423) may be granted. Consult you Master Agreement for further information.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Approved

Disapproved

\_\_\_\_\_  
Assistant Superintendent, Human Resources and Labor Relations

\_\_\_\_\_  
Date

COMMENTS:

## **List of Accredited Institutions for Michigan**

Adrian College, Adrian, MI  
Albion College, Albion, MI  
Alma College, Alma, MI, Andrews University, Berrien Springs, MI  
Aquinas College, Grand Rapids, MI  
Baker College, Owosso, MI  
Calvin College, Grand Rapids, MI  
Central Michigan University, Mount Pleasant, MI  
Concordia University, Ann Arbor, MI  
Cornerstone University, Grand Rapids, MI  
Eastern Michigan University, Ypsilanti, MI  
Ferris State University, Big Rapids, MI  
Grand Valley State University, Grand Rapids, MI  
Hope College, Holland, MI  
Lake Superior State University, Sault Ste. Marie, MI  
Madonna University, Livonia, MI  
Marygrove College, Detroit, MI  
Michigan State University, East Lansing, MI  
Michigan Technological University, Houghton, MI  
Northern Michigan University, Marquette, MI  
Oakland University, Rochester, MI  
Saginaw Valley State University, University Center, MI  
Siena Heights University, Adrian, MI  
The University of Michigan-Flint, Flint, MI  
University of Detroit Mercy, Detroit, MI  
University of Michigan-Ann Arbor, Ann Arbor, MI  
University of Michigan-Dearborn, Dearborn, MI  
University of Michigan-Flint, Flint, MI  
Wayne State University, Detroit, MI  
Western Michigan University, Kalamazoo, MI