

# Deposit CSD Professional Development Request Process

## BOCES

- Information about BOCES offerings can be found in the BOCES catalogs which can be accessed from the Professional Growth (PG) tab in Frontline under “Activity Catalogs” by clicking the appropriate link.
- Once you’ve chosen a course, click “enroll” and follow directions to submit. Always choose “CTLE with sub reimbursement”.
- Once you’ve submitted the BOCES enrollment, a district form will pop up that you are required to complete call the “Regional Provider Form”. Most of the information will be pre-populated for you. Fill in the remainder of the information and be sure to check one of the “CTLE” choices.
- Submit the form. The approval process will begin.
- You can check the status of your courses in the “Learning Plan” tab of the Professional Growth system.

## Off Campus Offering (Not BOCES)

- In the Professional Growth program of Frontline, choose “Forms” and “Out of District Conference”.
- Fill in the required information and submit for approval.
- Your supervisor will call together the conference committee if needed. If approved, your building administrator/supervisor and superintendent will approve in the PG system.
- Work with your supervisor to secure hotel arrangements if necessary.
- Once PD is completed, provide your supervisor with proof of attendance (certificate or sign in sheet). You can upload a certificate of completion by going to the “My Info” tab and clicking “Upload a File”.

## On-Site PD

- All on-site PD will be arranged by administration in Professional Growth (PG).
- Approval will be completed by administration.
- A record of all PD will be available in the PG system under “Learning Plan”
- Not all PD qualifies for CTLE hours. Administration will determine what qualifies based on NYS requirements.

Only holders of professional certificates need to satisfy the 100 hour CTLE requirement.

Documentation of CTLE will be maintained in the Professional Growth (PG) portion of Frontline. Even if you don’t need the CTLE hours, choose CTLE as the purpose of the PD whenever possible to err on the side of caution.

You will also find mentoring forms and graduate course requests in the “Forms” tab of the PG system.

