

Log IN

HOW DO I LOG IN? Go to the Frontline Education / MyLearningPlan (MLP) link on the district homepage under Staff.

1. Click on the **LOG IN** icon.
2. Type in YOUR username and password. If you have problems in logging in, please contact Scott Houmard.

What about the IPDP!!!!

1. Submit and get approved a new IPDP (individualized professional development plan) online EVERY time that you renew or upgrade your license or certificate. Also, if you add a certification area to your current teaching license/certificate, you may submit a plan for that certification. You may update your plan at any time and it may be general enough to include all of your license and certification areas.

*Click on **My Plan (IPDP)** (which is found under **Forms**). This is the Individual Professional Development Plan (IPDP) form. An IPDP is required by the State Department of Education for all teachers that hold a certificate or license. One IPDP form must be submitted and approved for the certificate(s) or license(s) that you hold. When you receive a new certificate or license, a new IPDP form **must** be submitted and approved. Everyone needs to submit new IPDP's on MLP by September 15 of the renewal or upgrade year. Follow the directions and complete a new **IPDP** form for the license/certificate you have. Click Yes for one area on the list. If your certificate/license does not appear, type in the required information. Write several sentences regarding your professional development plan for the next five years in the 5-year professional development plan section. Also, write several sentences regarding how this plan will impact your students, the district, and the community in the impact section. When finished, click the **SUBMIT** button at the bottom. Always click the SUBMIT button to send the forms for approval. Remember, the IPDP is designed to help you align your learning activities so as to maximize your professional*

development. If you have questions or if you need help regarding the IPDP form, contact your building LPDC member or contact Scott Houmard (LPDC Chairperson) at the high school.

What about My Approval Request:

1. Submit and get approved an Approval Request form online BEFORE you take any courses or CEUs. After you complete the course, click on the course name under **Awaiting Final Credit**. Click on **Mark Complete**. **For CEU's, an official form from the conference/class should to be signed and submitted to us at Front (ATTN: LPDC).**

*Click on **My Approval Request** (which is found under **Forms**). This is the LPDC Request for Approval Form that has tuition reimbursement options. This form needs to be filled out and submitted prior to attending an activity that issues graduate credit, contact hours or CEU's. Make sure you type in the course description. You must also verify that the course is from an accredited college or university. You will notice a section on this form called the verification section. ODE requires that you must be taking coursework from an Ohio Department of Education approved institution for high learning or its equivalent if from an out of state college or university. If the out of state institutions (including on-line versions) is accredited in the home state they reside in, Ohio will accept it and therefore we will accept it. Use the link provided to help you find the accreditation information. If you leave the course description area blank, your request will not be accepted. After you have completed the course, click on this item under Awaiting Final Credit. Click on **Mark Complete**. You will need to have an official transcript on file in the superintendent's office that shows all coursework used to renew or transition a license/certificate. **Note:** Your professional development should focus on your short term and long term professional goals. If you have questions or if you need help regarding the LPDC form, contact your building LPDC member or contact Scott Houmard at the high school.*

What about being Highly Qualified: Teacher/Coursework:

Remember, as a professional, it is **YOUR** responsibility to know when you need to renew or upgrade your teaching license/certificate. Our job is to assist you in this process. According to the State, failure to hold a current, valid teaching license/certificate may cause loss of job. In our contract, we must hold a valid teaching certificate/license before the first day of school. Official transcripts are used to verify all coursework used to renew certificates/licenses. The type of coursework required to upgrade or renew a license/certificate according to the State Dept. of Ed. is limited to coursework in the following areas:

- A. Coursework in the content area/subject in which you are certificated/licensed.
- B. Professional education coursework provided at an approved teacher education institution.
- C. Coursework demonstrating a clear relationship to improve your teaching skills.
- D. COURSEWORK MUST FIT YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)!

All coursework must be completed at a college or university that is approved by the Ohio Board of Regents to grant the baccalaureate degree (or the equivalent if completed out of state). Professional education coursework must be completed at an institution approved by the State Board of Education for teacher preparation.

- 1 semester hour = 3 CEU
- 1 contact hour = .1 CEUs
- 10 contact hours = 1 CEU
- 20 independent hours = 1 CEU

The State Dept. of Education requires that you must complete 6 credit hours or 18 CEU's in order to renew/convert to a license. No years are deducted for each year of teaching. Official transcripts are used to verify all coursework used to renew certificates or licenses. Note: You may renew after Jan 1 of the year your certificate or license expires. You will need to take 9 additional hours if not completed by Sept 1 so get your paperwork in early.

What about Tuition Reimbursement:

1. Tuition reimbursement and request for approval forms are combined together. You must fill all the information on the form and if you select graduate credit hours, your form will automatically be submitted to the Superintendent for approval if the LPDC committee finds that it fits your professional development plan (IPDP). Make sure to submit this form online to the LPDC BEFORE you take any courses in which you are seeking partial reimbursement. You are limited to 9 credit hours for partial reimbursement (as per the contract). After completion of course, click on its name under **Awaiting Final Credit**. Click on **Mark Complete**. This will send the form back to the LPDC for final approval. (You find a link to the completed form after you login to MLP.) You will need to submit a copy of this final approval form showing the Superintendent and LPDC approvals with an **official** transcript to the superintendent's office. This is due by Sept 15 to Superintendent's office. In September, a reminder e-mail will send out to all staff members regarding tuition reimbursement. In the e-mail, you will be instructed to indicate how many credit hours that you are seeking partial reimbursement for. This will allow the administration to double check your work. Remember, payment cannot be made until all paperwork is submitted and received. Remember to **CLICK MARK COMPLETE** after you are finished with any course that you take for your forms will remain in cyber world forever.

WHAT ABOUT MY PORTFOLIO:

1. The area to the right of the Box when you log in called **My Current Activities** lists your activities that are pending approval or activities that have been approved. You may click on the activities to view more information. You may also print up the forms if you want a copy of them. If you have questions or if you need help, contact your building LPDC member or Scott Houmard.

OTHER INFORMATION:

When you are finished working in Frontline/MyLearningPlan.com, make sure to LOGOUT by clicking the **LOGOUT** icon.

Remember, submission of a form is not permission. You must receive approval notification. If you have not received an approved or denied request back in a reasonable amount of time, let us know.

Always remember to click submit at the bottom of the forms in order for it to be processed.