Teacher Center
Workshop Registration Procedure

2016-2017 School Year

1. Identify the course that you would like to attend from the list of district-approved Teacher Center courses available on the LCSD website: http://www.lancasterschools.org/domain/33.

    You will only receive credit for a course on the district-approved list.

2. Log into MyLearningPlan and enter selected course for approval using the Workshop Request form (not in catalog).

3. After your two required prior approvals in MyLearningPlan, go to the Teacher Center website: http://www.teachercenter.e1b.org. Click on "calendar" and register on-line for course.   All teachers must sign up for classes using the calendar found on the WNY Teacher website. You are not registered until you do this. There is a $10 per hour fee for the 2016-2017 courses. Once you have completed the registration, print a copy of the registration form and submit it to Peter Bellanti, WNY Teacher Center, Erie I BOCES Education Campus, 355 Harlem Road, West Seneca, NY 14224. Checks or money orders should be made payable to "Erie 1 BOCES". Please include the course number(s) on the check or include a copy of your email registration confirmation for tracking purposes. Checks or money orders can be sent via interoffice mail, U.S. Mail or hand delivered. **LATE REGISTRATIONS WILL NOT BE ACCEPTED ~ PAYMENT MUST BE RECEIVED BY 4:00 P.M. OF THE LAST DAY OF REGISTRATION.**

4. Upon receipt of the course, an on-line evaluation from the Teacher Center will be sent to you. Upon receipt of this completed evaluation, the Teacher Center will email a certificate of completion to you. Upon receipt of this completed evaluation, the Teacher Center will email a certificate of completion to you.

5. Upon receipt of your completion certificate, log into MyLearningPlan and bring up the course that you attended.   Click on "Mark Complete" and send a copy of your completion certificate to the Curriculum Office (Barb Fox 7-12 or Charlene Mestre K-6) for Final Approval (verification).