

# Want to participate in professional development?

## OPTION 1: Sign up on Frontline (formerly MyLearningPlan/MLP)

- Select your workshop from the ICSD or BOCES catalogs.
- Request and receive prior approval from your supervisor(s). Supervisors should check regularly for approval requests.
- Attend the workshop (be sure to sign the sign-in sheet) and learn away!
- In order to mark complete, you may need to fill out a survey (BOCES offerings require this).



## OPTION 2: Find online training (webinar, online class, etc.)

- **If you would like to secure funding**, speak to your supervisor (there is no guarantee for this). ITA members should fill out an [ITA PD Fund Request Form](#). Once funding (partial or total) is received, go to your school secretary who will create the purchase order for the fees. There is no need for a travel authority for an online class or webinar.

### ***If you want any type of credit (PDR, CTLE, inservice credits, etc.):***

- Enter a preapproval request on Frontline (lower left under “fill-in forms”). This will send a request to your supervisor(s) for prior approval.
- Receive prior approval from your supervisor(s). Supervisors should check regularly for approval requests.
- Attend the workshop (be sure to get a certificate of completion) and learn away!
- Send the certificate of completion to Sharon Warren in the Board Building.

If it's free or you plan to pay for it yourself, and you don't want any type of credit, simply sign up! You're all set.



## OPTION 3: Find training elsewhere

- **If it's free or you plan to pay for it yourself**, fill out a [travel authority](#) at least two weeks in advance (instructions available [online](#)) and receive pre-approval from your supervisor(s). Supervisors should check regularly for approval requests.
- **If you would like to secure funding**, speak to your supervisor (there is no guarantee for this). ITA members should fill out an [ITA PD Fund Request Form](#) and a [travel authority](#) at least two weeks in advance (instructions available [online](#)).

### ***If you want any type of credit (PDR, CTLE, inservice credits, etc.):***

- Enter a preapproval request on Frontline (lower left under “fill-in forms”). This will send a request to your supervisor(s) for prior approval.
- Receive prior approval from your supervisor(s) and fill out the [travel authority](#) completely. Send the completed form to Marta Costa Potter in the Business Office.
- Attend the workshop (be sure to get a certificate of completion) and learn away!
- Send the certificate of completion to Sharon Warren in the Board Building and any type of reimbursement paperwork to Marta Costa Potter in the Business Office.