

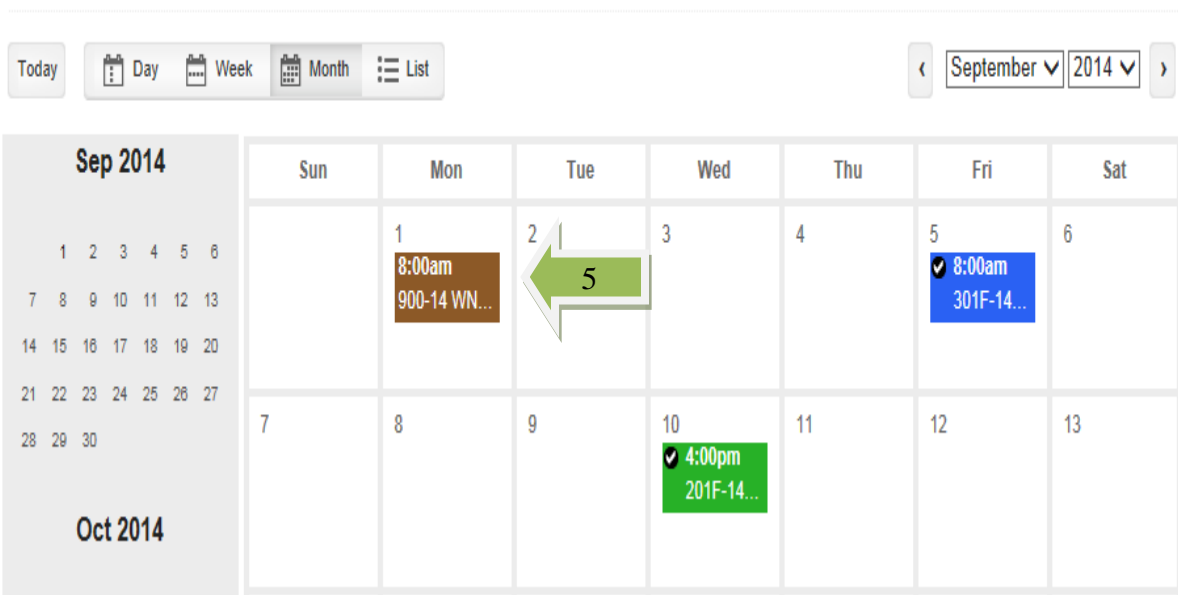
**WNY Teacher Center
Erie 1 BOCES
Procedures for Course Registration and PD credit 2015-16**

1. Teachers can go to the WNY Teacher Center Website, <http://www.teachercenter.e1b.org/>
2. Once there they can search the catalog to identify the courses they would like to take
3. When they have identified their course(s) they must sign in to the site
4. Then they will go to the Calendar and find their course



5. When they have found their course on the calendar they simply click on the course

September 2014



6. This will lead them to the registration page

The screenshot shows the Western New York Teacher Center website. The navigation bar includes links for Home, About Us, Policy Board, Catalog/Register, Classroom Services, E1B Teachers' Web Sites, Forms, and Calendar. The main header features the center's logo and name. The event title is '900-14 WNY Teacher Center Test' with a date of 12/25/2014 from 8:00 AM to 11:00 AM. There are buttons for 'Go To Calendar', 'Print', and 'Export'. A 'Description' section states it is a test course and provides details: Date: 9/1/14, Time: 8:00 AM - 11:00 AM, Hours: 3, Cost: \$0, Location: E1B Education Campus, Target Audience: All E1B Teachers and Staff. A registration link is provided: <https://apps.wnyric.org/web/emr-e1b/register-for-an-event?event=27807>. A green arrow with the number '7' points to this link. A 'Contact' section lists Peter Bellanti with phone number 716-821-7504 and email pbellanti@e1b.org. The footer contains the address (355 Harlem Road, West Seneca, NY 14224), phone number (716-821-7504), and logos for 'WEBSITES WORLD' and 'powered by schoolwires'.

7. Teacher will click on URL to register for the course. THIS WILL REGISTER THE TEACHER IN BOTH THE WNY TEACHER CENTER WEBSITE AND PDP PREMIER

- THIS IS A CHANGE AND YOU WILL ONLY HAVE TO REGISTER ONCE

The screenshot shows the 'Event Management and Registration' page. At the top right, there is a red checkmark icon and the text 'Event Management and Registration'. Below this is a link 'Register for an Event'. The event title is '900-14 WNY Teacher Center Test'. There are buttons for 'Register for this Event', 'List View', and 'Calendar View'. The 'General Event Information' section shows: Event Type: Workshop, Event Status: Open, Event Organizer: Peter Bellanti, Is supervisor approval required?: No, Scope: Open to All. The 'Event Schedule' section shows: Location: E1B Education Campus, Starts: 09/01/2014 at 8:00 AM, Ends: 09/01/2014 at 11:00 AM. The 'Registration Information' section states: Confirmation Policy: A confirmation e-mail will be sent when your registration is accepted. At the bottom, there are buttons for 'Register for this Event', 'List View', and 'Calendar View'.

8. Check in PDP Premier for Supervisor Approval

The screenshot shows the PDP Premier interface. At the top, there are tabs for "Summary of Hours" and "List of Requests". Below the tabs are three buttons: "Submit a New Request", "View the District Catalog", and "View the Management Page". A filter section includes a "Filter:" dropdown set to "Show All", two radio buttons for "Search Current Year and Future Requests Only" (selected) and "Search All Past Requests Only", an "Apply" button, and a "Show me 50 records per page." dropdown. Below this is a table with one row of data. The table has columns: Event Type, Level, Event Name, PDP Hours, Contract Hours, Stipend Hours, SED Hours, Event Date, Pre-Approve, Final Approve, Verify, and Deny/Error. The data row shows: IPA, 1, 900-14 WNY Teacher Center Test, 3.0, 3.0, 3.0, 09/01/2014. Below the table is another "Show me 50 records per page." dropdown.

Event Type	Level	Event Name	PDP Hours	Contract Hours	Stipend Hours	SED Hours	Event Date	Pre-Approve	Final Approve	Verify	Deny/Error
IPA	1	900-14 WNY Teacher Center Test	3.0	3.0	3.0	09/01/2014					

9. Process to Receive Stipend for Completion of PD Hours

There will not be a Form A or a CIP Claim Form and teachers will not have to file any new forms to receive their stipend. Here is the new process:

- Teachers will be allowed to register for courses and gain approval from their supervisor to take the course
- Once a course is completed the Teacher Center will begin the Verification Process.
- In order to be verified for a course, a teacher must
 - Have Administrative Approval to attend class
 - Attend and participate in the class, including completing all assigned work on an acceptable level to the course instructor
 - Complete the survey after the course is taken
 - Pay the \$7.00 per hour fee, where applicable
- Once all above items have been met, the Teacher Center will verify the course
- Each month the Teacher Center will provide the District with a list of all teachers that have satisfactorily completed their hours
- The District will then process those teachers eligible to receive their stipend for that month
- Stipend Checks should be payable within 2 pay periods

- **Hour Requirements**
 - Employees must take 21 hours with at least 11 counted as Required Hours. This does not mean that you have to take 11 Required and 10 Optional Hours to be eligible for the stipend. You may take more than 11 Required Hours if you wish; this will decrease the number of Optional Hours you will need to take to reach your 21 Total Hours.

Required Hours	Optional Hours	Total Hours
11	10	21
12	9	21
13	8	21
14	7	21
15	6	21
16	5	21
17	4	21
18	3	21
19	2	21
20	1	21
21	0	21

- Also, only the first 11 Required Hours are free through the district. All other hours, where applicable, will be charged the \$7 hour fee
- **Non-WNY Teacher Center Courses**
 - In order to receive credit for courses taken outside of the WNY Teacher Center you must fill out the Request for Non-WNYTC Form that is posted on the WNY Teacher Center Website under the Forms Tab




Forms & Evals

- Overview
- Teacher Center Forms**

[The Western New York Teacher Center](#) > [Forms](#) > [Forms & Evals](#) > [Teacher Center Forms](#)

Application to Borrow Equipment

 application to borrow equip.doc 48.00 KB (Last Modified on November 4, 2015)

Request for Non-WNYTC PD Hours

 REQUEST FOR Non-WNYTC HRS.pdf 86.65 KB (Last Modified on September 18, 2015)

RFP Short Form

 WNYTC RFP Short Form.doc 487.00 KB (Last Modified on April 1, 2014)



- This form must be approved by both your Principal/Supervisor and your Division Director before you take the course. Approvals will not be granted for forms submitted after the course has taken place
- At the conclusion of the course you must send the Teacher Center a copy of a Certificate of Completion in order to verify attendance
- Please note, that even if you need to pay to attend the course/workshop you are still responsible for the \$7/hour fee to the TC for all hours after your initial 11 Required hours.