



Shawnee Mission School
District

Licensure Renewal Questions and Directions

Renewing when the highest degree you have is a Bachelor's Degree:

- Create an account with KSDE
- Fill out form 3A
- Have your official college transcripts sent to SMSD that you entered on your professional development account using the historial form (and that they have been approved by your administrator).

Bachelor's Degree:

1. Where is the Renewal Application?
 - a. KSDE Website
2. When renewing your license with a Bachelor's Degree as your highest degree, how many PD points do you need?
 - a. 160
3. How many of those points need to be from college credit hours?
 - a. 80
4. Can I use all college credit hours to renew?
 - a. Yes (must be 8 hours in an approved program - meaning you are working toward a new endorsement/license)
5. Can I use classes that I took outside of my licensure dates?
 - a. No (only classes taken within the timeframe of your license count)
6. Do you need to put the college credit hours in to PLM?
 - a. Yes (all classes need to be added into PLM for licensure)
7. If I am using all college hours to renew, do I still need to put the college hours in PLM?
 - a. Yes (all classes need to be added into PLM for licensure)
8. How do you put college credit hours in PLM?
 - a. Use Historical Forms
9. Do I need to have an official college transcript sent to KSDE?
 - a. Yes
10. Does the VOE form need to be filled out if I am NOT renewing on experience?
 - a. No

Renewing when the highest degree you have is a Master's Degree:

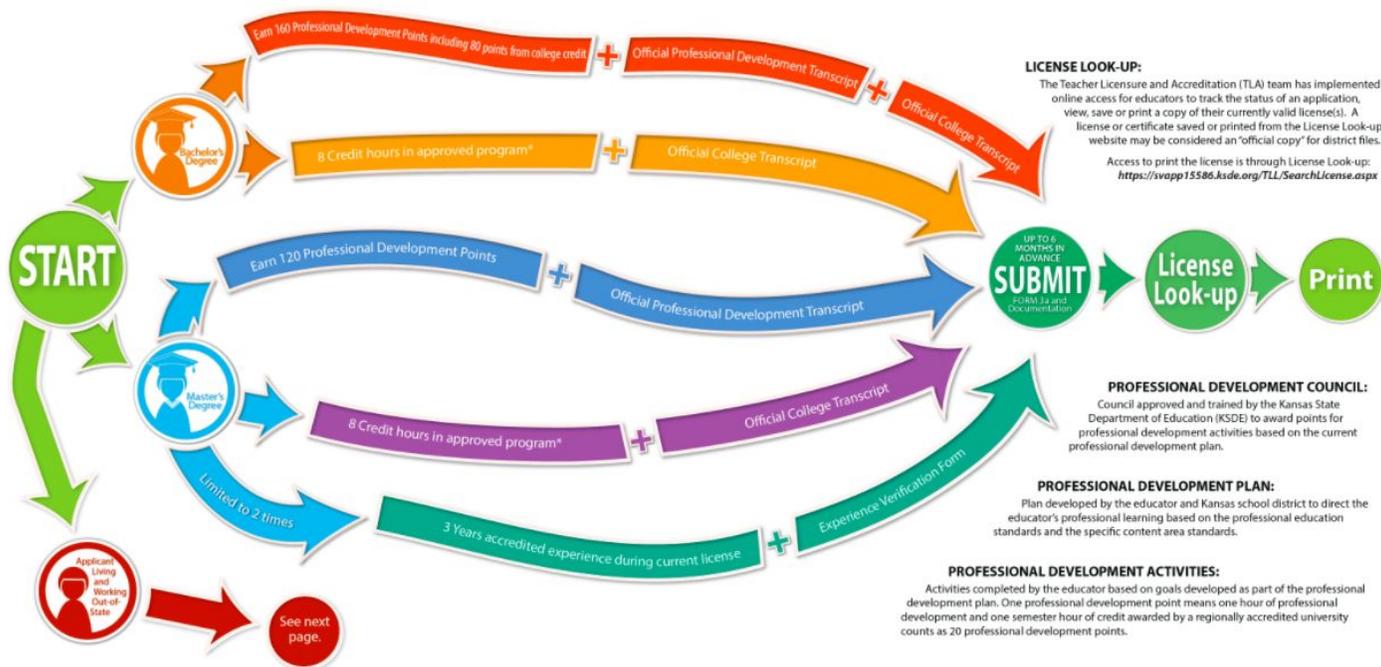
- Create account with [KSDE website](#)
- Fill out application from KSDE (form 3a) & fill out
- If you are using ONLY college hours (6 hours toward a new certification/license):
 - Make sure you have entered your college classes into PLM through historical forms (and that they have been approved by administrator).
 - Have your official transcript sent to heatherdeyoung@smsd.org with Human Resources

Renewing on Experience:

- Fill out application from [KSDE website](#) (form 3a) & fill out.
- Download Form “Verification of Experience and send to heatherdeyoung@smsd.org

Renewal of Kansas Professional License

All renewal requirements must be earned during term of the current license.



*APPROVED PROGRAM: University/college program approved by the state that leads to a new endorsement/ license. Example: ESOL, School Counselor, Building Leadership.



For more information contact:
Teacher Licensure and Accreditation
Kansas State Department of Education | Landon State Office Building | 900 SW Jackson Street, Suite 106 | Topeka, KS 66612-1212
(785) 296-2288

www.ksde.org

- Every teacher **must** hold a **valid (current)** Kansas Teaching License.
- There are specific requirements to renew your license after each license cycle depending on the type of license you hold (1 year, 2 year, 5 year)
- Log onto www.ksde.org to view your license(s), identify your specific license renewal requirements, apply for a new license, and check your renewal application status.
- Renewal options are always printed on a license and should be your first location for accessing specific requirements to your specific renewal process.
- Your principal may require you to document your license info at the beginning and / or ending of each year
- **YOU** are responsible for holding a current and valid Kansas Teaching License. (Repercussions occur if your license is not up to date. You cannot teach with an expired teaching license.)
- You may not renew your license any earlier than 6 months prior to the expiration date. NOTE: License renewal processing *can* take up to 6 weeks. It is highly recommended that you begin the process of renewing 6mos. before your license expires.



2 year Initial KS License

- 2 year Mentoring Program, including 1 Year of Accredited Experience

5 year Professional KS License w/ a Bachelor's Degree

- 160 PD Points (80 points MUST come from graduate level college credit - 4 hours)
- PD Transcript
- College Transcript

5 year Professional KS License w/ a Master's Degree

- 120 PD Points
- PD Transcript

OR

- 8 graduate level credit hours
- College Transcript

OR

- 3 years experience
- Experience Form

OR

- 8 graduate level credit hours (160 points from graduate level hours)
- College Transcript

NOTE: Professionals who hold a Career or Transitional license, as well as those who hold an out-of-state license, will have renewal processes which *may* differ from the three traditional license renewal paths shown here.

Always refer to your printed license on KSDE for specific renewal requirements and contact KSDE license specialists for guidance

A stylized human figure composed of geometric shapes in various colors (orange, pink, green, blue, grey) arranged in a circular pattern.

what are **PD POINTS?**

professional development **POINTS**

- Points earned towards re-licensure while attending professionally-related new/continuous learning opportunities obtained through the district or other educational resources.
- 1 clock hour of professional development = 1 point
- 1 semester hour of graduate level college credit = 20 points

creating A PD PLAN

- Once you receive a Professional License, all certified staff **who will be using PD points to renew their license** through KSDE must have an approved professional growth / learning plan with at least one goal and will need to earn, log, and track PD points in their Frontline Education Professional Learning Management system account.
- All certified staff must have and maintain a professional growth / learning plan with at least one professional goal.

in-district PD SESSIONS

Sessions attended within the district *should* already be created in the PLM system prior to the start of any new learning session. You must sign in for attendance confirmation to receive points. Your building principal, PDC rep, or session facilitator are responsible for confirming attendance according to the recorded sign in sheet / form.

Examples of in-district sessions may include:

- faculty meetings where *new learning* is presented;
- staff professional development days;
- SMSD Instructional Fair sessions;
- SMSD Summer Impact Institute sessions;
- New curriculum resource specific trainings;
- Content related trainings / meeting where *new learning* is presented;
- District evening catalog courses

out-of-district PD SESSIONS

Sessions attended outside of the district (e.g. professional learning you do on your own) will need to be entered by you into the system via a Historical Form. You can access the Historical Form tutorial through your PDC rep and / or they may provide building-level training on how to complete Historical Forms within the PLM system for principal approval.

Examples of out-of-district sessions may include:

- professional book studies
- independent research project / field research in the classroom
- educationally relevant / professional webinars / seminars
- educational conferences
- graduate level college coursework applicable to current position
- Service to the Profession activities (e.g. supervision of a student teacher, presenting professional development to colleagues, publication of a professional article, participation on district professional committees such as district sponsored content cadres, PDC, Strategic Planning Committee, BLT, etc.)

new learning **IS NOT:**

- logistical staff meetings
- annual required trainings required as a condition of employment (e.g. Blood Borne Pathogen, Jason Flatt Act, Sexual Harassment trainings, etc.)
- PLC and specialty/content/departmental meetings *where new learning is not presented & obtained*

These types of professional activities are not eligible to receive PD points and should not be logged in your Frontline Professional Growth account.



how to
LOG INTO FRONTLINE

← → ↻ smsd.org 1. Log onto www.smsd.org

Apps Skyward Frontline Education Skyward Paper Kristin Atwood - T... Acadience Data M... Jen Jones, Hello L... Parent Contact Log Wordmark.it Typi... ngle - E...

Calendar Our Schools ▾ Skyward Staff 2. Select "STAFF"



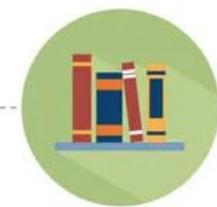
About Academics Families Human Resources Information Central 2020

➤ ENGAGE.

Reopening Plan 2020

➤ EDUCATE.

➤ ELEVATE.



Click here to view Reopening Plans



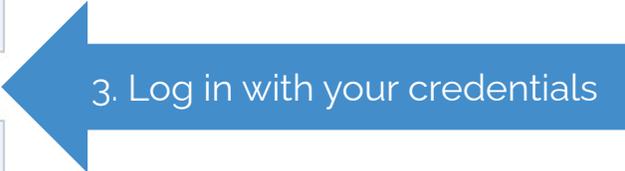
Login

! This page is protected. Please log in to view this page.

Please provide your username and password to log in. Use your regular network login and password. Example = mvsmith or 800012345

Username

Password



LOGIN



Crystal Albo

Portal

Logo

[AWARD NOMINATION](#)

[BUS FIELD TRIP ORDERING & INFORMATION](#)

[BUSINESSPLUS FINANCIAL](#)

[EVOICE](#)

[HOW-TO HUB](#)

[INCIDENT REPORTING](#)

[KRONOS](#)

[KRONOS INSTRUCTIONS](#)

[MILEAGE REPORT](#)

[MY LEARNING PLAN](#)

[NEW TEACHER MENTORING ACADEMY](#)

[O&M SCHOOL DUDE MAINTENANCE REQUEST](#)

[PEACHJAR E-FLYERS](#)

[PRINCIPAL NEWS & RESOURCES FOR COVID-19](#)

[PRINT SHOP JOBS - RICOH PAPER/CUT](#)

[PRIORITY ONE HEALTH CARE](#)

[PROFESSIONAL LEAVE TRAVEL REQUEST](#)

[SECURE FILE TRANSMISSION](#)

[SKYLERT](#)

[SKYWARD LOGIN](#)

[SKYWARD HELP](#)

[SMSD VPN](#)

[SUBSTITUTE MANAGEMENT SYSTEM](#)

[UNIFY / PERFORMANCE MATTERS](#)

[WIFI GUEST PASSWORD](#)

[Food Services](#)

[Gifted Education](#)

[Health Services](#)

[Human Resources](#)

[Information & Communication Technologies](#)

[Operations & Maintenance](#)

[Payroll](#)

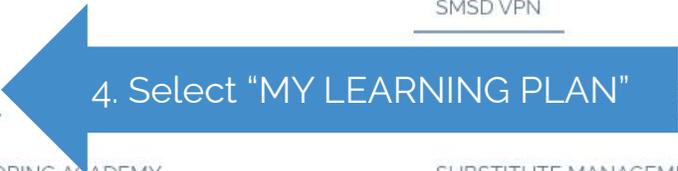
[Print Shop](#)

[Professional Development/Licensure](#)

[Purchasing Department](#)

[Special Education](#)

[Shawnee Mission Cares Fund](#)



4. Select "MY LEARNING PLAN"

app.frontlineeducation.com

OR enter this URL



Professional Growth

Formerly MLP PDMS and MLP OASYS

Ensure you login to the PROFESSIONAL GROWTH

Sign In

Username

crystalalbo

Password

Sign In

[Forgot Username](#) | [Forgot Password](#)

[Or Sign In with Organization SSO](#)

5. Sign in with the username & password you created.

NOTE: This was DIFFERENT than your Frontline Substitute Management login, which is usually 0+ your employee ID number and a 4-digit password. These systems have since merged.

If you ever have trouble logging in, check and make sure you are on the correct site, as the login page looks identical except for the title above the sign in.

6. Bookmark & Rename this page to identify it as Frontline PD System

The screenshot shows a Chrome browser window with a bookmark menu open. The menu options are: Bookmark Manager, Bookmark This Page..., and Bookmark All Tabs... The background page is a dashboard for 'Professional Growth' with a navigation sidebar and two main data sections.

Progress Toward Goals
Assigned activities as of July 2019

Category	Activities Completed	Hours	Employees
Responsive Culture	~60	~100	~48
Personal	~90	~160	~52

PD Requests
As of July 2019

167

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how to

CREATE A NEW LEARNING PLAN

THE INDIVIDUAL PROFESSIONAL LEARNING PLAN CYCLE



NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Activities
- Forms**
- Administration
- Reports
- Additional Resources

ACTIVITY PROPOSALS

- Catalog Proposal
- FILL-IN FORMS**
 - Conference Request
 - Individual Professional Growth...
 - Book Study
- Request Approval

our new dashboard!

Hours Employees

1. Select "Forms"

2. Select "Individual Professional Growth"

Individual Professional Growth Plan

Personal/IDP Information

Professional Growth Plan 18-19

School --- Click To Select ---

- Grade and Subject
- Pre K
 - Kindergarten
 - Grade 1
 - Grade 2
 - Grade 3
 - Grade 4
 - Grade 5
 - Grade 6
 - Grade 7
 - Grade 8
 - Grade 9
 - Grade 10
 - Grade 11
 - Grade 12
 - Districtwide

3. Select appropriate items

School Year for which this Plan applies

Start Date of IPGP 07/01/2018

End Date of IPGP 06/30/2019

4. Change the dates to:
Start: 10/01/2021
End: 09/30/2024

Status	Personal Goal	Actions
PENDING	Curriculum Leadership & Instructional Coaching	Edit Print
PENDING	Instructional Competencies of Math & Reading Skills	Edit Print
PENDING	Meeting the Needs of Diverse Learners	Edit Print

Add New Personal Goal

5. Select "Add New Personal Goal"

Personal Goals

Goal

Goal Name/Title

6. Name the goal

Description
(max. 1000 chars)

7. List goal specifics here

Active

Yes

No

Save

8. Select "Save"

Please select:

Goal : Responsive Culture

Default (None Chosen)

Goal : Personal

Assessment & Data

Instruction & Classroom Management

Leadership

Meeting Needs of Diverse Student Population

PLM

Technology

Select all goals you want to appear in your learning plan.

Description of Plan

The teacher describes the growth plan by considering an area of focus for his or her growth. The teacher outlines the methods for achieving the elements of the plan.

 Characters left **2048**

Revision Notes/Comments

Comments

 Characters left **2048**

File Attachment Upload to My File Library before filling out this form.

Please check off supporting documents

Finish

If all goals are entered, select "Submit"
Select "Save as Draft" and add more goals



suggestions for
WRITING NEW GOALS



THINGS TO KEEP IN MIND:

- Your PLM contains your goals and the activities you complete while working toward those goals
- You should establish alignment between your personal goals, building goals, and district-wide goals. This ensures that activities completed on your own, at the building level, or at the district level can be counted.
- Your PLM should be developed collaboratively with your PDC rep and your supervisor. It is the responsibility of the building supervisors and PDC representatives to review PLMs and goals to ensure alignment.



GUIDANCE FOR GOALS:

- Goals should be focused in topic, broad in possibilities.
- At least some goals should align with building and district goals to ensure building and district learning can be credited.
- Goals should not reflect professional responsibilities. Ex: things expected as part of the role.



SAMPLE GOALS:

- Increase skills and instructional strategies related to the Science of Reading, including phonemic awareness, phonics, vocabulary, fluency, comprehension, etc.
- Increase skills and competencies in recognizing and meeting the needs of diverse learners.
- Increase skills, competencies, and instructional strategies related to instructional best practices in mathematics.
- Increase competencies and skills related to the incorporation of meaningful technology integration in the classroom.
- Increase skills in the areas of assessment usage, data analysis, and data- based interventions.



Non-Examples of GOALS:

- Teach the district curriculum
- Implement the school improvement plan
- Provide leadership skills to Committee X.



how to
REVIEW A LEARNING PLAN

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Activities
- Forms
- Administration
- Reports
- Resource Library

1. Select "Learning Plan"

Multiple views to make sense of your world

Welcome to your new dashboard

[Watch insights in action](#) | [Learn more](#)

Trends Planning My Assignments



PD Requests

As of July 2020

My Requests - CRYSTAL ALBO						
Actions	Activity Title	Start Date	End Date			FormName
Save as Draft (0 Record(s))						
-- no records --						
Wait List (0 Record(s))						
-- no records --						
Pending Prior Approval (0 Record(s))						
-- no records --						
Approved and/or In-Progress (5 Record(s))						
Manage	Professional Growth Plan 18-19	07/01/2018	06/30/2021			
Manage	Professional Growth Plan	07/01/2018	06/30/2021			Individual Professional Growth Plan
Manage	OPE PLC Canvas Development Thurs 8.27.2020	08/27/2020	08/27/2020			Catalog PD Request Form AESOP
Manage	OPE Canvas Modules 3-6 Thursday 8.27.2020	08/27/2020	08/27/2020			Catalog PD Request Form AESOP
Manage	OPE Canvas Intro, Modules 1-2 Wednesday 8.26.2020	08/26/2020	08/26/2020			Enrollment Form - Online Content
Instructor Has Confirmed Attendance (2 Record(s))						
Manage	Impact Institute: Phonics Lesson Library and Chip Kits with 95% Group	06/04/2020	06/04/2020			Catalog PD Request Form AESOP
Manage	Impact Institute: Literacy in the Math Classroom with Greg Tang, Grades 3-5	06/02/2020	06/02/2020			Catalog PD Request Form AESOP
Awaiting Final Credit (0 Record(s))						
-- no records --						

2. Verify that your plan goes until 2021

▼ My Requests - CRYSTAL ALBO						
Actions	Activity Title	Start Date	End Date			FormName
[-] Save as Draft (0 Record(s))						
-- no records --						
[-] Wait List (0 Record(s))						
-- no records --						
[-] Pending Prior Approval (0 Record(s))						
-- no records --						
[-] Approved and In-Progress (5 Record(s))						
Manage	8-19	07/01/2018	06/30/2021			Individual Professional Growth Plan (retired 7 23 19)
Manage	Professional Growth Plan	07/01/2018	06/30/2021			Individual Professional Growth Plan
Manage	OPE PLC Canvas Development Thurs 8.27.2020	08/27/2020	08/27/2020			Catalog PD Request Form AESOP
Manage	OPE Canvas Modules 3-6 Thursday 8.27.2020	08/27/2020	08/27/2020			Catalog PD Request Form AESOP
Manage	OPE Canvas Intro, Modules 1-2 Wednesday 8.26.2020	08/26/2020	08/26/2020			Enrollment Form - Online Content
[-] Instructor Has Confirmed Attendance (2 Record(s))						
Manage	Impact Institute: Phonics Lesson Library and Chip Kits with 95% Group	06/04/2020	06/04/2020			Catalog PD Request Form AESOP
Manage	Impact Institute: Literacy in the Math Classroom with Greg Tang, Grades 3-5	06/02/2020	06/02/2020			Catalog PD Request Form AESOP
[-] Awaiting Final Credit (0 Record(s))						
-- no records --						

3. Select "Manage"

Professional Growth Plan

Activity Details

Professional Growth Plan

Dates: 07/01/2018 to 06/30/2021
Status: Approved In Progress

Form: Individual Professional G...

Approval Status

#	Administrator	Approval Type	Comments	Status
1	KASEY WEISHAAR	Pre-Approval		APPROVED
2	KASEY WEISHAAR	Final Approval		

Actions

View/Print Form

4. Select "View/Print Form"

Download Calendar File

Mark Complete

Revise/Resubmit Form

Drop

School Year for which this Plan applies

Start Date of IPGP 7/1/2018
End Date of IPGP 6/30/2021

Status	Personal Goal	Actions
PENDING	Assessment & Data	<input type="button" value="Edit"/> <input type="button" value="Print"/>
PENDING	Instruction	<input type="button" value="Edit"/> <input type="button" value="Print"/>
PENDING	Standards Based Instruction	<input type="button" value="Edit"/> <input type="button" value="Print"/>
PENDING	Technology	<input type="button" value="Edit"/> <input type="button" value="Print"/>

Please select:

- Goal : **Responsive Culture**
Default (None Chosen)
- Goal : **Personal**
 - ✓ **Assessment & Data**
 - ✓ **Instruction**
 - ✓ **Standards Based Instruction**
 - ✓ **Technology**

5. Scroll down and Choose "Edit" to read and/or edit your goal

6. Select "Add New Personal Goal" if you want/need to add more goals

Personal Goals

Goal

Goal Name/Title

7. Name the goal

Description
(max. 1000 chars)

8. List goal specifics here

Active

Yes

No

Save

9. Select "Save"

Please select:

Goal : Responsive Culture

Default (None Chosen)

Goal : Personal

Assessment & Data

Instruction & Classroom Management

Leadership

Meeting Needs of Diverse Student Population

PLM

Technology

Description of Plan

The teacher describes the growth plan by considering an area of focus for his or her growth. The teacher outlines the methods for achieving the elements of the plan.



Characters left 2048

Revision Notes/Comments

Comments



Characters left 2048

File Attachment Upload to My File Library before filling out this form.

Please check off supporting documents

Finish

Submit

Save as Draft

If all goals are entered,
select "Submit"

Select "Save as Draft" and
add more goals

A stylized human figure composed of geometric shapes in various colors (orange, pink, light blue, green, and grey) arranged in a circular pattern around a central grey pentagon.

how to **SEARCH & REGISTER FOR ACTIVITIES**

Professional Growth Shawnee Mission

NAVIGATION ⏪

- 💡 Insights
- 👤 My Info >
- 📅 Learning Plan
- 📁 Activity Catalogs ← 1. Select "Activity Catalogs"
- 📚 Activities >
- 📄 Forms >
- 🏛 Administration >
- 📊 Reports >

📖 Additional Resources

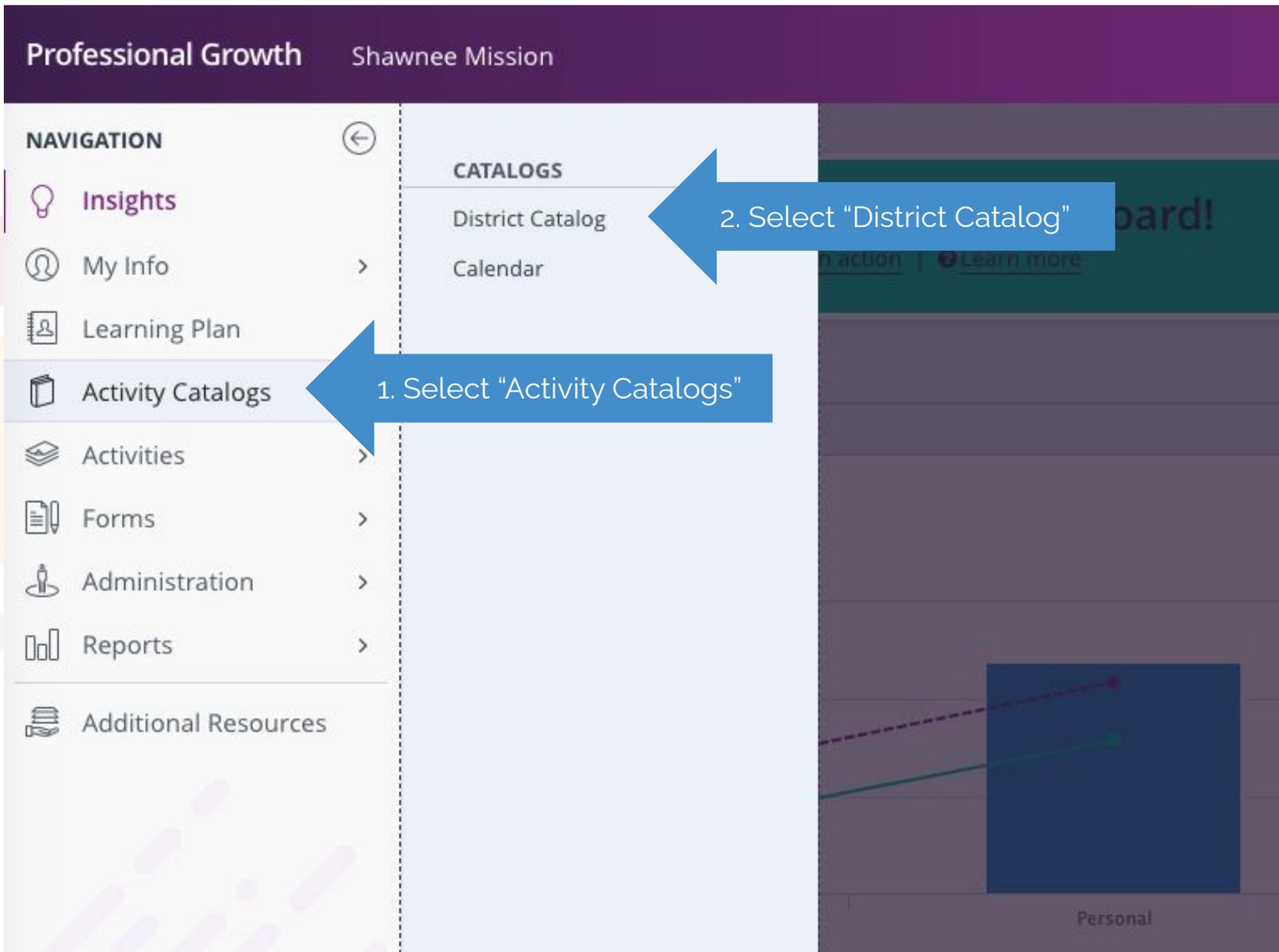
CATALOGS

- District Catalog ← 2. Select "District Catalog"
- Calendar

board!

in action | 📖 Learn more

Personal



Catalog: Shawnee Mission

Search Options

Search Term(s) Search

3. Search by Activity Name or Location

All Events All Programs

Between: and

Advanced Search Options

Purpose:

Goal:

Category:

Instructor:

Show Year Long Activities?

Search Results (1 - 75 of 75)

4. Browse activities listed

1. Brookwood Leadership Meeting

Program: District Catalog
Audience: Teachers
Dates: 7/24/2018

Leadership Team will meet to discuss upcoming year and plan activities as well.



Hours: 2 | Enrolled: 2/30 | Wait

2. SMECEC New Teacher Academy 8/1, 8/2, 8/3

Event: MyLearningPlan.com Configuration Day
Program: District Catalog
Audience: New Teachers to SMSD
Dates: 8/1/2018 to 8/3/2018

5. Click on the activity name

Teachers will engage in a variety of learning activities involving ELA, Math, Technology, Building Expectations and Protocols, and Classroom Setup



Activity Registration

Details

Rising Star, Staff Meeting (RS Learning Vision), 08-21-18

Program: District Catalog

Dates: 8/21/2018

New Starting Soon

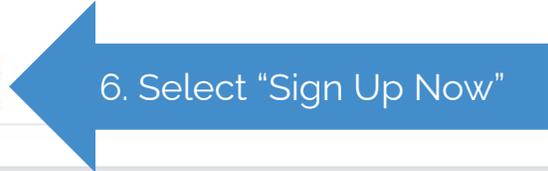
1 Meeting(s)

#	Date	Time	Location
1.	Tue Aug 21, 2018	3:30 pm to 4:15 pm	RS Library

During this staff meeting, we will be further discussing in detail the RS Learning Vision around the MTSS model.



Purposes	Relicensure
Categories	Content Standards
Goals	Sample: Internet in the Classroom
Buildings	Rising Star Elementary School
Departments	All
Grades	All
Groups	All
Instructors	Abby Morgan
Registration Options	Sign Up Now





how to **COMPLETE AN EVALUATION**

Not all activities will require evaluations
(It is the presenter's choice to ask for an evaluation)



Professional Growth Shawnee Mission

NAVIGATION

- ⏪ Minimize Navigation
- 💡 Insights
- 👤 My Info >
- 📅 Learning Plan ← 1. Select "Learning Plan"
- 📖 Activity Catalogs >
- 📁 Activities >
- 📄 Forms >
- 🏛️ Administration >
- 📊 Reports >
- 📚 Additional Resources

Welcome to y
▶ Watch insights

My Assignments

nd Goals
of July 2018

My Requests - CRYSTAL ALBO

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (2 Record(s))				
Manage	Professional Growth Plan 18-19	07/01/2018	06/30/2021	Individual Pr 23 19)
Manage	Professional Growth Plan	07/01/2018	06/30/2021	Individual Pr
Instructor Requests Confirmed Attendance (3 Record(s))				
Manage	Phonics Lesson Library and 5% Group	06/04/2020	06/04/2020	
Manage	Impact Institute: Literacy in the Math Classroom with Greg Tang, PreK-2	06/02/2020	06/02/2020	 Catalog PD F
Manage	Impact Institute: Literacy in the Math Classroom with Greg Tang, Grades 3-5	06/02/2020	06/02/2020	 Catalog PD F
Awaiting Final Credit (0 Record(s))				
-- no records --				

2. Select "Manage"

This icon means an evaluation is available

▼ Impact Institute: Phonics Lesson Library and Chip Kits with 95% Group

▼ Activity Details

Impact Institute: Phonics Lesson Library and Chip Kits with 95% Group

Instructor(s): ERIN SMITH, DARCY SWAN, CHRISTOPHER VILLARREAL, KRISTEN ZUCK, Amy Culey

Dates: 06/04/2020

Status: Instructor Conf

▼ 1 Meeting(s)

#	Date	Time	Location	Sub	Sub Times
1.	Thu Jun 4, 2020	8:30 am to 11:30 am	Online	False	FULLDAY

Participants will learn to maximize the use of the basic, advanced and multi-syllable chip kits to close phonics gaps for students. Participants will also learn how to incorporate the Phonics Lesson Libraries into instruction.



Hours: 3.00 | Program: District Activi

▼ Approval Status

#	Administrator	Approval Type	Comments	Stat
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

▼ Actions

View/Print Form



Download Calendar File

18-19 Workshop Evaluation

3. Select "Workshop Evaluation"

Drop

18-19 Workshop Evaluation

General Info

User: **CRYSTAL ALBO**
 Building: Overland Park ES
 Employee ID: 800015281
 User: **ANONYMOUS**
 Building: **ANONYMOUS**
 Activity Title: Impact Institute: Phonics Lesson Library and Chip Kits

18-19 Workshop Evaluation

Your responses are ANONYMOUS
 Although you are logged into your account while submitting this survey, your name and account details

Content (relevant and current information) --- Click To Select ---

Presentation (presenter's skills, organization) --- Click To Select ---

Materials (handouts, worksheets) --- Click To Select ---

Participation (activities, interactive focus) --- Click To Select ---

Overall Workshop/Presentation --- Click To Select ---

tion (activities, interactive focus) --- Click To Select ---

Workshop/Presentation --- Click To Select ---

s the most valuable aspect of the p/presentation?

uggestions do you have for ment?

If you implement this information into classroom?

- WITHIN A WEEK
- WITHIN THE MONTH
- WITHIN THE SEMESTER
- FOR NEXT SCHOOL YEAR
- I WILL NOT BE ABLE TO IMPLEMENT THIS LEARNED MATERIAL

To Exit

Save

4. Complete required sections

5. Select "Save"



how to
ENTER HISTORICAL PD
(personal PD)

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Activities
- Forms**
- Administration
- Reports
- Additional Resources

ACTIVITY PROPOSALS

- Catalog Proposal

FILL-IN FORMS

- Conference Request
- Individual Professional Growth...
- Book Study
- it Approval

Historical PD Request Form

our new dashboard!

Personal

Hours Employees

Historical PD Request Form

Used to display previously completed PD records imported to PLM.

Activity Information

Historical Activity Title

Activity Description

Dates/Location

Start Date of Historical activity (mm/dd/yy)

End Date of Historical activity (mm/dd/yy)

Location of Historical activity

Provider

Provider

If not on list, enter here

Hours OR Credits

Enter the number of Hours OR the number of Credits you are seeking for this activity

ments

Attachment Section

Please check off any document(s) to support submission.

KS State Learning Standards

KS State Standards

- Standard 1: Learner Development.
- Standard 2: Learning Differences.
- Standard 3: Learning Environment.
- Standard 4: Content Knowledge.
- Standard 5: Application of Content.
- Standard 6: Assessment.
- Standard 7: Planning for Instruction.
- Standard 8: Instructional Strategies.
- Standard 9: Professional Learning and Ethical Practice.
- Standard 10: Leadership and Collaboration.

3. Complete required sections

Submit

4. Hit "Submit"