

# WAPPINGERS

Central School District



## OFFICE OF HUMAN RESOURCES

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Middle States Association  
of Colleges and Schools

Member

DIRECTOR OF HUMAN RESOURCES

February 9, 2007

Memo To: All WCT Unit Members  
From: Joanne Sereda, Director of Human Resources  
Re: Additional Workshops On MyLearningPlan.com

Up until now, you could use MyLearningPlan.com only to register and request prior approval for inservice credit for an activity offered by select organizations that listed the activity in their MLP catalog. Activities that were not listed and activities sponsored by other organizations were not in MyLearningPlan.com's catalogs, so if you wished to apply for inservice credit for such activities, a paper prior approval form was required. We're now pleased to announce that these "other" workshops, once approved by the District, will now be entered into the District catalog in MyLearningPlan.com and you will use MyLearningPlan.com to apply for inservice credit prior approval. Paper prior approval forms for inservice credit will no longer be accepted.

Effective immediately, if you wish to apply for inservice credit for an activity not listed in an MLP catalog, follow this procedure:

- First, check the District catalog in MyLearningPlan.com to see if the activity has already been approved and entered into MyLearningPlan.com. All such activities will be listed with "OTHER ACTIVITY" before the activity name.
- If the workshop is listed, go ahead and use MyLearningPlan.com to apply for inservice credit prior approval.
- If the workshop is not listed, complete a Request For Approval Of Other Inservice Activity (a new form, copy attached), attach complete descriptive information about the activity (including information about the sponsoring organization, the activity's intended audience, the location and date(s) of the activity, the start/end times for all sessions, fees, etc.), and forward the information to Barbara Greenberg, HR Office. Please make sure to attach the descriptive information. Barbara will not obtain this information for you.
- Once approved, the activity will be listed in the District catalog in MyLearningPlan.com. If you submit the Request for Approval form and the activity does not appear in the catalog after five days, call Barbara Greenberg at 5000, extension 136.
- Once the activity appears in the District catalog, go ahead and use MyLearningPlan.com to request prior approval for inservice credit.

**IMPORTANT NOTE:** Using MyLearningPlan.com to request inservice credit prior approval for such "other" activities will not register you to attend the activity. You must register with the sponsoring organization.

Once you have completed the activity, it is your responsibility to assure that verification of completion is sent to Barbara Greenberg, who will then credit the clock hours in MyLearningPlan.com. Remember that we cannot award inservice based on photocopies of certificates/letters of completion. To receive credit, you must send to Barbara an original certificate or a letter from the sponsoring organization on the organization's letterhead bearing an original authorized signature. If you want the original returned to you, send the original and a photocopy.

If you have questions, please call Barbara Greenberg at extension 40136 or email her at: [barbara.greenberg@wappingersschools.org](mailto:barbara.greenberg@wappingersschools.org)

cc: All Administrators