

In addition, for your own edification, you should look for courses with online instructor availability, technical support/help desk, prerequisite skills listed that are needed to be successful, and participant satisfaction ratings.

The completed attached form(s) with proof of bulleted items should be emailed to Oceanside Professional Development Center at School #6. Attach a scanned copy of the application.

MAKE A COPY of the application, and rename it. Do not fill it in on the website. The course will be reviewed by a Staff Development Policy Board (SDPB) Committee (composed of three teachers and two administrators) and a determination will be made for approval within 30 days..

You will be notified by the SDPB if the course has been approved. If approved, you may then register it on My Learning Plan for final approval. It will then be placed on the list of approved courses.

All courses that have been approved will be listed on the Oceanside Professional Development Center website (www.oceansidepdc.com) and will be approved for others in the future without going through the preceding process. Courses are approved on a course by course basis. They still must, however, be approved by the staff member's supervisor, director or principal as being appropriate to his/her career development plan, as with any other course.

Once again, we all share the common goal of making staff development productive and of high quality, with the result of improved student learning, growth and development.

Thank You