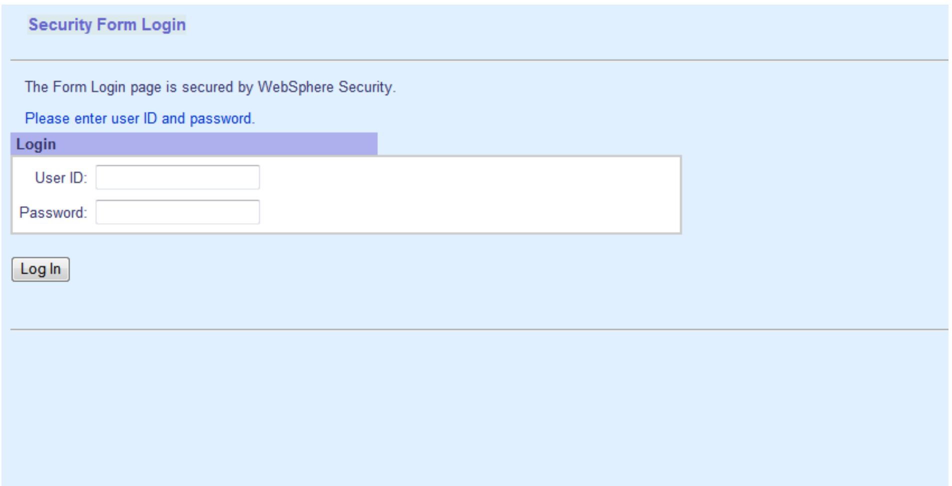
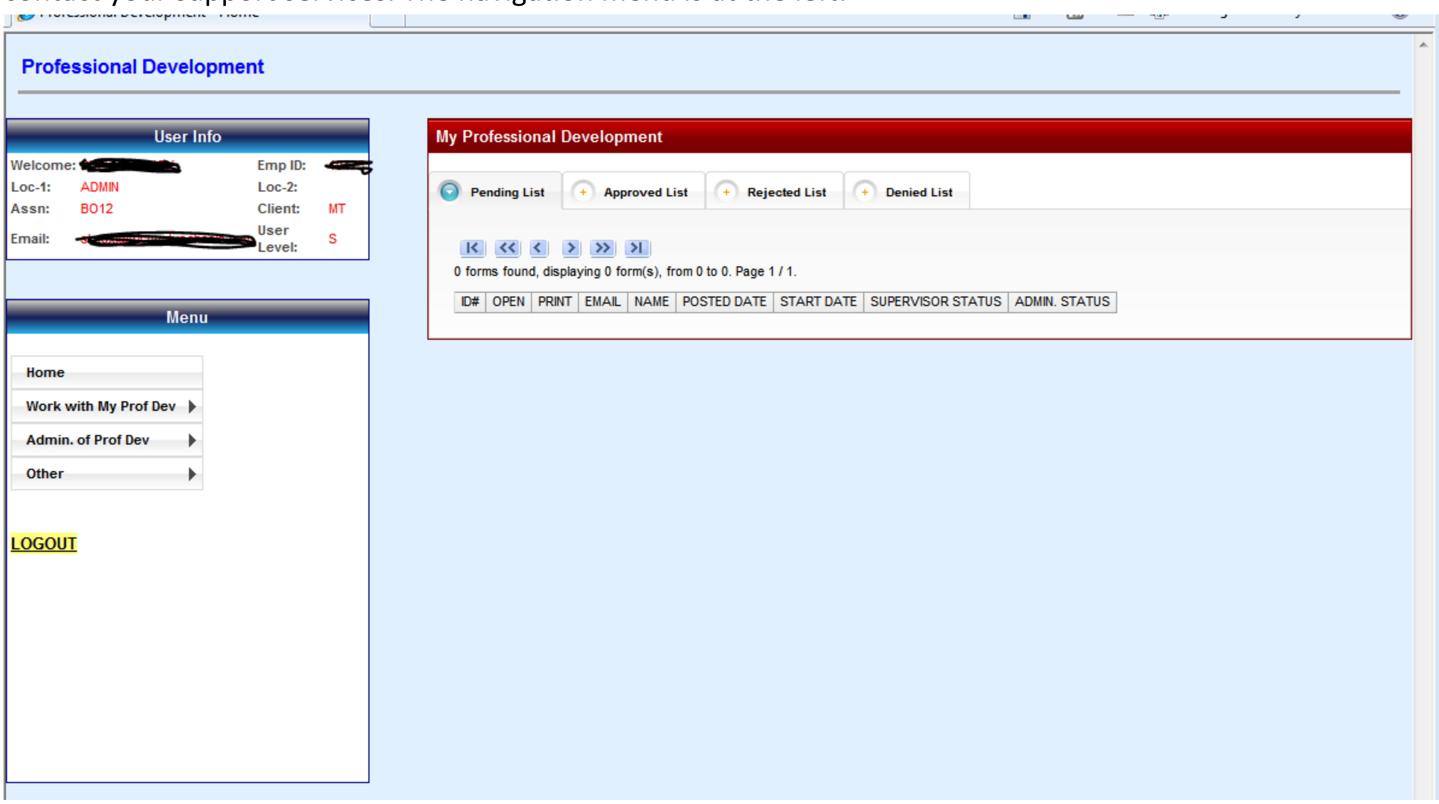
Professional Development User Guide

This guide is intended to aid users posting and managing professional development requests. Please follow along with this guide to post a request form.

Logon to the Professional Development Website from the link provided on your portal. Your credentials should be the same as what is used for all your 'CIMS' application logons.



You should now be presented with the home page. If you are unable to logon, please contact your support services. Check the your user information in the upper left corner of the home page. If anything is incorrect, contact your support services. The navigation menu is at the left:



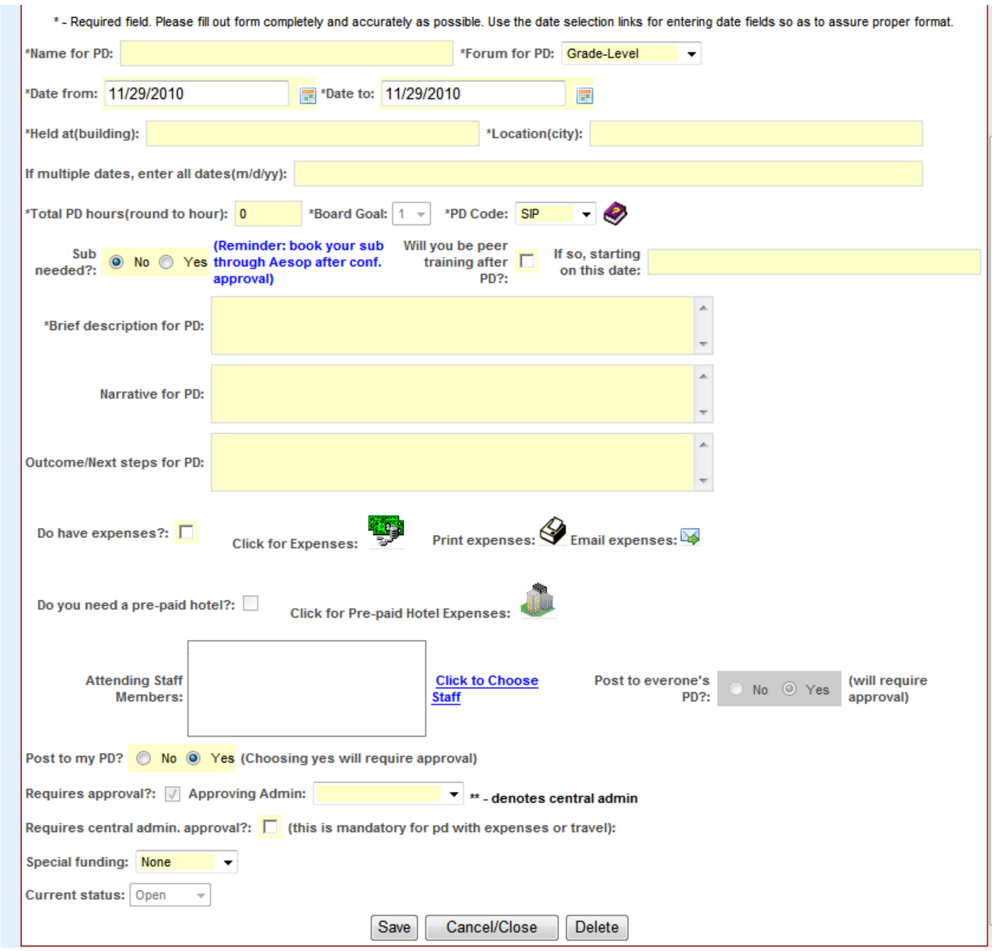
Home - this will take you back to the home page. Your professional development will be listed in the different tabs that have been posted by you, or are assigned to you.

Work with My Prof Dev - these are your options for working with your professional development. You can post a new request or print your prof. dev. history from the links.

Other menu items may be disabled depending on your user access level.

Your posted professional development will be listed under the appropriate status tabs. You can click each tab to view the posted items' listings. Each of the items listed will display the basic information about the prof. dev. form and also present you with links for opening the form, printing the form, or emailing the print form.

To post a new request form - click the 'Post New Request' link under the 'Work with My Prof Dev' menu item. This will take you to a blank form.


* - Required field. Please fill out form completely and accurately as possible. Use the date selection links for entering date fields so as to assure proper format.
*Name for PD: *Forum for PD: Grade-Level
*Date from: 11/29/2010 *Date to: 11/29/2010
*Held at(building): *Location(city):
If multiple dates, enter all dates(m/d/yy):
*Total PD hours(round to hour): 0 *Board Goal: 1 *PD Code: SIP
Sub needed?: No Yes (Reminder: book your sub through Aesop after conf. approval) Will you be peer training after PD?: If so, starting on this date:
*Brief description for PD:
Narrative for PD:
Outcome/Next steps for PD:
Do have expenses?: Click for Expenses: Print expenses: Email expenses:
Do you need a pre-paid hotel?: Click for Pre-paid Hotel Expenses:
Attending Staff Members: Click to Choose Staff Post to everone's PD?: No Yes (will require approval)
Post to my PD? No Yes (Choosing yes will require approval)
Requires approval?: Approving Admin: ** - denotes central admin
Requires central admin. approval?: (this is mandatory for pd with expenses or travel):
Special funding: None
Current status: Open
Save Cancel/Close Delete

Begin filling out the form. Some items are mandatory that will need to be filled. These are marked by a asterisk*. *Please fill out the items as follows:*

Name for PD - provide a name for the prof. dev. Think of this as maybe the title.

Forum - choose the forum from the list provided.

Dates - please use the date selection links to the right of the date boxes to pick the date range of the pd. If your pd will be spread out over multiple dates, fill the additional dates and/or ranges under the multiple dates box.

Held at - provide the location where the pd will be held.

Location - provide the city where the pd is held.

Hours - provide the total hours accumulated of the pd rounded to the nearest hour.

PD code - choose the appropriate pd code from the codes listed. Click the help book to view a listing of the code definitions. Just move your mouse cursor off the list to close it.

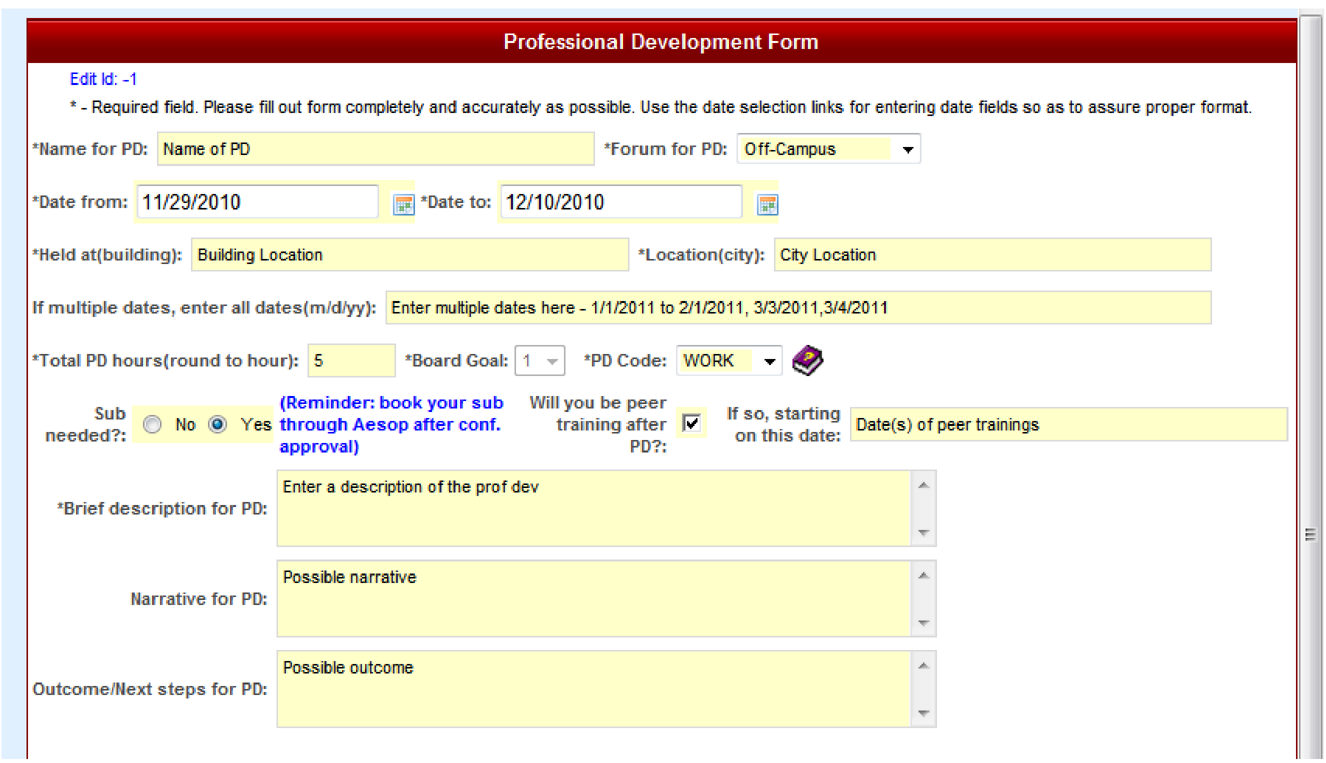
Sub needed? - check if you require a substitute. Please keep in mind that this does not schedule your substitute. You will still need to schedule a substitute prior to your pd through your substitute system.

Peer training - check if you will be providing peer training(s) and then list the date(s).

Description - provide a description about the pd.

Narrative - provide a narrative for the pd. Optional.

Outcome - provide an outcome for the pd. Optional.


Professional Development Form

Edit Id: -1

* - Required field. Please fill out form completely and accurately as possible. Use the date selection links for entering date fields so as to assure proper format.

*Name for PD: Name of PD *Forum for PD: Off-Campus

*Date from: 11/29/2010 *Date to: 12/10/2010

*Held at(building): Building Location *Location(city): City Location

If multiple dates, enter all dates(m/d/yy): Enter multiple dates here - 1/1/2011 to 2/1/2011, 3/3/2011,3/4/2011

*Total PD hours(round to hour): 5 *Board Goal: 1 *PD Code: WORK

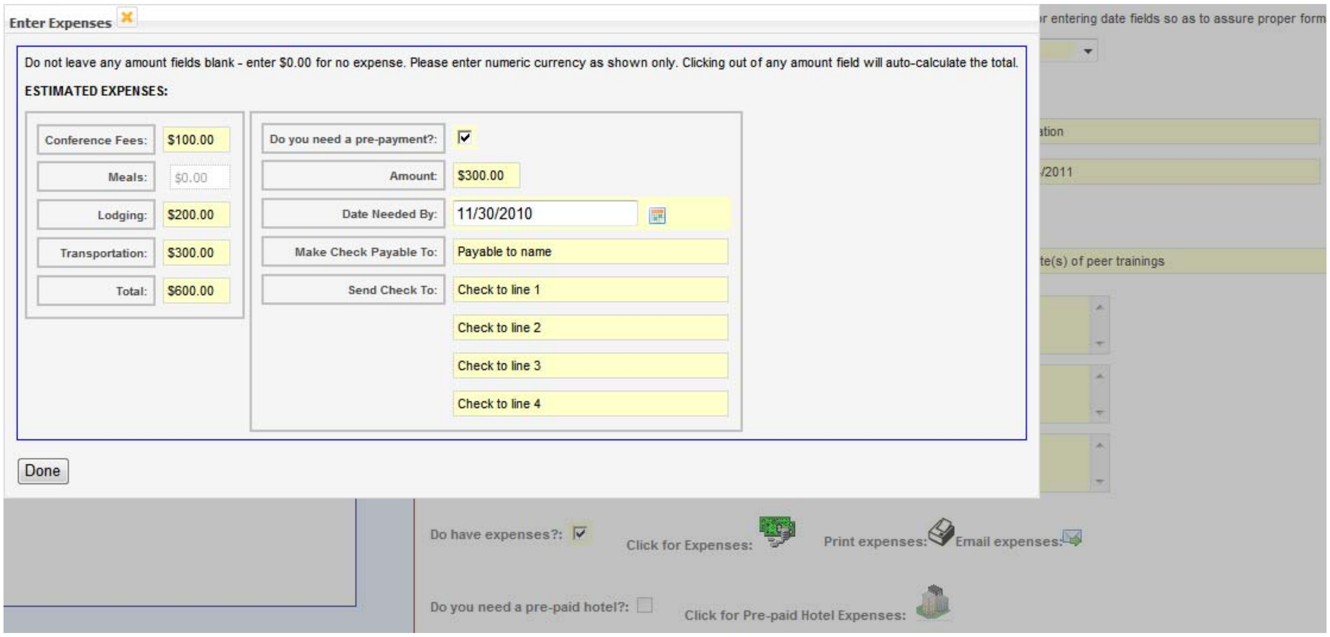
Sub needed?: No Yes (Reminder: book your sub through Aesop after conf. approval) Will you be peer training after PD?: If so, starting on this date: Date(s) of peer trainings

*Brief description for PD: Enter a description of the prof dev

Narrative for PD: Possible narrative

Outcome/Next steps for PD: Possible outcome

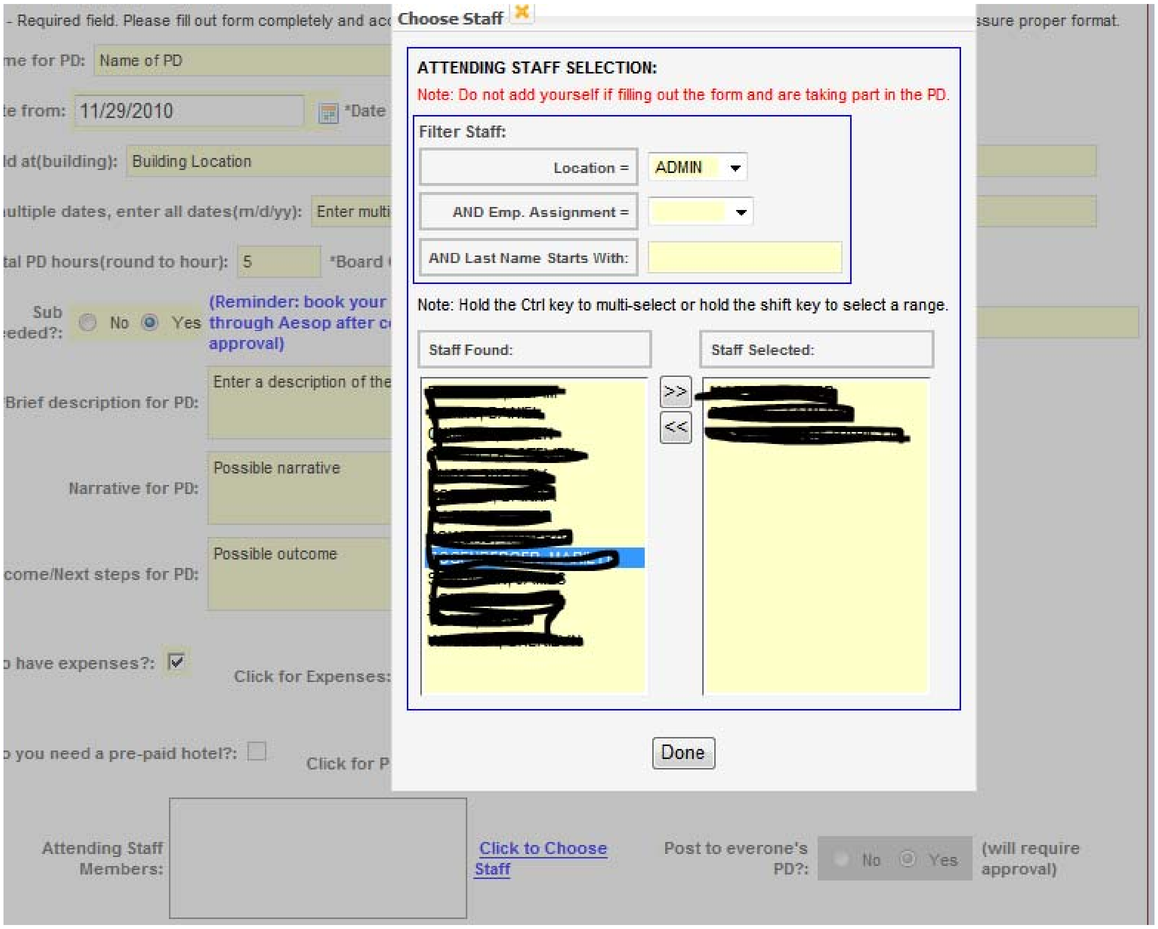
Expenses - check the box if you will have expenses. This will enable the expense's link to the right. Click the expense's link to fill out the estimated expenses. If you do require expenses, this will automatically require approval and central administration approval. After entering the amounts in the spaces provided, select the calculate total link to calculate the total amount. Click the pre-payment checkbox if you will be requesting a pre-payment. Fill out all the pre-payment information and you must send over the expense report print-out to your accounts payable for the pre-payment after your form is approved. You have the option to print the expense report or email the expense print-out from the links provided on the main form page. You must also turn in the expense report with all receipts for reimbursement after completion of the pd. Click the done button when completed with expenses.



Attending Staff Members - If this will be a group pd and you are the one requesting the pd for your group, click the link to add members to your pd. **If this is a group pd and there will be only one expense report, you will only need to post the single pd request**; attending members will not need to submit their own pd. When the pd is approved, all members will have the pd saved in their history file. If each member will have their own expenses, then each member will need to submit their own pd request and expenses.

To use the member selection:

Locate and select your members in the left list. You can filter the list from the filter options at the top. Leave the filter's blank to view all active employees. You can select multiple employees by holding down the 'Ctrl' key or select a range by holding down your shift key. You can also move to a person in the list by starting to type the letters of their last name. When you have the member(s) selected, use the right arrow button to move the member(s) to the right list. You can edit the right list the same way, only use the left arrow button to remove your selection. Once you have your member(s) populated in the right list, choose the done button. Do not add yourself to the member list since you are the one filling out the request. Your selection should be displayed in the group list on the main form.



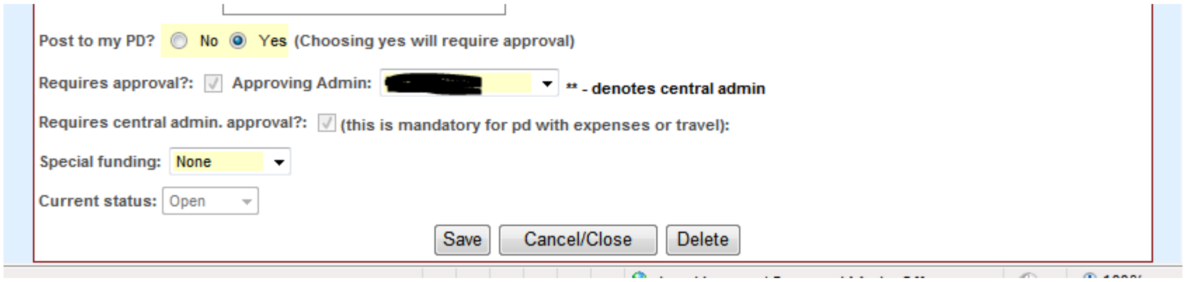
Post to My PD - choose yes if you will need this posted to your pd history.

Requires approval? - check yes if this needs to be approved by an administrator. If this will be posted to your own pd history, a group, or has expenses, then it will automatically require approval. Choose the appropriate administrator from the list of administrators that will be approving the request. If the administrator's name appears with asterisks**, this administrator is central and will be the only and final approval for the request.

Requires central admin approval - check this if the form will need central administration approval in addition to the administrator chosen in the prior selection. Central administration is required for all pd with expenses.

Special funding - choose a special funding selection if required. This may require additional approval for the request from the administrator of the special fund.

Choose save when completed. **You should be then redirected to your home page and should see the new request listed under your pending list.** *If not, a pop-up message will alert you as to what is not completed on your form.* Please make the necessary corrections and try to save again. You may need to do this until all required parts of your form are completed and it will save.



Congratulations! You have now posted your professional development form.

Additional notes -

If your form requires approvals, the administrator is automatically notified via email as to your pending form is waiting their approval.

You will receive an email whenever the status of your form has changed from an administrator. Once your request has made final approval, you will get an email of the final approval.

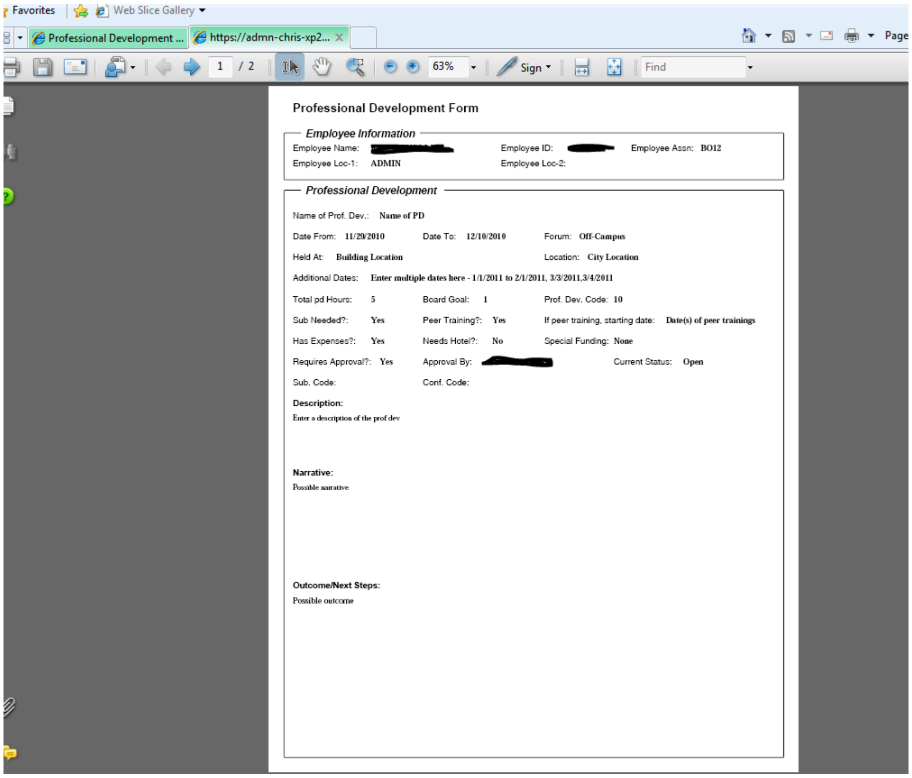
Once your form is gone through any stage of approval, you can no longer make changes or delete your form. If your form is still pending approval(s), you can open the form from your home page and make changes, or delete the form entirely.

If your request is denied, you will receive an email as to why it was denied and your form will be in your denied list.

If your request is rejected, you will receive an email as to why it was rejected. You can then open the form from your rejected list and make the necessary corrections and save the form again. This will start the approval process over again.

Please remember to book your substitute, if needed, after your request is approved. Also, submit your expense report along with any receipts for reimbursements. You will also need to submit your expense report for any pre-payments after approval.

You can print your pd form from the home page item listing link. This will open a new window of an Adobe PDF file of your form. If your request has expenses, the expense report will be included. You can print and close the window.



Professional Development Form

Employee Information

Employee Name: [redacted] Employee ID: [redacted] Employee Assn: BO12

Employee Loc-1: ADMIN Employee Loc-2:

Professional Development

Name of Prof. Dev.: Name of PD

Date From: 11/29/2010 Date To: 12/10/2010 Forum: Off-Campus

Held At: Building Location Location: City Location

Additional Dates: Enter multiple dates here - 1/1/2011 to 2/1/2011, 3/3/2011,3/4/2011

Total pd Hours: 5 Board Goal: 1 Prof. Dev. Code: 10

Sub Needed?: Yes Peer Training?: Yes If peer training, starting date: Date(s) of peer trainings

Has Expenses?: Yes Needs Hotel?: No Special Funding: None

Requires Approval?: Yes Approval By: [redacted] Current Status: Open

Sub. Code: Conf. Code:

Description:

Enter a description of the prof dev

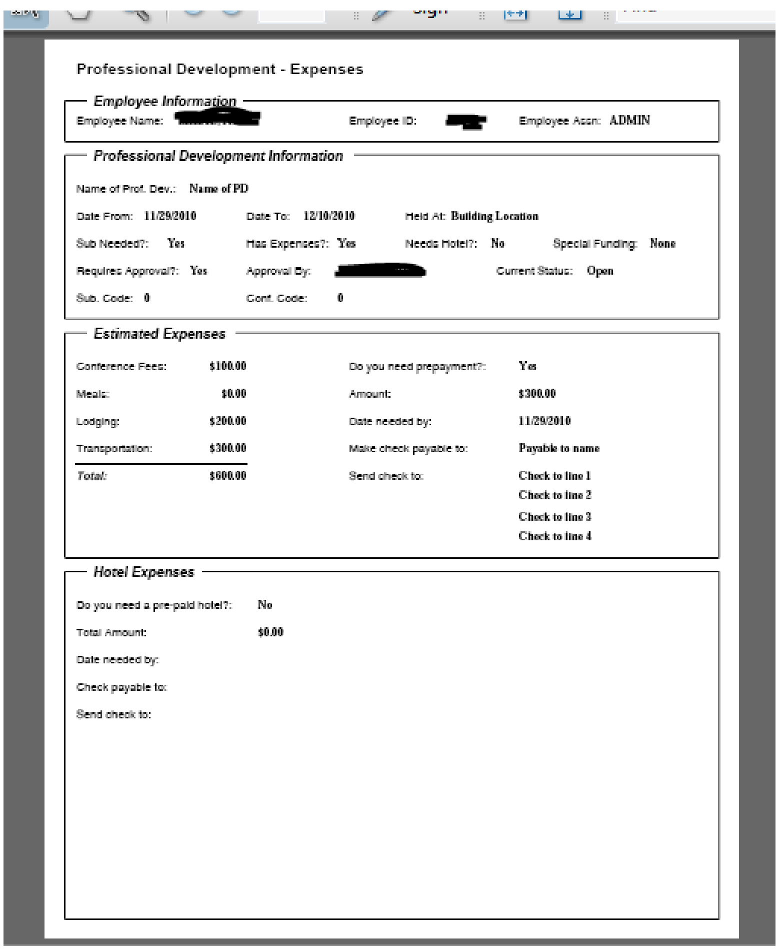
Narrative:

Possible narrative

Outcome/Next Steps:

Possible outcome

You can print the expense report by opening the pd form from the home page and clicking the print link near the expense options.



Professional Development - Expenses

Employee Information

Employee Name: [redacted] Employee ID: [redacted] Employee Assn: ADMIN

Professional Development Information

Name of Prof. Dev.: Name of PD

Date From: 11/29/2010 Date To: 12/10/2010 Held At: Building Location

Sub Needed?: Yes Has Expenses?: Yes Needs Hotel?: No Special Funding: None

Requires Approval?: Yes Approval By: [redacted] Current Status: Open

Sub. Code: 0 Conf. Code: 0

Estimated Expenses

Conference Fees:	$100.00	Do you need prepayment?:	Yes
Meals:	$0.00	Amount:	$300.00
Lodging:	$200.00	Date needed by:	11/29/2010
Transportation:	$300.00	Make check payable to:	Payable to name
Total:	$600.00	Send check to:	Check to line 1 Check to line 2 Check to line 3 Check to line 4

Hotel Expenses

Do you need a pre-paid hotel?: No

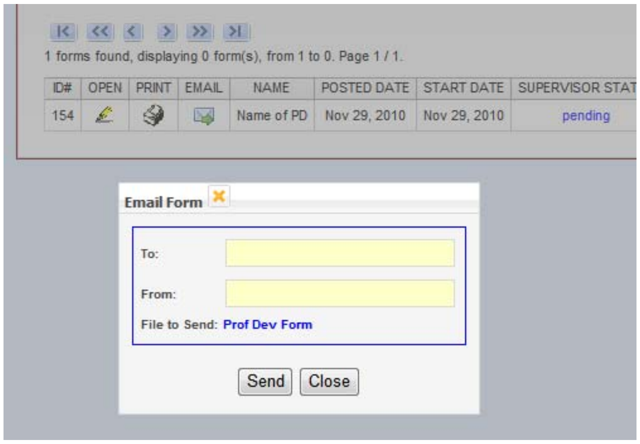
Total Amount: $0.00

Date needed by:

Check payable to:

Send check to:

If you wish to email the PDF print file of the pd form or the expense form, choose the email link. You will need to enter a destination email address and hit the send button. Hit close when done.



If you wish to print your entire professional development history, choose the 'Print My PD History' link from under the 'Work with MY PD' menu item. This will open an Adobe PDF file in a new browser window of your pd history worksheets.

TE-2900 2/98
AUTHORITY: Section 1526 of Public Act 289, 1995
COMPLETION: Voluntary

Michigan Department of Education
OFFICE PROFESSIONAL PREPARATION SERVICES
P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding this form to Dr. Frank Ciloski at (517)373-6791.

ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT FOR BEGINNING TEACHERS

GENERAL INSTRUCTIONS: This form should be completed annually for each beginning teacher and signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and copy provided to the teacher for their portfolio/personal record. This form must be completed for each of a teacher's first three (3) years, but may continue to be used for additional years, at the school district's descretion, for recording professional development. (Please type or print. Make additional copies of this form as needed.)

- *This form is a Worksheet to be completed and retained by the school district. **DO NOT return this form to the Michigan Department of Education.***

NAME OF TEACHER: [redacted] EMPLOYEE ID: [redacted]

NAME OF SCHOOL DISTRICT WHERE EMPLOYED: TRI COUNTY AREA SCHOOLS

NAME OF SCHOOL WHERE ASSIGNED: ADMIN/

NUMBER OF YEARS AS A CONTRACTUAL TEACHER (1st, 2nd, or 3rd): ________ SCHOOL YEAR HIRED: ________

NUMBER OF YEARS WITH THE CURRENT SCHOOL DISTRICT: ________

MENTOR ASSIGNED FOR THE CURRENT YEAR: CURRENT SCHOOL YEAR: 20 10 - 20 11

NAME: ________

POSITION/STATUS(teacher, university faculty, retired teacher): ________

EMPLOYER: ________

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED
05/01/08	WORK	Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.	029
05/30/03	WORK	Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.	003
04/23/03	WORK	Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.	004
04/22/03	WORK	Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.	008
04/21/03	WORK	Workshops or Conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, IEH or CENTERS.	008

This concludes the basic user help guide for managing professional development.

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