

Deposit CSD Professional Development Request Process

BOCES

- Information about BOCES offerings can be found on the BOCES website under “Catalog”: <https://www.btboces.org/Professionaldevelopment.aspx>
- Teachers should register for the desired course using the My Learning Plan system.
- Once registered, print a copy of the registration form and turn in to the building principal/supervisor.
- Building principal/supervisor and superintendent will sign off and fax to BOCES.
- Registration is not confirmed until this process is complete.

Off Campus Offering (Not BOCES)

- Use the StaffTrac system to request a “conference” under PD requests. You must fill in all information as required.
- Conference Committee will meet to discuss the request and approve/deny.
- If approved, building administrator/supervisor and superintendent will approve in StaffTrac.
- Building administrator/supervisor may request additional information as needed.
- Once PD is completed, provide your supervisor with proof of attendance (certificate or sign in sheet).
- Your supervisor will credit your CTLE hours in the Stafftrac system.

On-Site PD

- All on-site PD will be arranged by administration in StaffTrac.
- Approval will be completed by administration.
- A record of all PD will be available in StaffTrac.

As a reminder, not all “PD” qualifies for CTLE hours under New York State. For example, team meetings, staff meetings and summer collaboration no longer count as CTLE hours. Superintendent’s Days and other types of in-house training (BOCES visits etc.) will count for CTLE hours. Only holders of professional certificates need to satisfy the 100 hour CTLE requirement. Documentation of CTLE will be maintained in StaffTrac and My Learning Plan for ease of access.

