

Frontline Education – Professional Growth User Information Sheet

Step 1: Open the invitation email to set up access to Professional Growth if you haven't done so already.

Step 2: Go to Mid-East's website (www.mideastctc.org) and click on the "Professional Growth (LPDC)" link under the "Staff Links" dropdown box.

Sign in using the username and password information that was created from the invitation email.

Step 3: Click on the arrow located at the left of the screen to expand the navigation box (if it is not already expanded).

Step 4: Click on "My Info" in the navigation box to view your user profile. Click on "Portfolio" to view CEUs and/or credits that have been approved.

Step 5: Under "Forms" in the navigation box, you can complete the following forms and submit for approval when necessary:

- Special Activities Log
- CEU Request
- Special Projects Pre-Approval
- Tuition Reimbursement
- IPDP – Administrators
- IPDP – Teachers

If you currently hold one of the following types of licenses, you will only submit the Tuition Reimbursement form to be approved by the Superintendent until you receive your 5-year advanced or professional license:

- **2-Year Career Technical Workforce Development**
- **2-Year Resident Educator**
- **4-Year Resident Educator**

Please contact Michelle Johnson at mjohnson@mideastctc.org or at Ext. 6316 for more information on this process.