

LONGWOOD CENTRAL SCHOOL DISTRICT HUMAN RESOURCES DEPARTMENT

GUIDELINES FOR COURSE APPROVALS USING “MY LEARNING PLAN”

The following information is intended to clarify the procedures regarding course approvals:

- < Courses taken for the purpose of salary advancement **must** be pre-approved **no later** than two weeks prior to the course start date. **Courses must be a minimum of 15 hours.**
- < Courses submitted for approval must be aligned with the District’s goals of maximizing student achievement for all students. It is encouraged that courses taken should address the following areas: TESOL, Students with Disabilities, Dual Language Certification, Mental Health, & Alcohol/Substance Abuse.

Workshops/conferences will not be considered for salary advancement.

The District has carefully reviewed the materials provided by the following organizations (**not limited to the list below**) and it has been determined that they **do not** meet District standards, and thus will not be approved for credit toward salary advancement but may be used for CTLE hours:

Andrews University (except for Educational Technology Specialists courses)
B.E.S.T.
Brandman University
Capella University
Chapman University or Professional Development Institute (PDI)
Creative Teacher Education Institute
East Bay - On-Line
Dellecave-The district will no longer approve for salary advancement any course offered by the Dellecave Institute
Long Island Institute of Professional Studies, LIIPS-On-Line
Indiana Wesleyan University
Learner’s Edge (any university)
Long Island Learning Institute for Educators (L.I.L.I.E.)
MidAmerica-Nazarene University
NYCTD
NYSUT- On-Line
The NY Center for Teacher Development - On-Line
Teacher Education Institute - T.E.I.
University of La Verne
Fresno Pacific University
University of the Pacific Center for Continuing Education
Travel courses and online courses offered by LEEDS
The On-line courses: Exploring Literature through Cooperative Learning, The Mozart Effect, A Guide to Preventing Lifestyle Diseases, Health Psychology, Brainiacs, The Gifted Child, Communication Skills for Students, A Web of Wonder, Creating a Family Friendly Classroom, The Best of the Web for Teachers.

The following criteria will be taken into account when a teacher submits a request for course approval for salary advancement:

- < Courses will be considered for approval based upon their merits, including the quality of the course offering, its value toward professional development, and its relevance and appropriateness to the individual teacher's role within the District.
- < Courses that are required for an additional degree relevant to your professional responsibility or NYS teaching certificate program do not require pre-approval. However, please submit all courses in My Learning Planning (for informational purposes) and submit a letter from the university/college stating that you are enrolled in a degree program so we may keep it in your file.

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GRADUATE COURSES

Graduate courses will be considered **only** if the college or university is accredited by the New York State Commissioner of Education to offer on-line courses towards the issuance of teacher/administration certification traditional, and/or blended.

IN-SERVICE COURSES
15 hours = 1 in-service credit

On-line courses will **not** be accepted, except for those offered by **MESTRACT & SCOPE**. Such courses may **ONLY** be submitted for in-service credit. Consideration, for such credit will be based on their content and substance as decided by the district. All completion certificates must be printed and sent to Human Resources in order for them to be properly credited.

Courses must be a minimum of 15 hours.

Teachers must provide the following about each course:

Name of Course
Sponsor of Course
Place where course is given
Number and length of meetings
Description of Course
Number of credits to be awarded

***If there is not a place designated on "MY Learning Plan" to enter the requested information,
place the information under the Comments Section.***

PLEASE MARK ALL COURSE (S) COMPLETE IN MLP ONCE COURSE (S) ARE COMPLETED

Teachers with a Bachelors Degree may accumulate up to 15 in-service credits. Teachers with a Masters Degree may accumulate up to 30 in-service credits, (in-service credits 16 through 30 must be completed after Masters Degree is conferred).

ALL COURSES MUST BE COMPLETED WITHIN 12 MONTHS OF APPROVAL DATE

Any courses taken during the school day MAY NOT be used toward salary advancement.

ONLY official transcripts in an official sealed envelope will be accepted. E-transcripts will not be accepted.

Revised 1/2019