Professional Development System

Frequently Asked Questions

Professional Development Frequently Asked Questions

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- ➤ *For Technical questions*
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- ➤ *For Endorsements*
    - ○ Work with the school administration team and the district curriculum specialist.

- ➤ *For Mentors and Stipend questions*
    - ○ Phone Call to State and Federal Programs and Grants office at 941-927-9000 ext. 34641.

Definitions

- ➤ *The Professional Development System (PDS)*
    - ○ The PDS online system allows users to access their in-service history report, submit for out-of-district in-service credit, and to view and register for school- and district-sponsored courses.

- ➤ *Professional Development Facilitator*
    - ○ All schools have a designated Professional Development Facilitator. The school site professional development facilitator can answer questions about the PDS system and courses being offered at the school site.

- ➤ *Conversion of Points*

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- o One clock hour training = 1 in-service point

- o 1 semester hour = 20 in-service points

- o 1 Continuing Education Unit (CEU) = 10 in-service points (dependent upon sponsoring organization)

- ➤ *In-Service Credit*
  - o In-service is a generic term that applies to training which a teacher attends while he/she is in service as a Florida Certified Teacher. Generally, one hour of training is equivalent to one in-service credit point. This is one point of recertification credit toward the 120 points required every five years for Florida teacher recertification.

- ➤ *Recertification*
  - o In-service training credit is used for renewing a Florida teaching certificate and is also known as recertification credit. Teachers certified in one or two areas must earn 120 points to renew their certificate every five years. Twenty of the 120 total points must be Students with Disabilities (SWD) credit.

  - o The following teachers will be required to have 40 of their in-service credits based on reading instruction beginning with the 2020-2021 school year:
    - ▪ Any teacher who will be providing Tier 3 interventions in Reading grades K-12.
    - ▪ Any teacher who will be teaching reading to retained students.
    - ▪ Any teacher who will be teaching third-grade summer reading camp.

  - o Only State/District-approved professional development training counts toward recertification.

- ➤ *Salary Credit*
  - o Salary credit is available only to instructional staff hired before July 1, 2011. The opportunity to earn salary credit will terminate on June 30, 2020.

  - o If the recertification credit is earned outside of duty time, and no other compensation is paid, then it also earns salary credit points toward the Bachelor+30 (600 points) and Masters+45 (900 points).

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o All salary increase requests must be made by contacting Human Resources when a teacher reaches Bachelor +30, Master's or Master's +45 until June 30, 2020.

o Salary credit cannot be earned for transfer credit, during personal days, sick time, or while on a leave of absence.

o Salary credit will not be counted if submitted more than five years after completion.

o University classes count toward B+30 and M+45 but may not show on an in-service report in the PD System.

Approved Professional Development for Recertification

➢ *School-Sponsored Training*
  o A teacher earns in-service credit whenever one attends professional development training at the school. This training is submitted to the school-site Professional Development Facilitator. Be sure to sign in on any rosters at the school site.

➢ *Approved Out-of-District Online Courses*
  o Online courses must be on the list of Approved Out-of-District Online Class Providers to earn credit.

➢ *Approved Online ESE/SWD Classes*
  o Online courses must be on the list of Approved Online ESE/SWD Classes to earn credit

➢ *University or College Courses*
  o A teacher may obtain recertification credit for university/college coursework by asking the university to send the official transcript directly to Human Resources at Sarasota County Schools. The school or institution must be regionally accredited.

➢ *Certification Area Exam*
  o A teacher may satisfy 60 points of recertification credit by taking an FTCE exam within their current validity period in a subject area in which they are currently certified.

  o An exam taken in a new area of certification must be added to their certificate before they can use the 60 points towards recertification.

- A passing score on a subject area test in the certification area shown on the certificate may be used to renew the coverage on the professional certificate. A subject area test shall be approved by the Florida State Board of Education and shall be in a certification area shown on the certificate. One test shall be equal to three semester hours of college credit. Official documentation of a passing score on each subject area test used for the renewal of the certificate shall be submitted.

➢ *Book Study*
  - Book study groups must have an application component built into the process whereby the participant implements the strategy or concept into their classroom.

  - Principals should know what the study group is implementing at each school site. Once the topic and hours have been established, the study group facilitator must secure the principal's digital signature of the new course form within the PD system.

  - After the course has been approved, and the section has been created, the study group can register for the section within the PD system.

  - The PD Facilitator should provide each participant with a self-study form which the participant completes at the end of the study group. The self-study form should be kept in a file that remains with the school should an auditor request it.

  - Learners can earn one in-service point for each hour spent in class.

  - Learners can earn up to 50% of the total number of in-class points for out-of-class assignments in which they apply and implement the learned strategies/concepts into their classrooms.

  - The maximum number of points that can be earned is 30 in-service points.

  - Study group facilitators can earn additional in-service points for lesson preparation, for the first time that the study group is implemented. The total additional points may equal up to 50% of the time spent in class.

  - Study group facilitators may not earn additional in-service points when a study group is repeated.

  - For learners to earn in-service points, the Instructor and/or PD facilitator must approve the in-service points in the PD System.

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Log-in Questions

- ➢ *Which browser should be used?*
  - ○ Please use Google Chrome 🔴 to access the PD System.

- ➢ *How can I learn more about the PD system?*
  - ○ There is an overview video that can be found on the log-in page
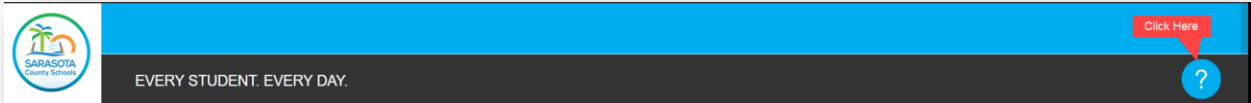
  - ○ The additional resources can also be found on the Sarasota County Schools Professional Development Website

- ➢ *How do I log-in to the PD System as an active SCS Employee?*
  - ○ Navigate to sarasotacountyschools.net and click 'Find It Fast.'

  - ○ Next, click 'For Employees'

  - ○ Click the MySCS link and log-in with your 'A' number and district password.

  - ○ Click the 'Productivity' tab found at the bottom of the screen.

  - ○ Click the 'Professional Development' tile.

- ➢ *How do I log-in to the PD System as an inactive or non-employee?*
  - ○ Navigate to sarasotacountyschools.net and click 'Find It Fast.'

  - ○ Next, click 'For Employees.'

  - ○ Click the 'Professional Development System' link.

  - ○ Next, click the 'Non-Employee Click Here' link at the bottom of the screen.

  - ○ If you do not have a Non-Employee account:
    - ▪ Complete the registration form and click the 'Submit' button.
    - ▪ A user id and password will be generated and emailed.

  - ○ If you have a Non-Employee account:
    - ▪ Click the link at the top of the page to log-in.

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> *Can teachers on leave access the PD system?*
> - Yes, teachers on leave can access the PD system by creating a non-employee account (see above)?

Out-of-District In-Service Questions

In-service earned outside the district requires that a teacher request credit electronically through the PD system.

'Request for In-service Credit' form must be submitted within 30 days of completion.

> 'Request for In-service Credit' must be completed by June 30 of each school year to ensure credit is assigned to the appropriate recertification period.

> *Whom do I contact for out-of-district in-service questions?*
> - Help Ticket
>   - Applications→Professional Development→Out-of-District Requests
> - Phone Call
>   - Human Resources at 941-927-9000 ext. 31200 and ask to speak to the administrative assistant that handles out-of-district credit.

> *What documents do I need to submit for out-of-district in-service request?*
> - Option 1 The Certificate of Completion. The Certificate of Completion must include sponsoring organization, the course title, number of hours earned, date earned, signature of instructor or designee, and the teacher's name.
>
> - Option 2: If the Certification of Completion is NOT available, the teacher must upload the agenda and self-study form.

> *How do I complete a request for out-of-district in-service credit?*
> - Once logged into the PD system, click the 'Forms' link.
>
> - Next, click the 'Request for In-Service Credit' link to begin the new form.
>
> - A comprehensive instructional guide can be found by clicking the question mark next to the name.

> *What do the different sections mean under the In-Service Credit Form(s)?*

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- o There are three sections under the 'In-Service Credit Form(s) section:
    - Pending – In-Service Credit form is awaiting an approval signature.
    - Denied – In-Service Credit form is awaiting an update from a user.
    - Approved – In-Service Credit form is approved and finalized.

Transcript Questions

The PD transcript is a record of the learner's in-service history, which includes trainings the learner has completed while employed at Sarasota County Schools.

- ➤ *Certification and Recertification questions*
    - o Help Ticket
        - Applications→Professional Development→Certification Questions

    - o Phone Call
        - Human Resources at 941-927-9000 ext. 31200 and ask to speak to a Certification Specialist

- ➤ *How do I view a transcript/in-service history within the PD system?*
    - o Once logged into the PD system, click the 'Transcript/Reports' link.

    - o The transcript will default to the current certification period.

    - o A comprehensive instructional guide can be found by clicking the question mark next to the name.
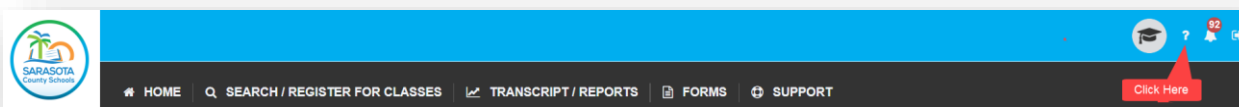
- ➤ *What does the green highlighted row on the transcript mean?*
    - o These are courses/sections that have not been fully approved and sent to Human Resources. Once the credits have been approved by the PD Administrator, the information is posted to Human Resources and viewable on ESD.

- ➤ *Why isn't all history showing on the transcript?*
    - o Choose the 'All Years' dropdown to see all history.

- ➤ *What should I do if I find an error on the transcript?*
    - o Submit a help ticket for the issue to be reviewed.
        - Applications→Professional Development→Technical Issues

Course/Section Questions

➢ *How do I search for a course/section?*
   ○ Once logged into the PD system, click the 'Search/Register for Classes' link.

   ○ The top section allows one to search by any of the following:
      ▪ Course Name
      ▪ Description
      ▪ Section ID number
      ▪ Start date of the course
      ▪ Students with Disabilities (SWD) flag
      ▪ Learning Method
      ▪ PRIDE Domain/Competency
      ▪ Subject Area

➢ *How do I register for a course/section?*
   ○ Once logged into the PD system, click the 'Search/Register for Classes' link.

   ○ Click the course/section to open the course details.

   ○ Click the 'Enroll' button to enroll in the course.
      ▪ If the button says 'Waitlist,' there are currently no available seats, but you can enroll to be placed on the waitlist.

   ○ A comprehensive instructional video can be found by clicking the question mark next to the name.
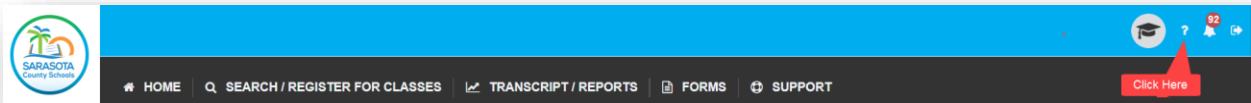
➢ *What do I do if I enter the wrong points when I enroll in a course/section?*
   ○ For a course/section in the future, one can drop the course and re-enroll.

   ○ For a course/section in the current or past, one will need to contact the instructor to modify the points for the course/section.

➢ *How do I drop a course/section?*
   ○ Once logged into the PD system, click the 'Home' link.

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- o Under 'Learner's Future Courses,' click the course/section you would like to drop.

- o Next, click the 'Drop' button.

- o One can only drop from a course/section that has not begun. If the course/section has started, one must contact the instructor to drop the course/section.

- ➢ *How do I create a course?*
  - o Once logged into the PD system, click the 'Forms' link.

  - o Click the 'Request a New Course' to open the 'Add Course' form.

  - o All fields with a red asterisk are required.

  - o Once all required fields are populated, click the first approval signature and click the 'Add Course' button.

  - o A comprehensive instructional video can be found by clicking the question mark next to the name.
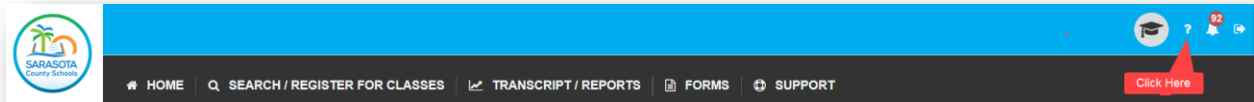
- ➢ *What do I do if a course has been denied?*
  - o When a course is denied, it is editable by the next role that approved the course.
    - ▪ Approval chains are typically:
      - • School-site Learner/Instructor→PD Facilitator→Principal→PD Administrator
      - • District-site Learner/Instructor→PD Facilitator→PD Administrator

  - o One will need to contact the person who approved the form last and ask them to correct the error and re-approve the form. Another option is they can deny the form so that it routes to the next level for edits.

- ➢ *What do the different sections mean under the New Course Form(s)?*
  - o There are three sections under the 'New Course Form(s) section:
    - ▪ Pending – New Course form is awaiting an approval signature.
    - ▪ Denied – New Course form is awaiting an update from a user.

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- ▪ Approved – New Course form is approved and ready for a section to be created.

- ➢ *How do I approve/deny a course?*
  PD Administrators MUST approve the 'New Course' form before a section can be created.
  - o Once logged into the PD system, click the 'Forms' link.

  - o Expand the 'New Course Form(s)' area by clicking the greater than sign '>.'

  - o There are three sections under the 'New Course Form(s)' section:
    - ▪ Pending – Courses awaiting an approval signature.
    - ▪ Denied – Courses awaiting an update from a user.
    - ▪ Approved – Courses approved and ready for the next steps.

  - o To approve or deny a 'New Course' form, expand the 'Pending' area by clicking the caret '^.'

  - o The expanded Pending area will display all 'New Course' forms awaiting an approval signature from PD Facilitator, Principal, or PD Administrator.
    - ▪ Click the course to view the 'Updated Course' form.

  - o Scroll to the bottom of the form.

  - o The bottom of the form will show all Approval Signatures.
    - ▪ Approval chains are typically:
      - • School-site Learner/Instructor→PD Facilitator→Principal→PD Administrator
      - • District-site Learner/Instructor→PD Facilitator→PD Administrator

  - o To Approve the form, click the 'Approved' status radio button. To Deny the form, click the 'Denied status radio button.
    - ▪ A pop-up box will appear for any notes to be added. If no notes are needed, click the 'Close' button.
    - ▪ Click the 'Update Course' button when complete.

  - o A comprehensive instructional video can be found by clicking the question mark next to the name.

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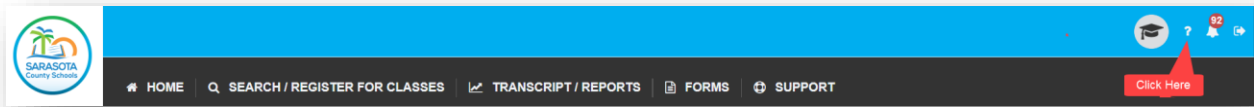
- ➤ *When can a learner enroll in a newly created course?*
    - ○ Learners do not enroll in a course; they enroll in a section. A section must be created for a learner to enroll.

- ➤ *How do I create a section?*
    PD Administrators MUST approve the 'New Course' form before a section can be created.
    - ○ Once logged into the PD system, click the 'Forms' link.

    - ○ Next, click the 'Add Section' link.

    - ○ Choose an approved course from the dropdown 'Course' list.

    - ○ All fields with a red asterisk are required.

    - ○ The section title is used to differentiate multiple sections under the same course.
        - ▪ One can create multiple sections for the same course (i.e., North County/South County).

    - ○ At the bottom of the form, one will need to enter meetings and location times.
        - ▪ For online or blended courses, click the 'Online or Blended (Online and In-Person Section' checkbox.

- ➤ *How do I delete a section I created in error?*
    - ○ Cancel the section either through the 'Home' or 'Forms' link.

    - ○ Click the section to cancel.

    - ○ Next, click the 'Cancel Section' button.

    - ○ It will ask to verify that the PD Facilitator has been notified.

    - ○ It will be prompted to enter a message. An email will be sent to all learners enrolled.

- ➤ *How do I add a learner to a course/section?*
    - ○ Learners can be viewed in the 'Instructor's Future Courses.'

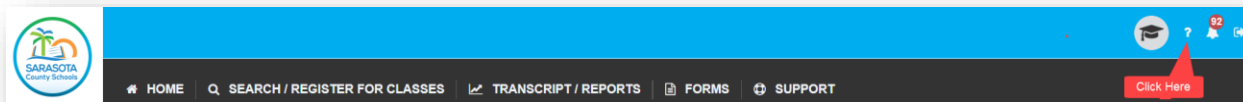## Professional Development Frequently Asked Questions

- o Click the course section to access the course details page.

- o Click the 'Search for Learner' button and search for the learner to be added.

- o Click to highlight the name of the learner to be added and click 'Add Learner.'

- ➤ *How do I drop a learner from a course/section?*
  - o Learners can be viewed in the 'Instructor's Future Courses.'

  - o Click the course section to access the course details page.

  - o There may be two lists: 'Enrolled Learners' and 'Waitlist Learners.'

  - o Click the name to be dropped and click 'Drop.'

- ➤ *How do I add a waitlist learner to a course/section?*
  - o Waitlist learners can be viewed in the 'Instructor's Future Courses.'
    - ▪ A red star next to the course section indicates there is a waitlist.

  - o Click the course section to access the course details page.

  - o There will be two lists: 'Enrolled Learners' and 'Waitlist Learners.'

  - o Click a name from the 'Waitlist Learners' and click 'Add.'

- ➤ *How do I drop a waitlist learner from a course/section?*
  - o Waitlist learners can be viewed in the 'Instructor's Future Courses.'
    - ▪ A red star next to the course section indicates there is a waitlist.

  - o Click the course section to access the course details page.

  - o There will be two lists: 'Enrolled Learners' and 'Waitlist Learners.'

  - o Click a name from the 'Waitlist Learners' and click 'Drop.'

- ➤ *How do I send a message or email to learners in a course/section?*
  - o Once logged into the PD system, click the 'Home' link.

  - o Click the 'New/Edit' link at the top of the page, next to Announcements.

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o   Select either 'Announcement' (posts a message on the learners' home page) or 'Notification' (posts a message on the learners' home page and sends an email).

o   Next, select the course from the dropdown and enter the title and message to be sent.

o   Finally, chose as many learners or groups to receive the message and click 'Publish.'

Sign-In Roster/Credit Entry Form Questions

➢   *Where can I find Credit Entry Forms?*
   o   Once logged into the PD system, click the 'Forms' link.

   o   Next, go to the 'Sign-In Roster/Credit Entry Forms' section and click the '>.'

➢   *What do the different sections mean under the Sign-In Roster/Credit Entry Form?*
   o   There are three sections under the 'Sign-In Roster/Credit Entry Form' section:
      ▪   Pending – Credit Entry form is awaiting an approval signature.
      ▪   Denied – Credit Entry form is awaiting an update from a user.
      ▪   Approved – Credit Entry form is approved and finalized. The information is posted overnight to Human Resources and viewable on ESD the next day.

➢   *How do I access the Sign-in Roster and Submit the 'Credit Entry Form'?*
   o   Once logged into the PD system, click the 'Forms' link.

   o   Next, go to the 'Sign-In Roster/Credit Entry Forms' section and click the '>.'

   o   A comprehensive instructional guide can be found by clicking the question mark next to the name.

➢   *How do I add learners to a course/section after it has started or has ended?*
   o   Once logged into the PD system, click the 'Forms' link.

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- o Next, go to the 'Sign-In Roster/Credit Entry Forms' section and click the '>.'

- o Select the 'Credit Entry Form' for the course/section.

- o Scroll down to the bottom of the form and click 'Add Learners' and search for the learner to be added.
- o Click to highlight the name of the learner to be added and click 'Add Learner.'

- ➢ *How do I send a message to learners after a course/section has ended?*
  - o Once logged into the PD system, click the 'Forms' link.

  - o Next, go to the 'Sign-In Roster/Credit Entry Forms' section and click the '>.'

  - o Select the 'Credit Entry Form' to the course/section.

  - o Scroll down to the bottom of the form and click 'Send Message to Learners.'
    - ▪ Multiple Outlook windows may open, depending on the number of learners.

PD Facilitator Questions

- ➢ *I am a new PD Facilitator: where can I find resources to learn more about my role?*
  - o A comprehensive video has been created for new PD Facilitators. The video can be found by clicking the question mark next to the name and click the link 'Recorded PD Facilitator Training.'
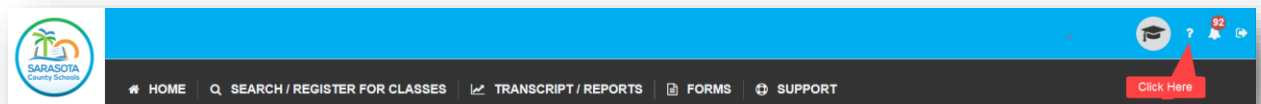

- ➢ *I am a new PD Facilitator: how do I have my role changed?*
  - o Submit a Help Ticket and route it to:
    - ▪ Applications→Professional Development→Technical Issues

- ➢ *Whom do I contact about mentors and stipends?*
  - o Contact the State and Federal Programs Grants office at 941-927-9000 ext. 34641

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➢ *Where can I find a PD template form to assist instructors in course creation?*
- o The PD Template Form can be found by clicking the question mark next to the name.
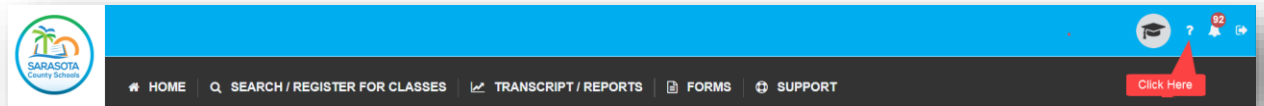
- o The PD Template Form can also be found on the Sarasota County Schools Professional Development Website