

(See italicized. These *temporary* changes will remain in effect until June 1, 2022.)
Beginning June 1, four summer courses may be taken, and two each, in fall and spring.

1. A maximum of **eight** online courses will be allowed per year, with a limit of **two** registered courses or up to 45 credit hours, (except summer) during each of the following periods:

September-January (2)

February-June (2)

July and/or August (4 courses)

2. *On-Line courses for Salary Advancement Credit or Mandated/Non-Mandated hours include: Zoom Sessions, Google Classroom, or any circumstance when you will be attending your session on your computer or mobile device. **There is still a 30 day application turnaround time** frame from application to decision. The last day to apply for a summer course is May 25, 2021.*

3. *Courses listed on the **Oceanside District My Learning Plan Catalogue**, or arranged or paid for by Oceanside are **EXEMPT** and must be prior approved by your supervisor, but are **EXEMPT** from the online application process.*

4. *There is a list of **TRUSTED PARTNERS** on the OPLC Site. These providers, along with any courses shared through the NYSTC Network can be fast tracked to approval. The list includes SUNY, CUNY, BOCES, Hofstra, CW POST, NYS Teacher Center Classes, and programs leading a Masters or Doctorate.*

5. *For Classes or Hours that result in a new skill or credential require the [SOMA application](#). This is for short learning or training that is accomplished in hourly increments of between two and fifteen hours.*

6. Prior to registering for *any* online course you must have your supervisor, director or principal sign off that it is relevant to your career development plan on the attached form.

If approved, the form must then be filled out and the following required items attached:

Course syllabus and/or scope & sequence
List of required readings
Evidence of weekly assignments and course expectations
Learner outcomes that will impact classroom practice

Resource and websites that are one click, active links, relevant to course and adhere to copyright laws
Evidence of opportunities for consultation with instructor
Provide organization credentials clearly identifiable, having university affiliations and/or BOCES or Teacher Center approval