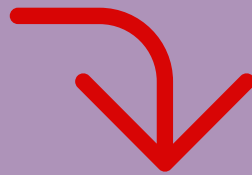


How to Register for an Out-District course



Scan this QR code to get to
WPCSD Frontline Ed website

A screenshot of the WPCSD Frontline Ed website. The header is purple with the 'frontline education' logo and the text 'Professional Growth Formerly MLP PDMS and MLP OAS'. On the right is a circular logo for 'White Plains Public Schools' with 'WP' in the center and 'REAL LIFE LEARNING' at the bottom. A red arrow points to this logo. The main content area is white and titled 'Sign In'. It contains two input fields: 'Username' and 'Password'. Both fields have a red exclamation mark icon and a red error message box to their right that says 'Your username is required.' and 'Your password is required.' respectively. Below the fields is a blue 'Sign In' button. At the bottom are links for 'Forgot Username' and 'Forgot Password'.


Professional Growth ▾ White Plains City School District

NAVIGATION ⏪

- My Info >
- Learning Plan >
- Activity Catalogs >
- Activities >
- Forms >
- Administration >
- Configuration Tools >
- Reports >
- Resource Library >

CATALOGS

- District Catalog
- Calendar
- NYS Teacher Center Spring
- Rockland BOCES
- Catskill Regional Teacher
- Dutchess BOCES (WR)
- Nas. BOCES
- OU BOCES Web Registration
- Questar
- Saratoga BOCES
- TST BOCES WebReg
- SWB/LHRIC Catalog**
- Rockland Teachers' Center
- TILW
- PNW BOCES Catalog**
- NYS United Teachers Educa



1. Choose from any catalogs above.



The district actively uses 2 BOCES Professional Development Catalogs, see left. An Administrator, Coordinator, Instructional Coach will suggest a workshop to you. These catalogs are available to view at anytime. Follow these steps to register. The workshops will count towards your CTLE requirements (if applicable).

These workshops are usually held during the workday.

Under Activity Catalogs, select one of the catalogs listed. This will display the workshops that are being offered. You will need District approval to participate.

Make sure to sign-up at least 2 weeks or more prior to the start of the course.

Some approvals may require more than two people.

2. Click on the course title

Catalog: LHRIC & SWBOCES (Web Registration)

▼ Search Options

Search Term:

Program:

Start Date * End Date *

► Advanced Search Options

▼ Search Results (1 - 1 of 1)

Ben Q Tune Up Session

Program: LHRIC - Instructional Technology (Model Schools Courses)
Dates: 8/11/2022
Starting Soon

Ben Q Tune Up Session Now that you have had time to experience your BenQ interactive board. What questions do you have? Let's work through some real life work flow scenarios. Finally, we will also discuss InstaShare; what it is and how to use it. White Plains Staff Development Center 500 North Street, White Plains, NY 10605 Telephone: 914-422-2438

Max Class Size: 12

This page will give all the information about the course or workshop.

3. Click "Enroll" to register.



Activity Details

Ben Q Tune Up Session
Ben Q Tune Up Session Now that you have had time to experience your BenQ interactive board. What questions do you have? Let's work through some real life work flow scenarios. Finally, we will also discuss InstaShare; what it is and how to use it. White Plains Staff Development Center 500 North Street, White Plains, NY 10605 Telephone: 914-422-2438

Meeting Dates

▼ 1 Meeting(s)

#	Date	Time	Location
1.	Thu Aug 11, 2022	8:30 am to 11:30 am	White Plains Staff Development Center 500 North Street, White Plains, NY 10605 Telephone: 914-422-2438

Instructors

Leslie Accardo
Kelly Nocca
Kelly Nocca
LHRIC

Sponsored By

LHRIC - Instructional Technology (Model Schools Courses)

Max Class Size

12

Location

Other

Invited Districts

Archbishop Stepinac High School
Ardsley Union Free School District
Bedford Central School District
Blind Brook-Rye Union Free School District
Brewster Central School District
Bronxville Union Free School District
Byram Hills Central School District
Carmel Central School District
Chappaqua Central School District
Clarkstown Central School District
Croton-Harmon Union Free School District

Union Free School District of the Tarrytowns
Valhalla Union Free School District
White Plains City School District
Yorktown Central School District

Enrollment Options

Description	Units	Subscriber Price
Hours	3.00	\$0.00

Payment Options

Model Schools Member
Model Schools Member

BOCES Contract Amendment
BOCES contract amendment

BOCES Cross Contract
For districts outside the Southern Westchester BOCES, you can download the Cross Contract form [HERE](#).

Need more information? Send an Email to laccardo@lhric.org

Enroll

You will be asked to verify and/or update your information.



▼ Web Registration

▼ Review Your Account Info

i If this doesn't show your name, [Click Here](#).

Registrant's First Name	Monica
Registrant's Last Name	Alvarez
Email Address	<input type="text" value="monicaalvarez@wpcsd.k12.ny.us"/>

Building/Division	<input type="text" value="Staff Development Center"/>
Select Position	<input type="text" value="Staff"/>
Job Title	Secretary Staff Development Center <small>Contact your organization's administrator to change job title.</small>

Home Phone Number	<input type="text" value="914-422-2438"/>
-------------------	---

Work Street Address	<input type="text" value="500 North Street"/>
Work Street Address 2	<input type="text"/>
Work City	<input type="text" value="White Plains"/>
State/Province	<input type="text" value="NY"/>
Zip/Postal Code	<input type="text" value="10605"/>
Work Phone Number	<input type="text" value="914-422-2438"/>


Do you require wheelchair access, physical assistance, or any other type of accommodation or assistance to attend this activity? ☐ Yes ☒ No

Update & Continue

**Please make sure that
your building &
position are accurate.**

- **Use your school email**
- Enter your school building address and school main phone number

This page will verify the course or workshop that you are enrolling in.

**LHRIC - Instructional Technology (Model Schools Courses)**

Registration Form

Activity Information

Activity Title

Ben Q Tune Up Session

Meeting Dates/Times/Locations

of Meetings

1

#	Date	Time	Location
1.	Thu Aug 11, 2022	8:30 am to 11:30 am	Location: White Plains Staff Development Center 500 North Street, White Plains, NY 10605 Telephone: 914-422-2438

Building/Campus

Other

Enrollment Options

Select an Enrollment Option

SelectUnits

☒ 3

Enrollment Type

Hours

Fee

\$0.00

Select this option to receive hourly credit.

Payment Types

Payment Method

SelectPayment Type

☒ No Cost

Select this option if there is no cost for this workshop.

Terms and Conditions

This enrollment entitles the participant of a subscribing school to attend the LHRIC's Model Schools courses and events. Every registrant must obtain prior approval from their designated administrator(s) prior to attending a session. A confirmation email will be issued as soon as the registration has been accepted by LHRIC. All listings are accurate at the time of registration. However, sessions may be canceled and rescheduled. Enrollees will be notified via email of any such changes. All notification emails are generated directly from My Learning Plan. NOTE: Registrants are encouraged to monitor email the evening prior to, or morning of, a scheduled session in the unlikely event of an emergency cancellation.

Confirmation

☐ I agree to the terms and conditions noted above.

Back

Submit

Southern Westchester BOCES

Sponsored by: LHRIC - Instructional Technology (Model Schools Courses)

450 Mamaroneck Avenue * Harrison * NY * 10528

Phone: (914) 592-4203 Fax: 914-347-5154 Email: laccardo@lhric.org

**Please make
sure to read
the terms and
conditions.**


Check the box
if you agree
and click on the
Submit button.



Click on the button to fill out the Approval form



▼ Request Approval From Your Administrator(s)

 Your organization uses Frontline Professional Learning Management to process the approvals for this registration.

Please submit the White Plains City School District internal request form by clicking the button below.

Submit Approval Form

BOCES/Regional Provider Request Form

Use this form to request approval to attend a professional development activity at an approved, integrated regional provider.

General Info

User	Monica Alvarez
Building	Staff Development Center
Department	Administration : Asst Supts.
Employee ID	7260
Submitted	8/8/2022 9:54 am
Dates	8/11/2022 to 8/11/2022 
Reference ID	D11719-WRA4131289-S-L109086036

Activity Details

This section contains information about the activity

Activity Title

Ben Q Tune Up Session

Description

Ben Q Tune Up Session

Now that you have had time to experience your BenQ interactive board. What questions do you have? Let's work through some real life work flow scenarios. Finally, we will also discuss InstaShare; what it is and how to use it.

White Plains Staff Development Center
500 North Street, White Plains, NY 10605
Telephone: 914-422-2438



Characters left **1691**

Website for Description

ENTER THE WEBSITE ADDRESS IF YOU HAVE IT

Be sure to fill out the form completely.

Some information may already be populated.



Please indicate:

- **Activity Format**- Select and click
- **NYS CTLE Category**- You can select more than one.
- **District Categories**- You can select more than one, if appropriate.

If substitute coverage is needed:

- Sub needed for Date #1- Select Yes.
- Select the absence period needed
- Location of absence 1- Should be your school building- If missing or incorrect, please enter it

Activity Format	Workshop			
NYS CTLE Category	<input type="checkbox"/> Content <input type="checkbox"/> ELL <input type="checkbox"/> Non-ELL <input type="checkbox"/> Pedagogy			
District Categories	<input type="checkbox"/> Conference <input type="checkbox"/> Research <input type="checkbox"/> Teacher Center Courses <input checked="" type="checkbox"/> Training <input type="checkbox"/> Travel <input type="checkbox"/> Unique Project			

Dates/Times/Locations, Sub needed?

# of Meetings	1			
MeetingDate 1				
Meeting 1 Date	31 08/11/2022		DELETE	
Start & End Time	8 AM	:30	To	11 AM :30
Location	White Plains Staff Development Center 500 North Street, White Plains, NY 10605 Telephone: 914-422-2438			
Sub Needed for Date #1	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Absence Period1	<input checked="" type="radio"/> AM <input type="radio"/> PM <input type="radio"/> FULLDAY <input type="radio"/> Absence Only			
Location of Absence1	Staff Development Center			

- When requesting a sub, enter additional information in the first box below.
- **Provider**- should be listed, in case it isn't, please enter in the information.
- **Type of BOCES/Regional Activity**- Select the appropriate one.
- **Purpose(s) for Attending**: You can select more than one.



***See note in red box regarding DURING THE WORK DAY below.**

Substitute Information	
Sub Dates/Times Needed	<div></div>
	<div> <div></div> <div>Characters left 255</div> </div>
Provider	
Provider	<div>LHRIC & SWBOCES</div>
If not on list, enter here	<div></div>
Type of BOCES/Regional Activity	
Type?	<div>--- Click To Select ---</div>
Purpose(s) for Attending	
<div> <div>If this is DURING THE WORK DAY, you cannot receive Inservice Credit towards Salary Advancement for attending. Please select your purposes accordingly.</div> <div> <div>Select a Purpose(s)</div> <div> <input checked="" type="checkbox"/> Professional Development Hours (100 hours/5 years) <input checked="" type="checkbox"/> Professional Growth <input type="checkbox"/> Inservice Credit for Salary Movement (if eligible) <input type="checkbox"/> Graduate Credit for Salary Movement (if eligible) <input type="checkbox"/> Stipend/Payment </div> </div> </div>	



Funding/ Payment: (see the box below & ONLY select one)

- **No Cost**

Is this a Technology Model Schools workshop/ Course? must be answered

Hours- The hours will automatically appear, if it does not, please enter it. If you are going for In-Service credit or

Regional Provider Registration Costs	
Registration Fee	<input type="text" value="0"/>
Other Estimated Costs (ONLY APPLICABLE IF DURING THE WORK DAY CONFERENCE)	
Estimated Mileage	<input type="text" value="0"/>
Estimated Lodging	<input type="text" value="0"/>
Estimated Meals	<input type="text" value="0"/>
Funding/Payment	
Payment Type	<div>District will reimburse teacher after the submission of receipts No Cost Building/Departmental Funding Teacher Center Mini Grant Funded</div>
Is this a Technology Model Schools workshop/ Course?	
Technology Model Schools?	<div>--- Click To Select ---</div>
Hours/	
Enter the number of Hours OR the number of Credits you are seeking for this activity	
Hours	<input type="text" value="3"/>
Credits	<input type="text" value="0"/>

District Goal(s) & Objectives(s)- You may select more than one.



Comments- Add any additional information that would help with the approval of the workshop or course. You can also add information about the funding payment, such as which administrator will cover the cost or a budget code provided to you.

Click "Submit" and it will go to the administrators for approval.

District Goal(s) and Objective(s)

Select At Least One District Objective

Goal : Increase knowledge of instructional and assessment strategies

- ☐ Increase knowledge and understanding in specialty area
- ☐ PD to increase knowledge in instruction and assessment

Goal : Successful Reading by Grade 2 and Beyond

- ☐ Broaden repertoire of instructional and/or assessment
- ☐ Teachers will deepen understanding of literacy
- ☐ Will deepen/refine understanding of balanced literacy

Goal : Differentiated Instruction

- ☐ Broaden repertoire of differentiated instruction strategies
- ☐ Teachers will build their knowledge of Differentiated Instruction

Goal : Success in Algebra and Beyond

- ☐ Broaden repertoire of instructional and/or assessment strategies
- ☐ Deepen knowledge of Mathematics Curriculum

Goal : New Teachers will be successfully inducted

- ☐ NT will develop the capacity to use effective instruction
- ☐ NT will increase knowledge of curriculum & assessment

Comments

Comments

laccardo@lhric.org



Characters left **2030**

Finish

Submit

Examples of Approval Summary



Some staff will have several administrators that will need to approve a course or workshop

Approval Summary			
Administrator	Approval Type	Status	Date
Martinez, Emerly	PRIOR	APPROVED	5/3/2021 7:02 am
Trieste, Christopher	PRIOR	APPROVED	6/2/2021 9:32 am
Hand, Debbie	PRIOR	APPROVED	6/3/2021 4:40 pm

Approval Summary			
Administrator	Approval Type	Status	Date
Bratcher, Paul	PRIOR	APPROVED	5/10/2022 12:18 pm
West, Gary	PRIOR	APPROVED	5/10/2022 3:55 pm
Varuolo, Rocco	PRIOR	APPROVED	5/10/2022 3:57 pm
Hand, Debbie	PRIOR	APPROVED	5/10/2022 4:34 pm

Don't wait till the last minute!

After your submission, you will see your Approval Summary.

- Send an email to all the names listed and let them know that you have submitted a request to take a workshop or course.
- Check your registration frequently to make sure that you have been approved prior to the start of the workshop or course.



Should you need help, please contact me
Monica Alvarez

monicaalvarez@wpcsd.k12.ny.us
914-422-2438

Location: Staff Development Center
(Next to the High School)