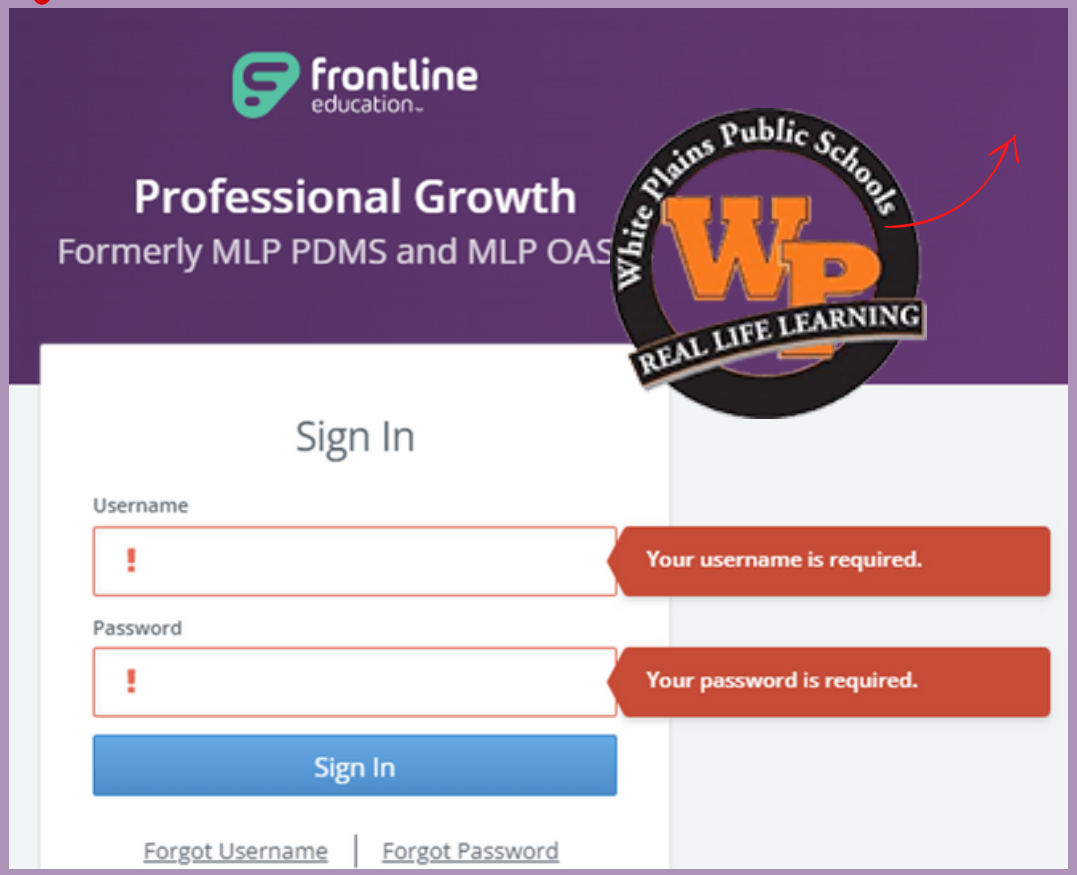
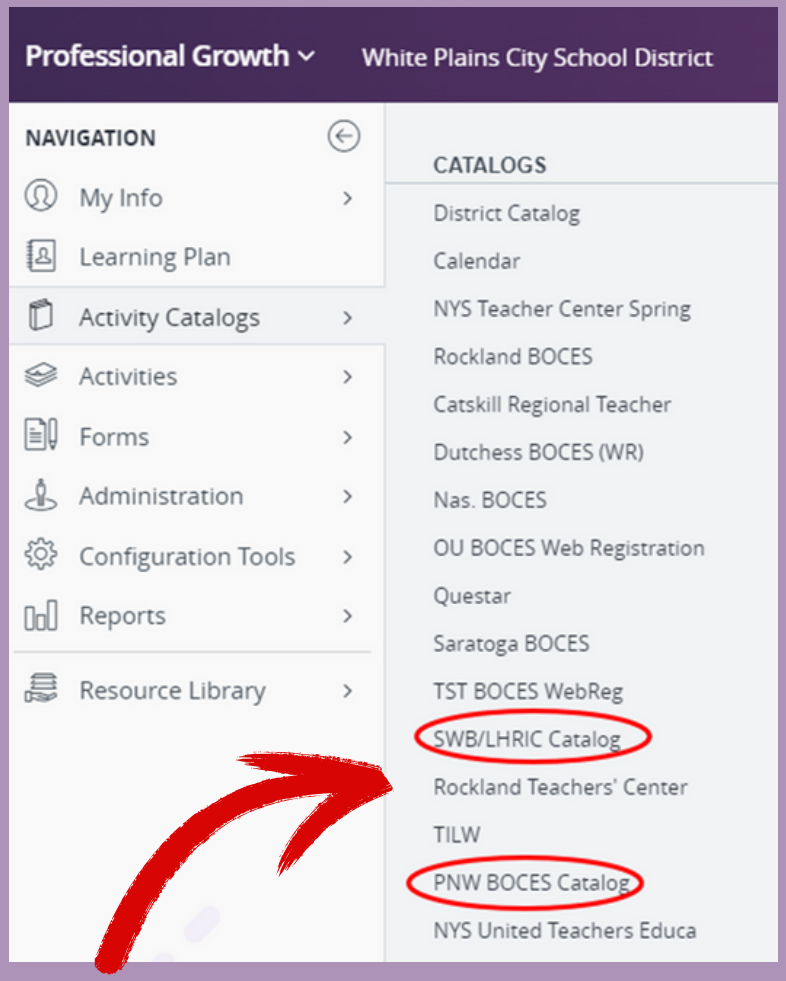
How to Register for an Out-District course

Scan this QR code to get to WPCSD Frontline Ed website





The district activitely 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.

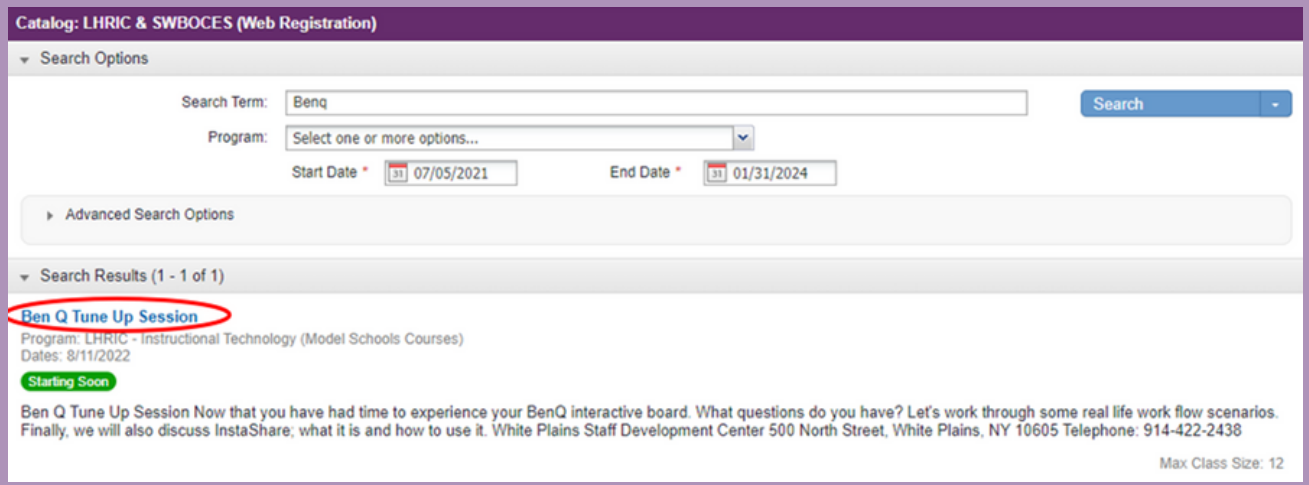
Under Activity Catalogs, select one of the catalogs listed. This will display the workshops that are being offered. You will need District approval to participate.

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

Some approvals may require more than two people.

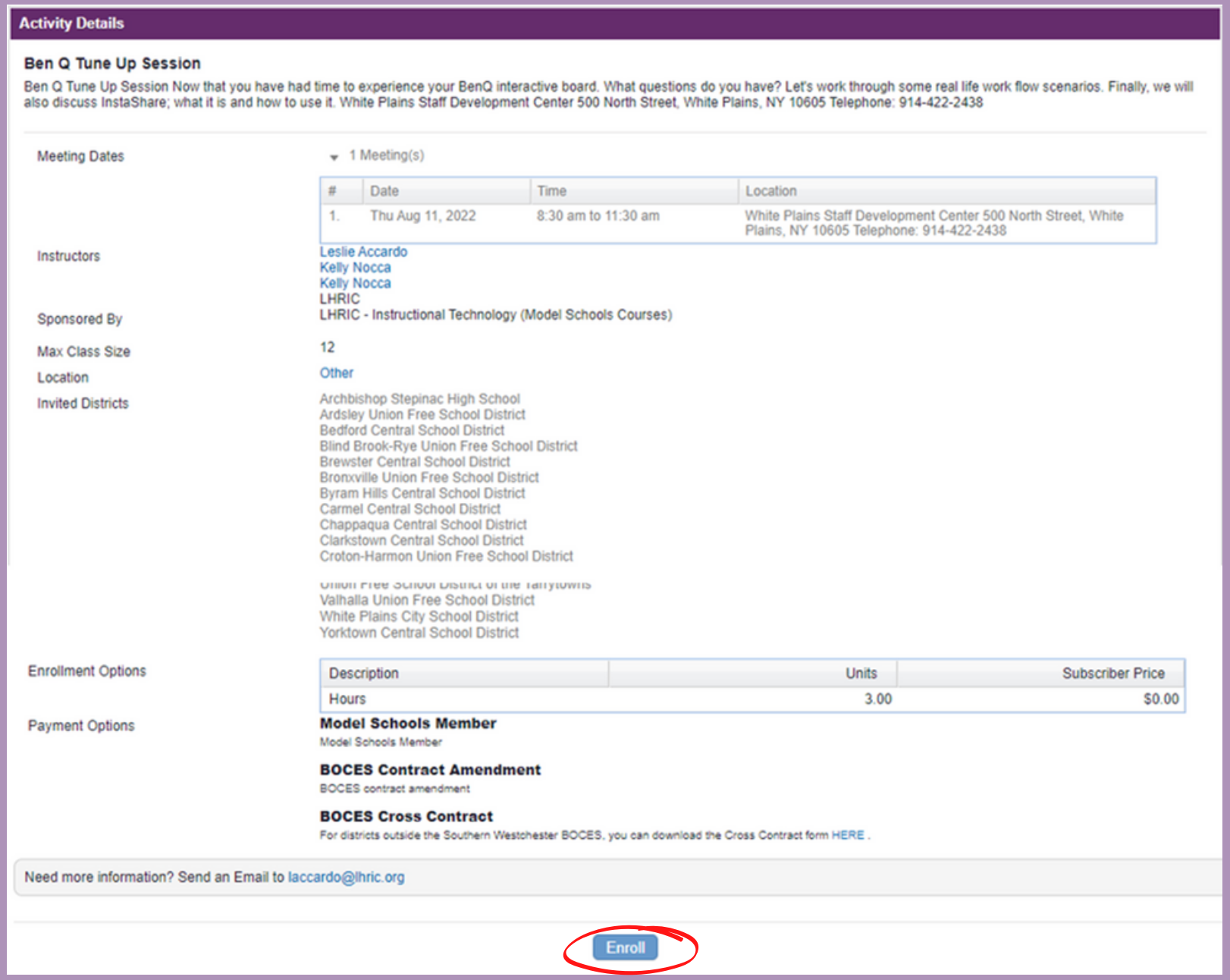
1.Choose from any catalogs above.

2. Click on the course title



This page will give all the information about th 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

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

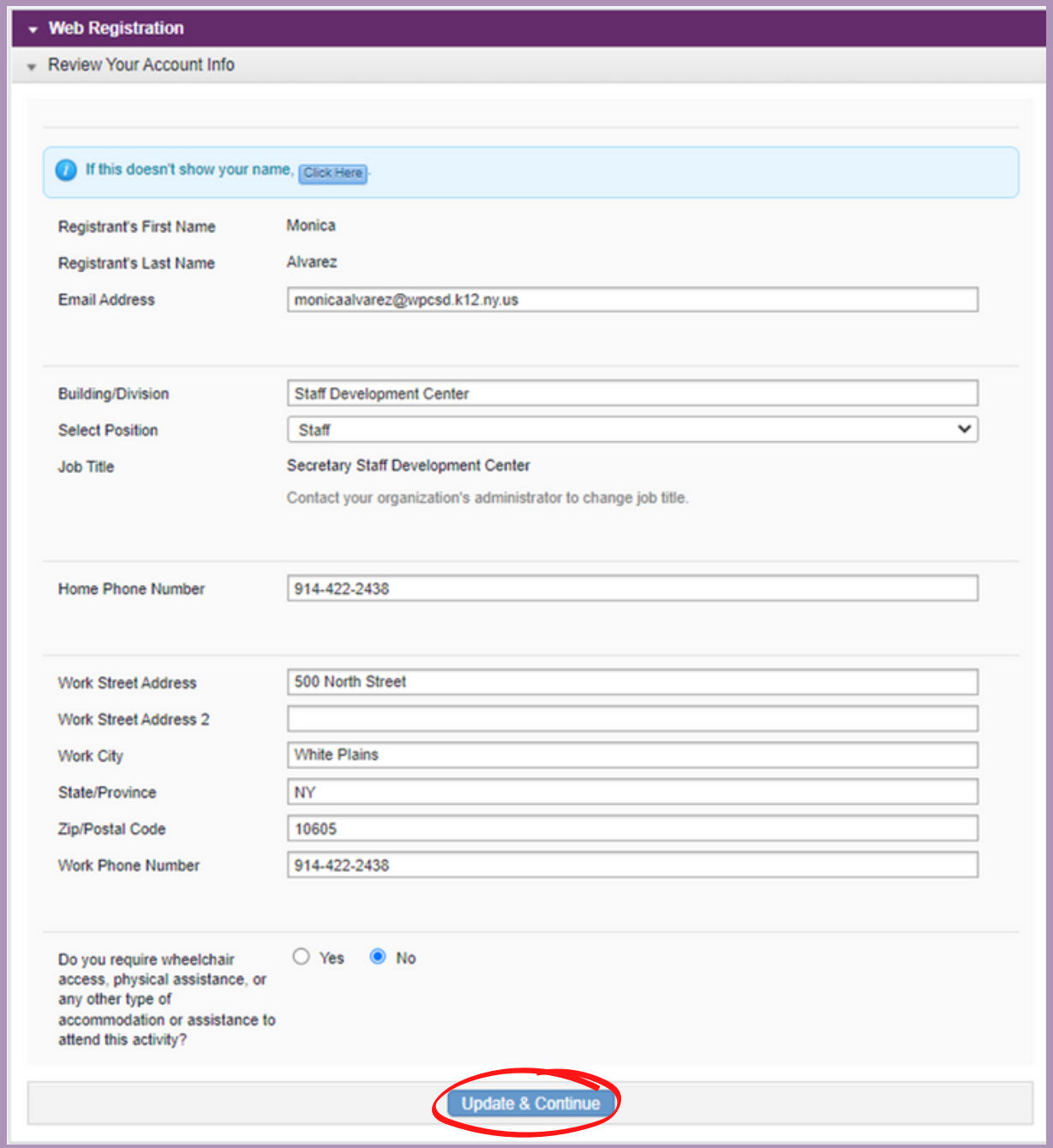
BOCES Contract Amendment
BOCES contract amendment

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

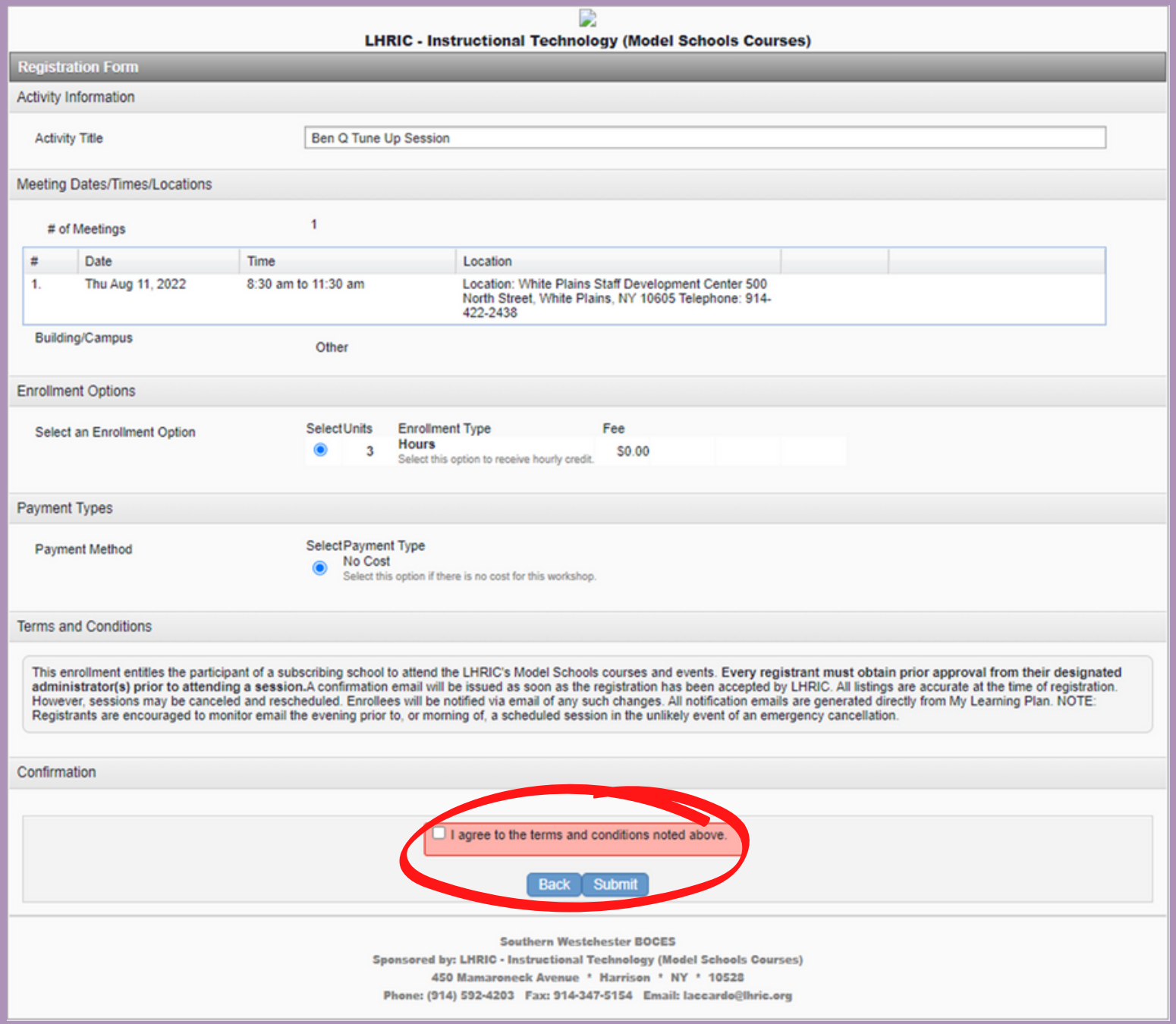
You will be asked to verify and/or update your information.



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

Select	Units	Enrollment Type	Fee
◉	3	**Hours** Select this option to receive hourly credit.	$0.00

Payment Types

Payment Method

Select Payment 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.

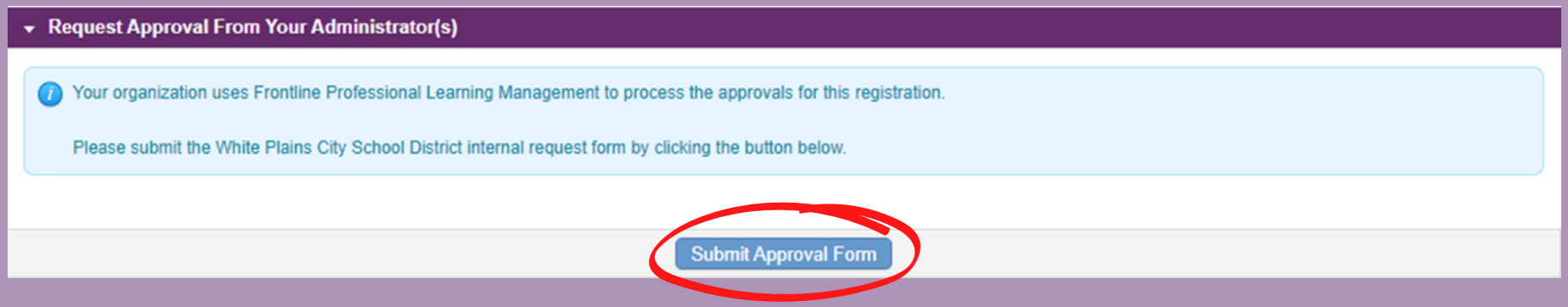
Back Submit

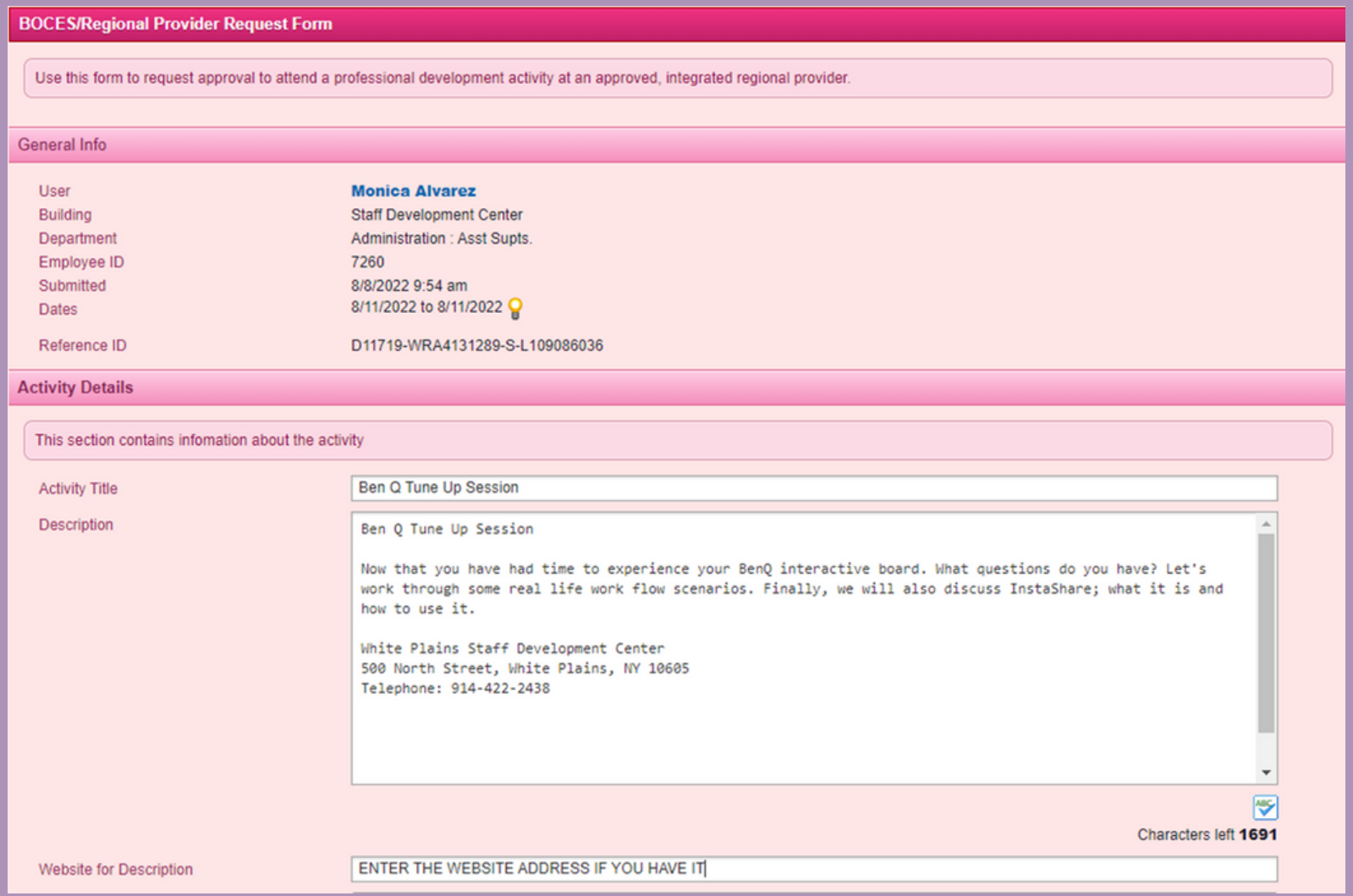
Southern Westchester BOCES
Sponsored by: LHRIC - Instructional Technology (Model Schools Courses)
450 Mamaroneck Avenue * Harrison * NY * 10528
Phone: (914) 592-4203 Fax: 914-347-5154 Email: laccardo@lhric.org

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





Be sure to fill out the form completely.

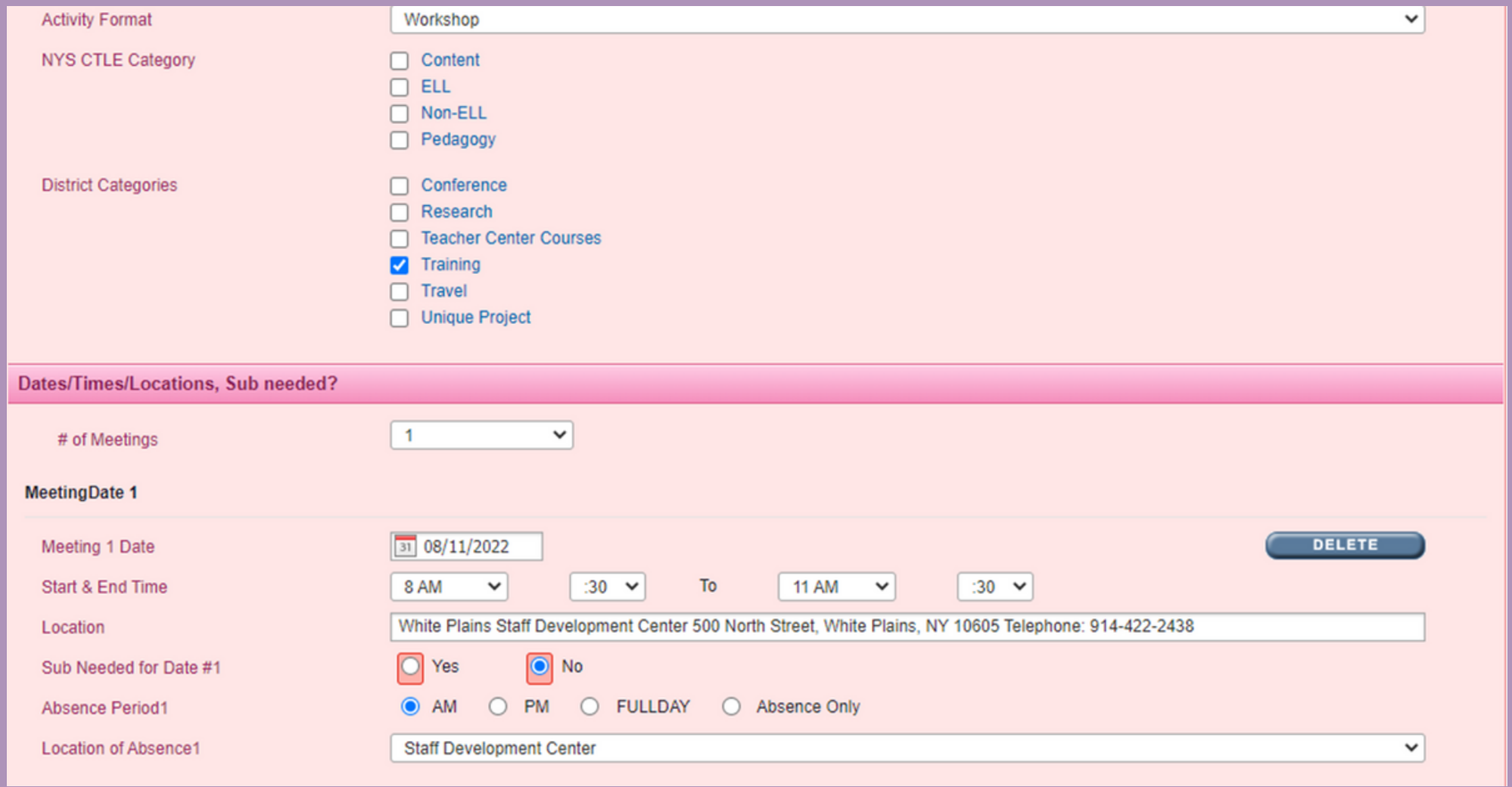
Some information may already be populated.

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.

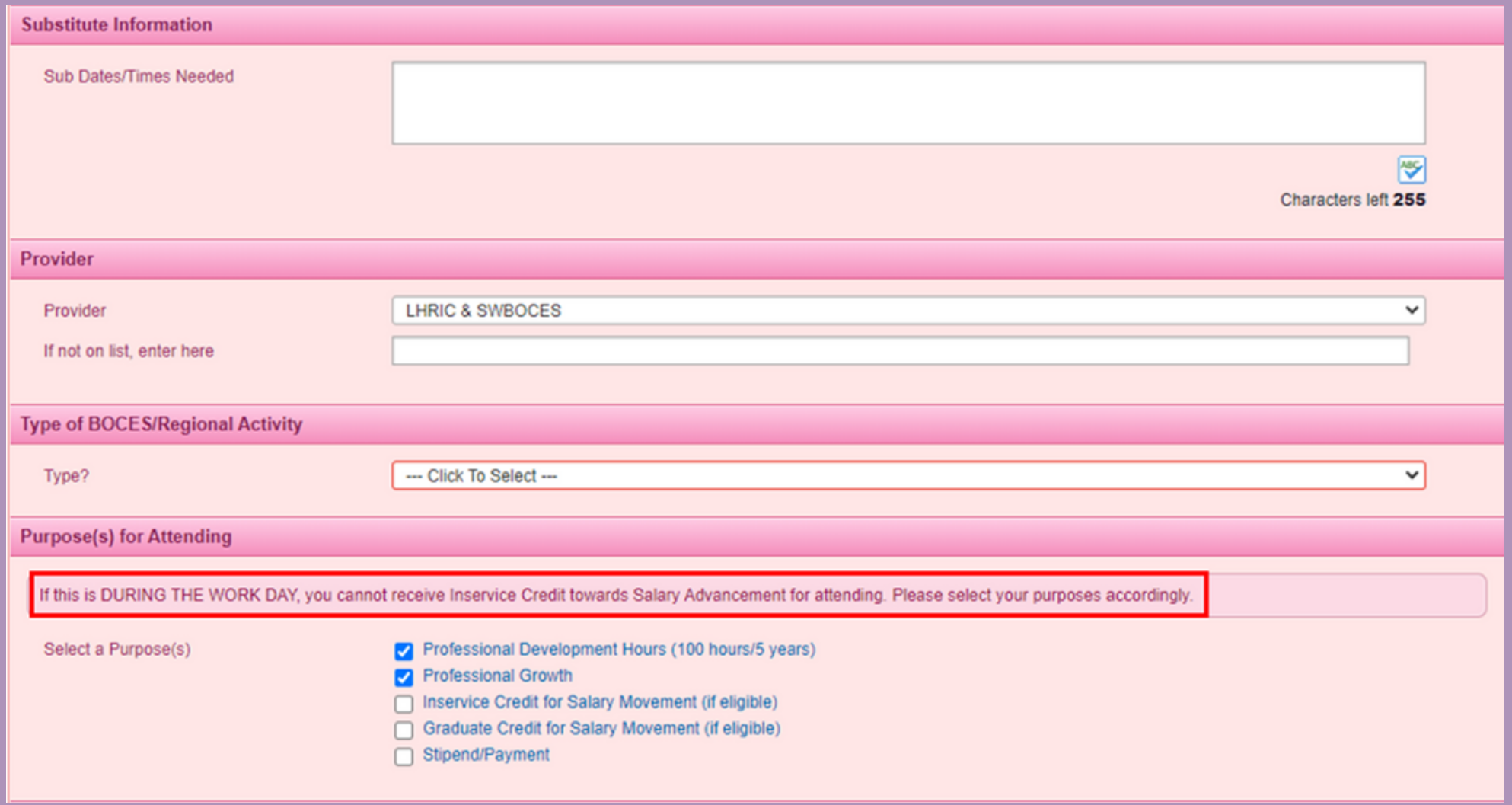
If substitute coverage is needed:

- 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



- 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.**

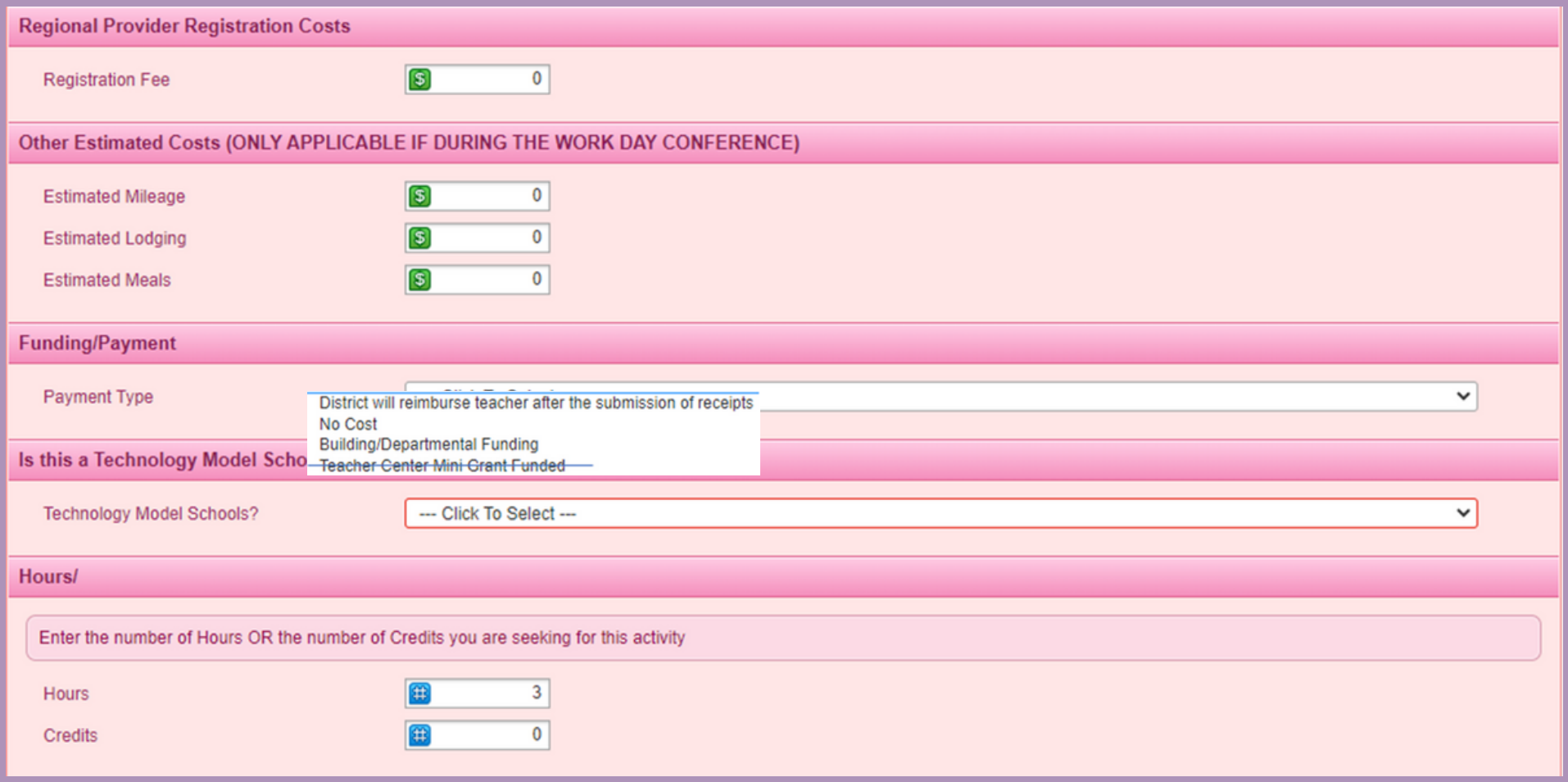


Funding/ Payment: (see the box below & ONLY select one)

- **No Cost**

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

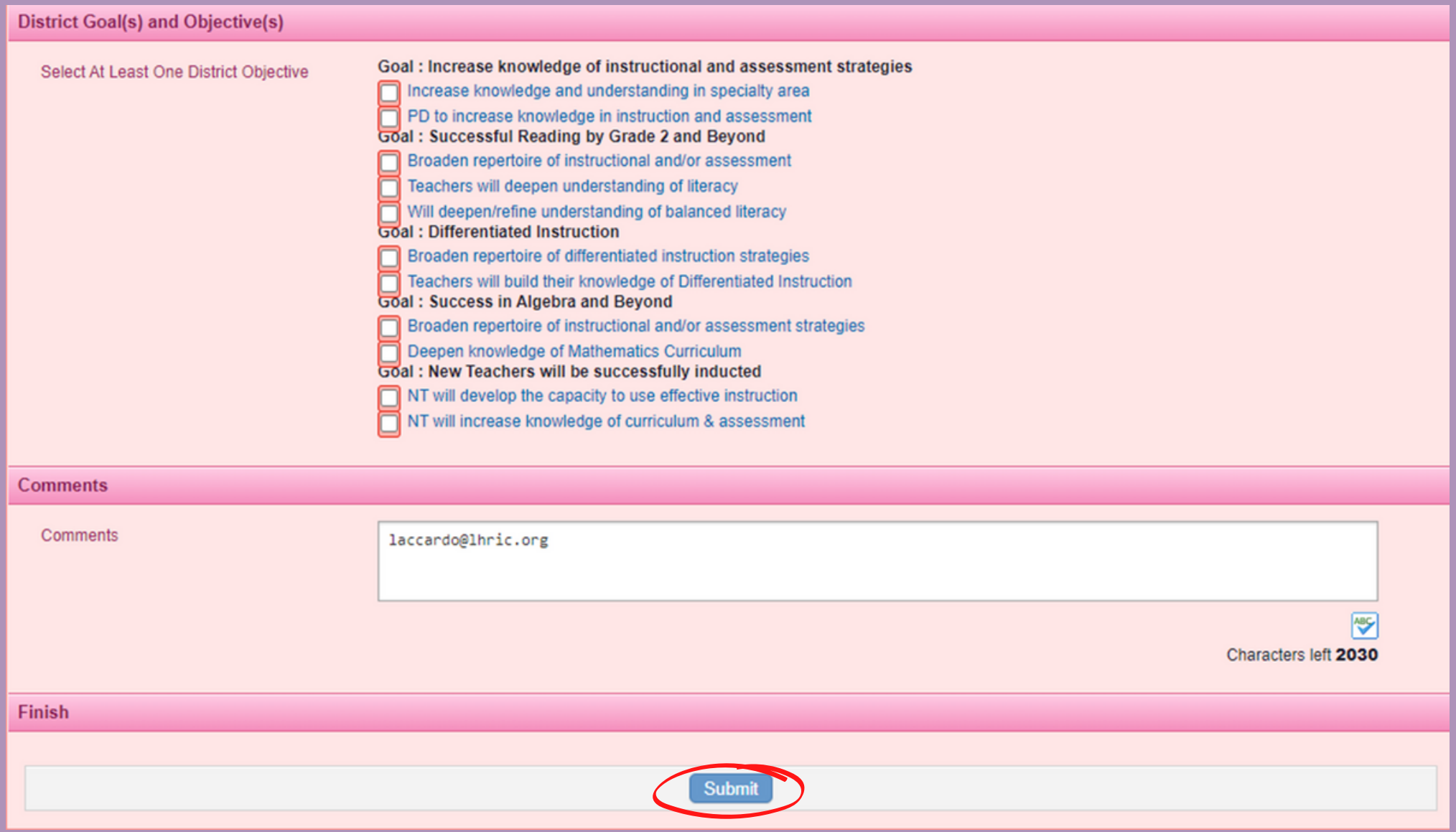
Hours- The hours will automatically appear, if it does not, please enter it. If you are going for In-Service credit or



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 adminstrator will cover the cost or a budget code provided to you.

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



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	APPROVED5/3/2021 7:02 am	
Trieste, Christopher	PRIOR	APPROVED6/2/2021 9:32 am	
Hand, Debbie	PRIOR	APPROVED6/3/2021 4:40 pm	

Approval Summary

Administrator	Approval Type	Status	Date
Bratcher, Paul	PRIOR	APPROVED5/10/2022 12:18 pm	
West, Gary	PRIOR	APPROVED5/10/2022 3:55 pm	
Varuolo, Rocco	PRIOR	APPROVED5/10/2022 3:57 pm	
Hand, Debbie	PRIOR	APPROVED5/10/2022 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)