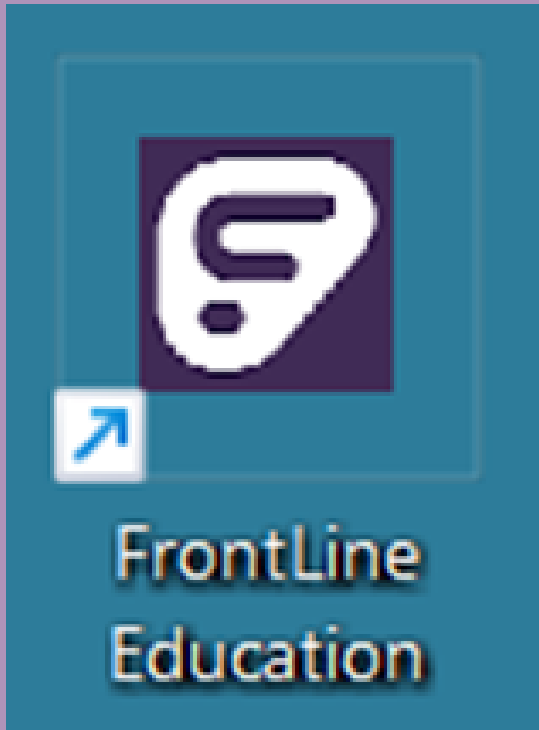
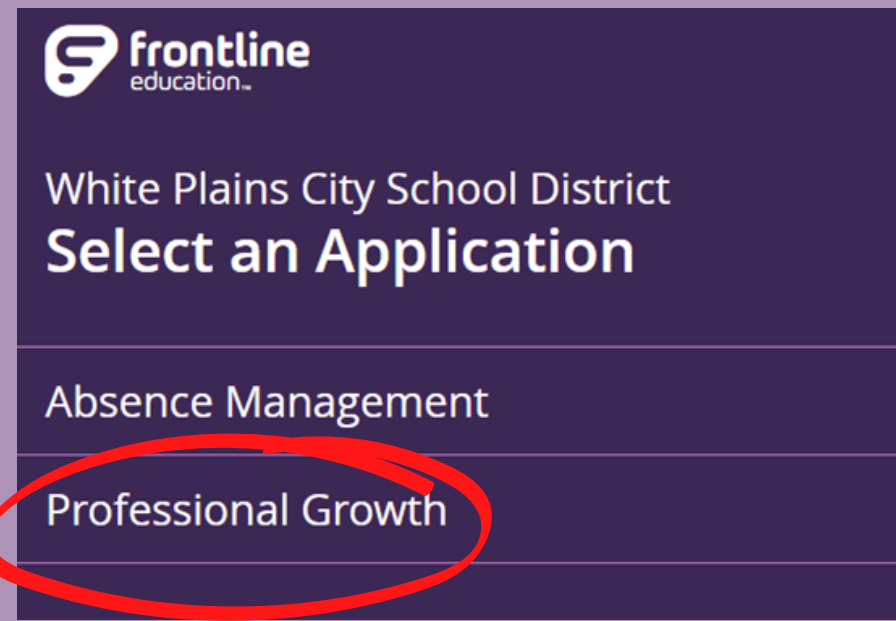


# How to Register for an Out-District course



Click on the  
desktop icon to  
log on



Click on select item


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](mailto:laccardo@lhric.org)

**Enroll**

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



Web Registration

Review Your Account Info

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:  3 Units,  Hours

Enrollment Type: Hours

Fee: \$0.00

Payment Types

Payment Method:  No Cost

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.

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: laecardo@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)

*i* 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	<b>Monica Alvarez</b>
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	<p>Ben Q Tune Up Session</p> <p>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.</p> <p>White Plains Staff Development Center 500 North Street, White Plains, NY 10605 Telephone: 914-422-2438</p>
Website for Description	ENTER THE WEBSITE ADDRESS IF YOU HAVE IT

Characters left **1691**

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

 Characters left **255**

---

**Provider**

Provider

If not on list, enter here

---

**Type of BOCES/Regional Activity**

Type?

---

**Purpose(s) for Attending**

**If this is DURING THE WORK DAY, you cannot receive Inservice Credit towards Salary Advancement for attending. Please select your purposes accordingly.**

Select a Purpose(s)

- Professional Development Hours (100 hours/5 years)
- Professional Growth
- Inservice Credit for Salary Movement (if eligible)
- Graduate Credit for Salary Movement (if eligible)
- Stipend/Payment



**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	<input type="text" value="District will reimburse teacher after the submission of receipts"/>
	<ul style="list-style-type: none"><li>No Cost</li><li>Building/Departmental Funding</li><li>Teacher-Center Mini Grant Funded</li></ul>
Is this a Technology Model Schools?	<input type="text" value="--- Click To Select ---"/>
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**

# 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](mailto:monicaalvarez@wpcsd.k12.ny.us)  
914-422-2438

Location: Staff Development Center  
(Eastview MS Rm124)