

My Learning Plan FAQs Include:

- 1) How do I get started with My Learning Plan?**
 - 2) How and when do I apply for Points(Professional Development and College Credit)?**
 - 3) What do I do if my activity is both Professional Development and College Credit?**
 - 4) How and when do I apply for application points?**
 - 5) How and when do I apply for impact points?**
 - 7) What are the different activities available for PDC points and the limits for these activities?**
 - 8) How do I tell how many points I have for licensure and salary advancement?**
 - 9) How do I fill out my IDP form?**
 - 10) How do I get a transcript for relicensure?**
 - 11) Who do I talk to in my building for more help?**
 - 12) How do we deal with indistrict staff development days?**
 - 13) When does the PDC Council meet?**
 - 14) How do I know if I can get points for a particular activity?**
 - 15) How do I apply for points if I have a student teacher?**
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1) How do I get started with MyLearningPlan?

Log In

- 1) <http://www.mylearningplan.com>
- 2) Username: your e-mail (dguy@usd435.k12.ks.us)
- 3) Password: changeme
- 4) Click login

On the menu in blue scroll to the bottom "Change Password"

- 1) Type in your current password which is "changeme"
- 2) Type in your new password 2 times
- 3) Click Submit

E-mail notification

- 1) Go to "My User Profile"
- 2) Choose your preference on the three options by clicking Yes
 - New activity Notification
 - Approval Notification
 - Upcoming Activities Reminder

2) How and when do I submit for points (College Credit and Professional Development)?

Step 1: To be completed prior to the activity

1) Click on Prof Dev Request

2) Fill in the form accordingly

- *Activity Title* - Enter the name of the workshop or college course

- *Activity Type* – (Prior Approval needed for all activities)

 - College Hours Obtained

 - District wide Improvement Activities

 - Independent Study

 - Out of District Activities

 - Peer Observation

 - School Based Improvement Activities

 - Study Groups

- *Relicensure Category*

 - [Content Standards](#) - anything that you learn for your classroom and teaching

 - [Professional Standards](#) - any new learning having to do with your profession (i.e. NCA conferences, coaching, PDC inservices....)

 - [Service to the Profession includes:](#)

 - Presentations at conferences/ to staff (1 hour presentation = 4 IDP points)

 - Consultation services to outside educators (1 hour = 1 IDP point)

 - Article published in educational publications (attach article) (1 article = 10 points)

 - Leadership position in a state or national curriculum or educational organization (1 hour = 1 IDP point)

 - Mentoring new staff members (Prior Administrative approval) (1 hour = 1 point)

 - Overseeing a student teacher if there is no payment (15 hours limit)

- *Activity Description* - Please enter description of the activity

- *Website for Description* - This may be left blank

- Complete the section *Meeting Dates/Times*

- Complete the section *Sub Information*

- Complete the section *Activity Provider/Sponsor*

- Complete the section *Estimated Costs*

- *Points section*

 - If an inservice is for 7 hours do the following:***

 - Points: 7

 - If you are taking a college class 1 credit hour = 20 points***

 - Points: 20

- Check the *Goals* the activity addresses
- PURPOSE*: Please check both Relicensure and Salary Advancement
- Add any comments

Click to *SUBMIT* or save it for later. THEN YOU ARE DONE WITH THIS PART.

The activity will go through the PRIOR approval process at this time

Step 2: AFTER Attending

- 1) log back into <http://www.mylearningplan.com>
- 2) Click on the activities under “Most Recently Completed”
- 3) Click on Knowledge Validation and complete the form. This form must be completed in detail if applying for application points later. A list of the new learning should be present.
- 4) The activity will go through the FINAL approval process as this time.

Note: You will not get points until FINAL approval or the Knowledge Validation is completed.

3) What do I do if my activity is both Professional Development and College Credit?

Choose College Credit although everything is dumped into the same database so it doesn't matter which just don't do both.

4) How and when do I apply for application points?

Teacher Opts to take it to Application

- 1) Teacher clicks on their completed Knowledge activity, and clicks the Application Level link.
- 2) They submit their application plan for **prior** approval.
 - Brief description*: Describe the activity you are planning to participate in. What will your classroom look like as you are applying your new knowledge?
 - Desired Outcomes*: List the outcomes you expect to achieve including student and teacher outcomes.
 - Timeline*: Give a detailed timeline on when each step of your plan is to be accomplished.
 - How the results will be shared(evidence of application)*: Include what you plan to collect to share with the PDC council to show that the application occurred.
- 3) This is reviewed by the approver (principal and PDC administrator), feedback is provided, etc.

- 4) Once approved, the teacher applies their knowledge according to the plan.
- 5) At the end, they complete an Application Validation indicating how it all went, outcomes, etc.
- 6) Teacher provides the evidence of application to their Principal who will then share it with the PDC committee.
- 7) PDC will make the final approval of the points.
- 8) The application level activity is completed, and the points recorded in their portfolio.

5) How and when do I apply for impact points?

- 1) The application must occur over more than a 6 month period of time and within the 2 years after the new knowledge was obtained for impact to be documented.
- 2) An action research project must be prior approved before impact can be shown. With in this action research the following components must be present:
 - a. Detailed Description of Project including purpose and strategies.
 - b. Measurable Outcomes and what will be used to measure them.
 - c. Action Research Plan including Time line of planning and Implementation
 - d. Review of three forms of evidence showing impact. (Please collect in notebook and turn into PDC)

Acceptable forms of evidence include:

- Standardized achievement test
- Standardized performance assessment
- Teacher-developed assessment
- Group task/activities
- Portfolio/collection of student work
- Questionnaires/interviews
- Other evidence as approved by PDC on an individual basis

6) What are the different activities available for PDC points and the limits for these activities?

Relicensure Category

Content Standards - anything that you learn for your classroom and teaching

Professional Standards - any new learning having to do with your profession (i.e. NCA conferences, coaching, PDC inservices....)

Service to the Profession includes:

Presentations at conferences/ to staff (1 hour presentation = 4 IDP points)

Consultation services to outside educators (1 hour = 1 IDP point)

Article published in educational publications (attach article) (1 article = 10 points)

Leadership position in a state or national curriculum or educational organization (1 hour = 1 IDP point)

Mentoring new staff members (Prior Administrative approval) (1 hour = 1 point)

Overseeing a student teacher if there is no payment (15 hours limit)

7) How do I tell how many points I have for licensure and salary advancement?

Click on “My Portfolio” click on “All Records” under View by Purpose. Then scroll to the bottom and as you scroll down you’ll see the “Salary: year”. The hours in the first column are the total PDC points for each year. If you add each year total hours together this is the number you have to apply toward salary advancement. You’ll also want to look at the credits in the second column as well to include any college hours in the total. (Note: one activity typically does not have both credits and hours. If it does, the activity may have been entered incorrectly. Please let PDC Rep know so it can be corrected)

8) How do I fill out my IDP form?

Under the fill in Forms click on IDP form. This form goes from July 1st through June 30th. So these are dates that should be put on the IDP form. Fill out the form and determine individual professional development goals. These are the goals that should drive the professional development that you participate in for the year.

9) How do I get a transcript for relicensure?

To get an official transcript please contact Diane Riordan at the Central Office. She will print and get the needed signatures.

10) Who do I talk to in my building for more help?

Each building has a professional development representative. They are listed on the website. You can also contact your building principal.

11) How do we deal with indistrict staff development days?

The indistrict staff development activities will be entered into Mylearningplan by either the building administrator or the building PDC representative. You will not need to submit a new professional development request for these points.

12) When does the PDC Council meet?

The PDC council meets once a month on the first Wednesday after school. There is also special meeting held at the end of the school year and at the beginning of the school year.

13) How do I know if I can get points for a particular activity?

Submit a request for prior approval. If it gets approved by the required people they you will get the points. If there are questions of it is not an activity that can receive points then it will be denied.