

What goes into MyLearningPlan (MLP)?

YES!	WHO INPUTS INTO MLP?	NO!
District Sponsored Professional Development <ul style="list-style-type: none"> This is scheduled and posted in the District Catalog on MLP by District Administration 	District Administrator	<ul style="list-style-type: none"> Staff/Faculty Meetings PDC Meetings Department Meetings / Collaboration Meetings /Grade Level Meetings Professional development staff took in prior years Professional Development provided by an outside agency in which the following was not received: <ul style="list-style-type: none"> prior approval OR a CTLE certificate was not issued upon completion Data Team Meetings Substitute requests to attend any out-of-district meeting (i.e., Athletic Scheduling Meeting, Band Director Meeting, etc.) -- Rather, place into the BOCES sub-service once approved by the Principal or Supervisor using - District Business
Mentoring Professional Development <ul style="list-style-type: none"> This is scheduled and posted in the District Catalog on MLP by the Mentor Coordinator 	Mentor Coordinator	
Professional Development a staff member requests to attend during the school day <ul style="list-style-type: none"> Must be approved for PDC funds using the PDC Conference/Workshop Request Application Form (located in MLP) 	Staff Member who requests use of PDC funding	
Any Out-of-District Conference <ul style="list-style-type: none"> Verbal approval by the building administrator is required prior to a staff member completing the Out-of-District Conference Form (located in MLP) 	Any Staff Member	
BTA Continuing Education Credit (Salary Credit) <ul style="list-style-type: none"> BTA members complete the BTA Course Approval Form (located in MLP) 	Any BTA Member	
BESPA reimbursement requests for college-level courses <ul style="list-style-type: none"> BESPA members complete the BESPA Application for Continuing Education Form (located in MLP) 	Any BESPA Member	
Non-Aligned OT/PT Continuing Education Credit for college-level courses <ul style="list-style-type: none"> OT/PT complete the Non-aligned (OT/PT) Application for Continuing Education Form (located in MLP) 	Any OT/PT	

If you have questions, please email or call **Kristin Weaver** (kweaver@bville.org or ext. 6044)