

Professional Development Program

Step-by-Step Procedures

for

Registration

1. Look at the mandatory training matrix for your primary teaching assignment.
2. Go to the Intranet. Select the **Professional Development Program** Catalog link to locate your primary teaching assignment subject area section.
3. Read about the training opportunities for which you are eligible.
4. Use the *Planning Sheet* to record the courses you plan to attend. The planning sheet is for personal use only and may not be used as an official registration form. **All registrations must be accomplished via the Intranet.**
5. Submit an *Enrollment Request* online by following the Registration Procedures. Check the *Enrollment History* 24 hours later to be sure the course status has changed from **REQUESTED** to **REGISTERED** and then again 24 - 48 hours before the date of the class to verify the course locations and times, as they may change. Duplicate class enrollments will not be allowed, so please select courses by preference.
6. To receive **Professional Development Program** hours for a pre-approved, non-division-sponsored activity, please submit a *Pre-Approved Non-Division-Sponsored Professional Development Program Verification* form to the Office of Organizational Development, within three weeks after the end of the activity.
7. *Alternative Request Applications* must be approved by the appropriate assistant superintendent/director within 2 weeks of the start date of the alternative activity. Upon completion of the approved activity, attendance verification and the signed *Alternative Request Application* must be submitted to the Office of Organizational Development for the hours to be processed.
8. *Site-Based Professional Development Program Alternative Request Applications* must be sent to the building principal and appropriate assistant superintendent three weeks prior to the alternative activity date.
 - ◆ Contact the appropriate coordinator within the Department of Curriculum & Instruction at 263-1070 for questions concerning course content.
 - ◆ Questions regarding registration may be directed to the Office of Organizational Development at 263-1220.

Registration

To attend **PDP** sessions, registration must take place on-line.

HOME REGISTRATION


- ◆ Log on to the INTERNET
- ◆ Visit the school divisions web page (<http://www.vbschools.com>)
- ◆ Select **VBCPS Employees**
- ◆ At the **VBCPS Employees** page, select [Intranet Access from home or off-site](#)

[Macintosh computers require the Firefox browser to access the VBCPS Intranet from home or off-site.]

- ◆ Enter your NETWORK LOGIN and PASSWORD
- ◆ Follow the directions for registering from school


SCHOOL REGISTRATION

- ◆ Log on to the INTRANET (<http://www.vbcps.com>)
- ◆ Select **PDP Course Registration**
- ◆ The **Login Screen** below will appear:

 VIRGINIA BEACH CITY PUBLIC SCHOOLS AHEAD OF THE CURVE	
Staff Information System	
Please login	
* use the TAB key to move to the next field	
WISE# or SSN:	<input type="text"/>
Birth Date:	<input type="text"/> <input type="text"/> <input type="text"/> (mm dd yyyy)
<input type="button" value="Login"/>	
Non-VBCPS employees must contact the Office of Organizational Development at 263-1220 Help	

- ◆ Enter your WISE NUMBER or SOCIAL SECURITY and BIRTH DATE
- ◆ Select the LOGIN button

- ◆ A screen will appear like the one below with your name
- ◆ Select the [Available Courses/Enrollment Request](#)



VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

LEARN, CHER N.

- [Enrollment History Training](#)
- [Enrollment History Wellness](#)
- [Available Courses/ Enrollment Request](#)
- [Drop Enrollment Request](#)
- [License Renewal Report](#)
- [TSIP Status Report](#)
- [LOG OUT](#)
- [Help](#)

Select Available Courses/ Enrollment Request to see options

The next window will look like the example below:



VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

Last updated 04/13/2008 08:02:59 AM

AVAILABLE COURSE SELECTION

Enter one or more of the following

Course Discipline (first four letters of a course number)

AND

Core Course Number (first nine letters of a course number)

AND

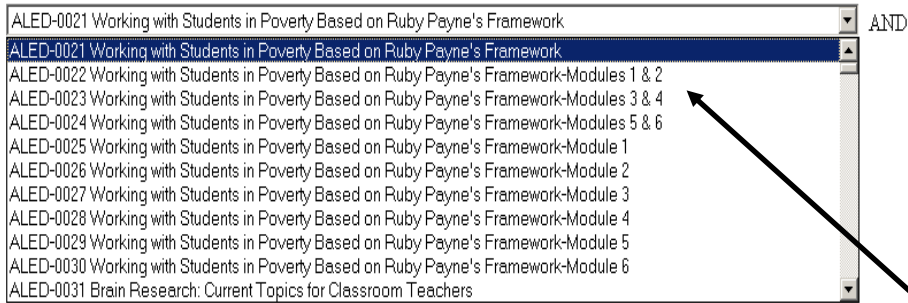
Only PDP Core Course Number (first nine letters of a course number)

AND

Course Location


Select Show Courses to display all the sections offered under that title.

Only **PDP** Course Number (first 9 letters of a course number).



Select the course for which you wish to submit an *Enrollment Request*. The Available Courses screen will appear displaying a list of sections pertaining to the courses you chose. FULL courses will appear in **RED**.

A window like the one below will appear:

Course	Title	Dates	Location	Openings	Pending Request
 DP-ALED-0021-07-002	Working with Students in Poverty Based on Ruby Payne's Framework	7/25/2008 -07/25/08	Org. Dev. Training Rm	5	1

To initiate an *Enrollment Request*, click the course number, and a screen like the one below appears.




Last updated 03/08/2006 08:02:47 AM

COURSE INFORMATION

Automatically submit an Enrollment Request

Select this button to enroll in the offering.

It is important that you go online to check this Course Information screen 48 hours in advance of your class to make certain there are no changes in the date, time, or location.

TITLE:	Working with Students in Poverty Based on Ruby Payne's Framework
COURSE #:	 DP-ALED-0021-07-002
DATES:	July 25, 2008 - July 25, 2008
TIMES:	1:00 PM - 3:00 PM
DAYS:	Monday
LOCATION:	Organizational Development Training Room
INSTRUCTOR:	Lucas, Joanne
OPENINGS:	5
CREDITS/POINTS:	2
DESCRIPTION:	
ELIGIBLE:	All Teachers

You will get this message:



Last updated 05/01/2008 08:02:47 AM

ENROLLMENT REQUEST STATUS Print

Please verify all of your enrollments after you submit an enrollment request.
If there is an error in your enrollment, please call 427-8370.

Bruno, aspen P
Enrollment Request was created with a status of REQUESTED. This does not mean you are enrolled, it is only an enrollment request.
Check your transcript in 24 hours for a change in the request status.
This enrollment will be applied towards APPLE credits.
Use the Print button to print this page for your records.

If due to a disability, special provisions or services are necessary, please contact the Office of Organizational Development.

CANCELLATION PROCEDURES

If you find that you are unable to attend a course for which you have registered, please contact Staff Development, Office of Organizational Development (427-8370), to cancel your registration. This will give someone on the waiting list the opportunity to take the course.

Verify the enrollment status 24 hours after submitting the request and again 24 hours prior to the start of the class to become apprised of any course changes. To verify your enrollment status, select the [Enrollment History Training](#) link as displayed on the next page.

You will get this message:



LEARN, CHER N.

- [Enrollment History Training](#)
- [Enrollment History Wellness](#)
- [Available Courses/ Enrollment Request](#)
- [Drop an Enrollment Request](#)
- [License Renewal Report](#)
- [TSIP Status Report](#)
- [LOG OUT](#)
- [Help](#)

Select [Enrollment History Training](#)

The following screen will appear:

TRANSCRIPT - Training for: LEARN, CHER N.

*-- Official transcript required for completed college credit courses.

Course	Title	Status	Points/ Credits	Dates	Location
Future Courses					
DP-ALED-0021-08-002	Working with Students in Poverty Based on Ruby Payne's Framework	REGISTERED 05/11/08	2	07-25-08	ODTC

SELECT THE COURSE NUMBER FOR A CLASS UPDATE

OFFICIALLY ENROLLED

To view course information, click on the number. The following screen will appear:


Last updated 04/11/2008 08:08:46 AM

COURSE INFORMATION

It is important that you go online to check this Course Information screen 24 hours in advance of your class to make certain there are no changes in the date, time, or location.

The PDP icon indicates this is an approved class for PDP.

No PDP icon means PDP Hours are not received for attending the offering.

TITLE:	Working with Students in Poverty Based on Ruby Payne's Framework
COURSE #:	 DP-ALED-0021-08-002
DATES:	July 25, 2008
TIMES:	1:00 PM - 3:00 PM
DAYS:	Monday
LOCATION:	Organizational Development
INSTRUCTOR:	Lucas, Joanne