



Frequently Asked Questions

Q. How do I enroll in a course?

A. To enroll, simply select **Sign Up Now or Join Wait List**. A screen will appear with one of the messages below:

- You are Enrolled or
- Your request is currently on the Wait List

Q. I've signed up for a course. When will I know that I am approved?

A. In some cases, courses have an approval process in order to determine the eligibility of participants. The approval process allows you to reserve a seat pending the completion of this process. You will receive an email before the activity begins regarding your acceptance into the course.

Q. If I register for a class and it's full, can I get on the Wait List?

A. Provided the activity has a Wait List, if a registered participant drops the course then the first person on the Wait List that meets activity prerequisites will be added to the roster. However, being on the Wait List does not guarantee admission into the course. **DO NOT ADD YOUR NAME TO MORE THAN ONE WAIT LIST FOR THE SAME COURSE.**

Q. Once I have registered for courses, is there a way to see what I have registered for?

A. Yes, courses for which you have registered will appear under the Approved and/or In-Progress section.

Q. I accidentally signed up for a course. How do I drop it?

A. To drop a course that you no longer wish to attend: Select the name of the course you wish to drop. In the section titled **Actions**, select the last option, **Drop**. You will be asked **"Are you sure you want to drop this activity?"** Select **Yes**. You will see a confirmation page stating **"Request has been Dropped"**. Click the **Return** button.

Q. What does it mean to be placed on a Wait List?

A. Being placed on the Wait List means that the course has prerequisites and the instructor has to approve your registration **OR** that the course has reached capacity and if a registered participant drops the course, then the first person on the Wait List will be automatically registered.

Q. Will the registration system keep records of all the professional development courses I take?

A. Yes. The system will keep a transcript of all professional development courses. To view and print a transcript select **My Portfolio** from the left navigation menu and you will see your transcript.

Q. I cannot find a course on mylearningplan.com. How do I locate it?

A. The primary reason participants are unable to locate courses is because the course is already in session. The other possible reason is that the course has reached capacity.

Q. What are the steps that must be followed in order to receive Master Plan Points (MPPs)?

A. To receive MPPs, participants must:

1. Pre-register for the course
2. Attend ALL designated days and at the times posted
3. Complete all course assignments and follow-up
4. Sign in on the official activity roster for every meeting date
5. Complete independent work (Required **ONLY** if more than 1 MPP is awarded as part of the follow-up)
6. Complete the evaluation – (Evaluation may take the place of the follow-up assignment if only 1 MPP is awarded as part of the follow-up).

Florida Statute 1012.98

School Community Professional Development Act

The professional development system must provide for the continuous evaluation of the quality and effectiveness of professional development programs in order to eliminate ineffective programs and strategies and to expand effective ones. Evaluations must consider the impact of such activities on the performance of participating educators and their students' achievement and behavior.

Evaluating the Impact of Professional Development

Because professional development is a major tool for school improvement and increased student learning as well as a major expenditure in time, energy and money, evaluating its effectiveness is crucial.

Part 1 of the evaluation looks at participants' reactions to the professional development experience and should be completed immediately after the conclusion of the course. Its purpose is to improve course design and delivery.

During Part 2 participants reflect on the changes they plan to implement as a result of the professional learning activity. Part 2 should be completed 7 days after the course ends.

Part 3 looks at student learning outcomes. The purpose is to improve support, the professional learning culture, and to inform future change efforts. Part 3 should be completed 14 days after the end of the course.