

ACADEMY WITHIN CPE TRACKER

Revised August 30, 2010

PLEASE NOTE: ALL FORMS
SHOWN ON THIS KEYNOTE
PRESENTATION CAN BE
FOUND AS FILES LOCATED
ON THE ACT 48 WEBSITE.

Rules Governing Academy Course Options

RULES GOVERNING ACADEMY COURSE OPTIONS

Total Requirement: The equivalent of three contractual days.

Credit hours refer to Academy Flex Hours. These hours must be submitted in 3-hour increments. A contractual day will be defined as 2 Academy courses. An academy course is defined as:

3 Hours of Study + ½ Hour of Independent time = 1 Credit = 1 Academy Course = ½ Academy Flex Day

Note: Independent Time is the time that is allotted to complete the necessary paperwork including surveys when applicable.

Academy hours and Act 48

12 hours of the 18 hour requirement must meet Act 48 requirements in order to count for Academy hours. Six (6) hours may be for non Act 48 activities that still meet the district Strategic Plan Goals. Please see the separate guidelines and forms for these types of Academy activities.

Programs or workshops taken for Act 48 credit that are scheduled for less than 3 hour time frames must be submitted in 3 hour increments. Possible ways to complete the 3 hour requirement includes developing a special lesson plan or giving a workshop to share the information or a similar activity.

Academy Courses. Register for Academy courses online at www.cpetracker.org.

Instructors of Act 48 qualified Academies will be issued a stipend of \$75 per course for preparation and will also earn credit hours.

Assistants receive no stipend but earn credit hours for each course. (One instructor or one instructor and one assistant per Act 48 qualified Academy.) Note: There is a minimum of 6 participants for an Academy course to take place.

Approved Independent Study or Group Study. No paid instructor is involved. You may earn more than one course credit if requested and approved by your building principal. Video or online instruction is permitted. Application must be filed and Pre-approval by your building principal is required. Independent or group study must be staff development as defined in the goal areas of our Act 48 Plan.

Instructed Small Group. This refers to any course not listed on CPE Tracker but would be developed by show of interest and approval of Director's of Elementary or Secondary Education. This course would have to be advertised to all in order for an instructor to be paid.

I.U. or College Courses.* Credit is issued based on the number of hours attended and pre-approval of building principal.

I.U. Summer Staff Development.* These classes are funded through conference funds and can count as Academy time. *Principal's pre-approval is necessary.*

Weekend or Evening Courses.* These classes are funded through conference funds and are eligible for Academy time. *Principal's pre-approval is necessary.*

Differentiated Instruction Requirement. Six of the eighteen required Academy hours must center on differentiated instruction. DI requirements do not apply to non-instructional personnel such as counselors, psychologists, and nurses.

Technology Requirement. Six hours must center on technology. Most technology academies would also emphasize differentiation of instruction. Technology classes beyond entry level will fulfill the requirement for both Technology and Differentiated Instruction as indicated by T/DI preceding the title.

Other.* Other courses are subject to pre-approval by Director of Elementary or Secondary Education.

Note: This information is available on the server under:
Faculty/Professional Development/Academy Rules

Rules Governing Academy Course Options (Cont.)

Non Act 48 Academy. Up to 6 hours of the 18 hours can be utilized for non Act 48 qualifying activities under the following conditions:

- * The form “Academy Credit not for Act 48 Application” must be completed for the requested hours. Activities must be at least one hour in length.
- * The activity must be pre-approved by either the Director of Elementary Education (K – 6 teachers) or the Director of Secondary Education (7 – 12 teachers) first to ensure that it meets a Strategic Plan goal
- * After receiving approval from the appropriate Director of Education, it must be approved by your Principal to ensure that it meets building level goals and your personal goals.
- * No instructor payment will be given for these activities
- * These hours are intended for activities that enhance the educational process. Examples include: Updating a website, loading material into Blackboard Courses, Reviewing previously learned material.
- * Do not complete tasks prior to approval as both the activity and number of hours awarded are subject to approval. Completion of tasks without approval places the individual at risk of not being awarded credit.

*Courses may not be used for salary advancement or be part of a District-approved master’s or master’s equivalency program.

- \ In selecting classes, one needs to consider his/her area of certification (content), individual needs and the district’s strategic plan goals.
- \ Any classes attended outside of the Southern Lehigh Academy or any Alternative Studies must be followed up with the submission of the *Reflection of Professional Education Experience Conference/Alternative Study Attendance* form to your building principal.
- \ In deference to Academy instructors, staff members are required to *unregister* in CPE Tracker or call the Curriculum Office or instructor if unable to attend.
- \ **During the course of the year, you have the opportunity to choose your Academy courses. If you have not completed your Academy requirements including submitting all required reflection form(s) to the Curriculum Office *by MAY 15*, you will need to attend the provided courses on the last teacher days.**
- **It is your responsibility to see that your hours are recorded on CPE Tracker and that reflection form(s) have been received by the Curriculum Office. This is not the responsibility of the Curriculum Office.**

Note: This information is available on the server under:
Faculty/Professional Development/Academy Rules

HOW TO SIGN UP FOR AN OFFERED ACADEMY

- Go to CPE tracker under the Staff Center on the SLSD website or click [here](#)
- Sign in to CPE tracker

CPE TRACKER
CONTINUING PROFESSIONAL EDUCATION

Welcome to Continuing Professional Education Tracker

Click here to see more of CPETracker's many features.

LOGIN

Click here to see more of CPETracker's many features.

For local information, please click on your intermediate unit:
[Northwest Tri-County IU 5](#) [Colonial IU 20](#)
[Carbon-Lehigh IU 21](#)

CPE Tracker requires the use of a browser that supports java and Active Server Pages. (Internet Explorer 5.x or Netscape Navigator 4.7 or higher - IE recommended).

AOL USERS: We encourage you to minimize the AOL window and to use a browser such as Internet Explorer (non-AOL version) or Netscape when using CPE Tracker. These browsers connect DIRECTLY to our server, thereby producing a faster connection and better overall performance. If you need assistance, contact your local system administrator.

August 31, 2010 Click here to register to use CPETracker.

SIGN UP FOR AN ACADEMY STEP 2

The screenshot shows the CPE Tracker website interface. At the top, the logo reads "CPE TRACKER" with "CONTINUING PROFESSIONAL EDUCATION" underneath. On the right, there are links for "FAQs", "LogOut", "Contact Us", and "User Manual". Below the logo is a navigation bar with tabs for "EDUCATOR ROBERT E FLUCK", "Current Information", "Personal Profile", "Employment Information", and "Registration". The "Current Information" tab is selected, and a left-pointing arrow is positioned above the "CURRENT INFORMATION" heading. Below this heading, the user's details are listed: "Name: FLUCK, ROBERT", "Email: FLUCKR@SLSD.ORG", "Phone: 610-703-3745", and "Address: 501 Waltham Lane, Perkasio, PA18944". There is an "Update Profile" link next to the phone number. Below the details is a table with two columns: "ACT 48" and "FLEX HOURS".

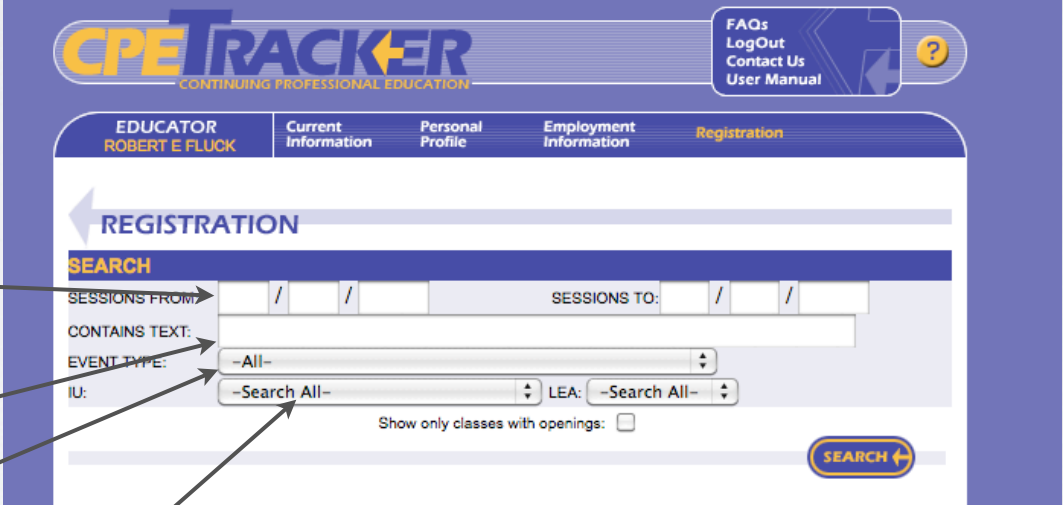
ACT 48		FLEX HOURS	
CURRENT PERIOD	5/14/2009 - 5/13/2014	CURRENT PERIOD	6/28/2010 - 6/28/2011
HOURS REQUIRED	180		
HOURS EARNED	57	FLEX HOURS EARNED	12 (2 days)
HOURS PENDING	0	FLEX HOURS PENDING	0

At the bottom of the page, there are three buttons: "PRINTABLE TRANSCRIPT", "EVENT REGISTRATION", and "ADD NEW EVENT". An arrow from the text "Click on Event Registration" points to the "EVENT REGISTRATION" button.

- Click on Event Registration

SIGN UP FOR AN ACADEMY STEP 3

- Enter your search criteria
- Dates
- Contains text (if you know the name of the event)
- Event type
- IU-21 LEA-Southern Lehigh SD



The screenshot shows the CPETRACKER website interface. At the top, the logo reads "CPETRACKER CONTINUING PROFESSIONAL EDUCATION". On the right, there are links for "FAQs", "LogOut", "Contact Us", and "User Manual". Below the logo is a navigation bar with tabs for "EDUCATOR ROBERT E FLUCK", "Current Information", "Personal Profile", "Employment Information", and "Registration". The main content area is titled "REGISTRATION" and contains a "SEARCH" section. The search form includes fields for "SESSIONS FROM:" and "SESSIONS TO:" (both with date pickers), a "CONTAINS TEXT:" text input field, an "EVENT TYPE:" dropdown menu set to "-All-", and an "IU:" dropdown menu set to "-Search All-". There is also an "LEA:" dropdown menu set to "-Search All-". A checkbox labeled "Show only classes with openings:" is present. A "SEARCH" button with a right-pointing arrow is at the bottom right of the search section.

SIGN UP FOR AN ACADEMY

STEP 4

CPETRACKER
CONTINUING PROFESSIONAL EDUCATION

FAQs
LogOut
Contact Us
User Manual

EDUCATOR
ROBERT E. FLUCK

Current Information Personal Profile Employment Information **Registration**

REGISTRATION

SEARCH

SESSIONS FROM: / / SESSIONS TO: / /

CONTAINS TEXT: _____

EVENT TYPE: -All-

IU: Carbon Lehigh IU 21 LEA: -Search All-

Show only classes with openings:

SEARCH **SHOW ALL**

131 classes found, showing 1-20

PIIC Coffee and Coaching
(New)

TARGET AUDIENCE: PIIC coaches

ATTENDANCE: Min. 5, Max. 20

PROVIDER:	DATE:	Time:	HOURS:	REG DEADLINE:
Carbon Lehigh IU21	9/9/2010 - 9/9/2010	8:00 AM - 3:00 PM	6 HR	9/3/2010

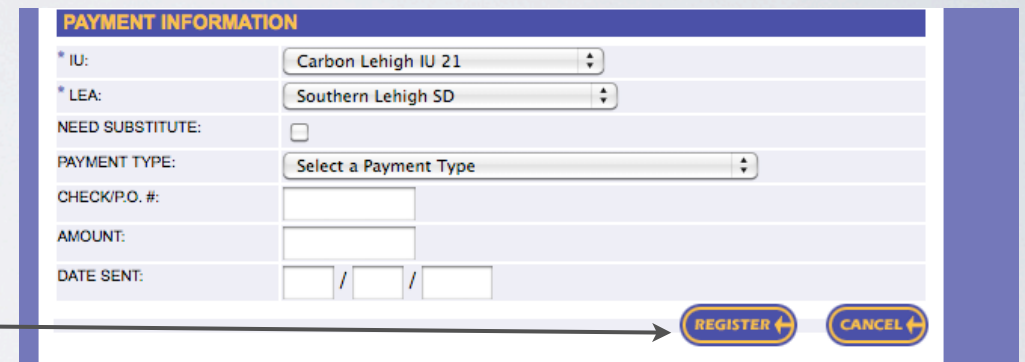
REGISTRATION STATUS: **APPROVAL STATUS:** **REGISTER**

- Click on event for registration

SIGN UP FOR AN ACADEMY

STEP 5

- Click Register



The screenshot shows a form titled "PAYMENT INFORMATION" with the following fields:

- * IU: Carbon Lehigh IU 21
- * LEA: Southern Lehigh SD
- NEED SUBSTITUTE:
- PAYMENT TYPE: Select a Payment Type
- CHECK/P.O. #: []
- AMOUNT: []
- DATE SENT: [] / [] / []

At the bottom right of the form are two buttons: "REGISTER" and "CANCEL". A horizontal line from the text "Click Register" in the list above points directly to the "REGISTER" button.

- Your registration will be sent for approval to your first level approval.

RULES GOVERNING ACT 48 ALLOWABLE ACTIVITIES

III. PROFESSIONAL EDUCATION CRITERIA

For the information of professional development providers who seek approval from the PA Department of Education or from a school entity, all approved Act 48 professional development shall meet the following Pennsylvania Professional Education Criteria:

A. Professional development decisions are based on state student data and evaluated using state student data. Approved professional development:

A1. Uses disaggregated student data to determine educators' learning priorities

A2. Is evaluated to show its impact on teaching practice and student learning

B. Professional development activities have content that will increase student learning.

Approved professional development:

For classroom teachers, guidance counselors and education specialists:

B1. Enhances the educator's content knowledge in the area of the educator's certification or assignment

B2. Increases the educator's teaching skills based on research on effective practice

B3. Provides educators with a variety of classroom-based assessment skills and the skills needed to analyze and use data in instructional decision-making

B4. Empowers educators to work effectively with parent and community partners

For school and district administrators and other educators seeking leadership roles:

B5. Provides the knowledge and skills to think and plan strategically, ensuring that assessments, curriculum, instruction, staff professional education, teaching materials and interventions for struggling students are aligned to each other as well as to Pennsylvania's academic standards

B6. Provides leaders with the ability to access and use appropriate data to inform decision-making

B7. Empowers leaders to create a culture of teaching and learning, with an emphasis on learning

B8. Instructs the leader in managing resources for effective results

C. Professional development is provided through a process that is most likely to result in sustained school improvement. Approved professional development:

C1. Is set out in a plan that is updated annually by the Act 48 committee after the committee critically evaluates the prior year's:

- student data or Intermediate Units' regional student data ,
- professional education activities, and
- the feedback/evaluation of those activities

C2. Is based on knowledge of adult learning styles

C3. Is tailored to each stage of an educator's career, differentiating between the needs of novice and experienced professionals.

CREATING AN ACADEMY YOU ARE GOING TO TEACH

- The first and most important part of creating an academy is completing the Workshop Description for CPETracker Form.
- This form is located under the T: \forms\professional development
- When finished please e-mail a copy or send a hard copy to the Curriculum Office. The Curriculum Office secretary will enter the event after the appropriate Director of Education approves the Academy.

Workshop Description for CPETracker FORM

Please complete the following information regarding the workshop you wish to conduct. This information will be logged into CPETracker, our Act 48 tracking database. Once the course is logged onto CPETracker, all the necessary steps can be taken to insure workshop participants are given Act 48 credit, if it applies.

Event Name: Powergrade Training

[\Professional Development\2008-14 STRATEGIC PLAN Goals & Strategies.pdf](#)

(Attach the 2008-14 STRATEGIC PLAN Goals & Strategies Form with this Workshop Description for CPETracker. Form.)

Indicate the district goal pursuing: IC2

Event Type: (✓ one only)

1. Collegiate Study: Graduate Undergraduate

2. Continuing Courses: CPE Course Graduate CPE Course Undergraduate

3. Professional Programs:

Curriculum Development & Program Design Education in the Workplace

Early Childhood & Child Development Activity Professional Conference or Workshop

Review/Redesign/Restructuring of School Pgms Special Education Activity

Professional Opportunities Course (In-Service) PDE sponsored course, program, etc.

4. Event Description: Familiarize SLIS 4th and 5th grade teachers about the Parent portal access within Gradebook.

(up to 32 words only)

5. Target Audience: All Educators Teachers K-12 Administrators Other _____

6. Course/Activity Subject Area:

Teaching & Learning Professional Development Student Social and Health Issues

Standards Area Curriculum and Assessment School Administration

Technology

7. Course/Activity Sub Category (See Next Page and Indicate Selection) Technology Education

8. Who is this to REACH (✓ one only):

PRIVATE (School Staff Only) IU-WIDE (All IU-21 SD's) INTER-IU (All IUs in CPETracker)

9. Workshop Location: SLIS Room: 145

10. Date(s) of workshop: 9-23-2010 Time: 4 AM/PM to 6 AM/PM

Date(s) of workshop: _____ Time: _____ to _____ AM/PM

Instructor Name(s): Robert Fluck Dale Beltzner

Instructor Bio: 6th Grade Math Teacher

Prerequisite (if any): N/A

Notes: _____

Materials/Handouts provided? Yes No Additional fee for materials? Yes \$ _____ No

ON THE DAY OF THE ACADEMY

- Curriculum Office Secretary will email the sign-in sheet
- Have everyone in attendance sign the sheet and send it back to the Curriculum Office Secretary
- Participants will have to complete an online survey after the academy in order to receive academy credit (this will count toward the extra 30 minutes of independent work required for every 3 hour academy course)
- There will be a deadline to complete the online survey and those not in compliance will not receive credit.

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Examples of an Independent Study/Alternative Activity might be: attending a conference or building a professional portfolio.
- **Please Note:** Before starting an Independent Study/Alternative Activity please refer to the guidelines on what is a qualifying event. If you have questions please contact the Curriculum Office.
- Curriculum Directors of Education
 - Kristen Lewis-Elementary (K-6)-email: Lewisk@slsd.org
 - Joan Takacs-Grades (7-12)- email: Takacsj@slsd.org
 - Maggy Michel-Curriculum Secretary- email: Michelm@slsd.org

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

ACT 48		FLEX HOURS	
CURRENT PERIOD	5/14/2009 - 5/13/2014	CURRENT PERIOD	6/28/2010 - 6/28/2011
HOURS REQUIRED	180		
HOURS EARNED	63	FLEX HOURS EARNED	12 (2 days)
HOURS PENDING	6	FLEX HOURS PENDING	6

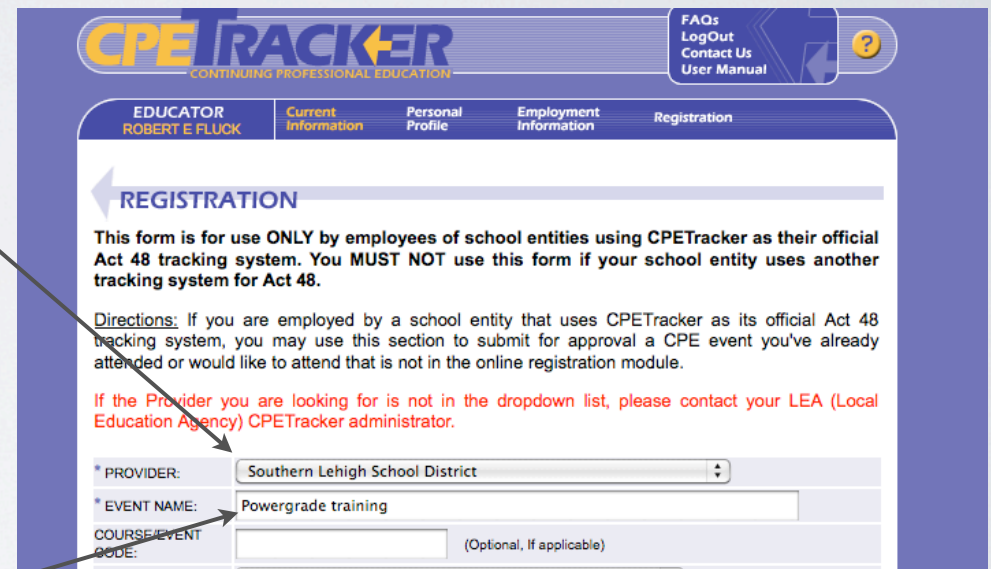
[PRINTABLE TRANSCRIPT](#) [EVENT REGISTRATION](#) [ADD NEW EVENT](#)

- Click on Add New Event to enter event for Independent Study/Alternative Activity

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- First, use the drop down menu and select Southern Lehigh School District. Be sure to **not** select the one with an asterisk.
- Second, choose an event name and type it in the space provided.



The screenshot shows the CPETracker web interface. At the top, the logo reads "CPETRACKER CONTINUING PROFESSIONAL EDUCATION". Navigation links include "FAQs", "LogOut", "Contact Us", and "User Manual". A user menu shows "EDUCATOR ROBERT E FLUCK" with tabs for "Current Information", "Personal Profile", "Employment Information", and "Registration". The "REGISTRATION" section contains the following text: "This form is for use ONLY by employees of school entities using CPETracker as their official Act 48 tracking system. You MUST NOT use this form if your school entity uses another tracking system for Act 48." Below this, "Directions" state: "If you are employed by a school entity that uses CPETracker as its official Act 48 tracking system, you may use this section to submit for approval a CPE event you've already attended or would like to attend that is not in the online registration module." A red note says: "If the Provider you are looking for is not in the dropdown list, please contact your LEA (Local Education Agency) CPETracker administrator." The form fields are: "* PROVIDER:" with a dropdown menu showing "Southern Lehigh School District"; "* EVENT NAME:" with a text box containing "Powergrade training"; and "COURSE/EVENT CODE:" with a text box and "(Optional, If applicable)" to its right.

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Third, choose an event type from the drop down menu closest to what you are doing

The screenshot shows the CPETracker website's registration page. The browser is Firefox, and the URL is https://www.cpetracker.org/educator/new_event.asp?tm=9/1/2010+8:24:47+AM. The page title is "CPE Tracker - Educator - Your Transcript". The user is logged in as "EDUCATOR ROBERT E FLUCK". The navigation menu includes "Current Information", "Personal Profile", "Employment Information", and "Registration". The "REGISTRATION" section contains the following text:

This form is for use ONLY by employees of school entities using CPETracker as their official Act 48 tracking system. You MUST NOT use this form if your school entity uses another tracking system for Act 48.

Directions: If you are employed by a school entity that uses CPETracker as its official Act 48 tracking system, you may use this section to submit for approval a CPE event you've already attended or would like to attend that is not in the online registration module.

If the Provider you are looking for is not in the dropdown list, please contact your LEA (Local Education Agency) CPETracker administrator.

The registration form includes the following fields:

- * PROVIDER: Southern Lehigh School District
- * EVENT NAME: Powergrade training
- COURSE/EVENT CODE: (Optional, if applicable)
- * EVENT TYPE: Curriculum Development and Program Design (selected from a dropdown menu)
- * EVENT DESCRIPTION:
- FEE:
- TARGET AUDIENCE:
- COURSE/ACTIVITY SUBJECT AREA:
- * IJ:
- * LEA: -Select Lea-

The dropdown menu for "EVENT TYPE" is open, showing the following options:

- Select event types-
- 1) Collegiate Study (select one from below)
 - Collegiate Study - Graduate
 - Collegiate Study - Undergraduate
- 3) Prof. Programs (select one from below)
 - Curriculum Development and Program Design (highlighted)
 - Early Childhood and Child Development Activity
 - Education in the Workplace
 - In-service program
 - PDE-sponsored course, program, etc.
 - Professional Conference or Workshop
 - Review/Redesign/Restructuring of School Programs
 - Special Education Activity

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Fourth, add the event description. Be sure to be specific so your first level approver will have a clear understanding of what activity you will be completing.
- Add the fee of \$0.00

The screenshot shows a web form for creating an event. The fields are as follows:

- * EVENT TYPE:** Curriculum Development and Program Design
- * EVENT DESCRIPTION:** Teachers will learn about the Gradebook option within Powerschool.
- FEE:** \$ [input field]
- TARGET AUDIENCE:** [input field]
- COURSE/ACTIVITY SUBJECT AREA:** -Select subject area-
- * IU:** Carbon Lehigh IU 21
- * LEA:** Southern Lehigh SD
- * INSTRUCTOR:** Robert Fluck/Dale Beltzner
- * START DATE:** 09 / 23 / 2010
- * END DATE:** 09 / 23 / 2010
- START TIME:** 4:00 PM
- END TIME:** 6:00 PM
- : **Check this box if you are seeking pre-approval for an event.**
Please Note: If you are submitting the event for pre approval, you must select this event from Attendance Information on [Current Information](#) page after the event has been held and resubmit it for Final Approval!
- * ACT 48 HOURS/CREDITS:** 3
- DISPLAY AS:** Hours
- FLEX HOURS:** 3 (Optional, Districts with Flex programs only)

Two arrows from the text on the left point to the 'EVENT DESCRIPTION' and 'FEE' fields.

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- The next step requires you to choose the IU the district is part of.
- Carbon Lehigh IU 21

The screenshot shows the 'CPE Tracker - Educator - Your Transcript' web application. The form is titled 'New Event' and contains the following fields and values:

- EVENT NAME: Powergrade training
- COURSE/EVENT CODE: (Optional, if applicable)
- EVENT TYPE: Curriculum Development and Program Design
- EVENT DESCRIPTION: Teachers will learn about the Gradebook option within Powerschool.
- FEE: \$
- TARGET AUDIENCE:
- COURSE/ACTIVITY SUBJECT AREA: -Select subject area-
- IU: Carbon Lehigh IU 21 (selected in dropdown)
- LEA: Southern Lehigh SD (selected in dropdown)
- INSTRUCTOR: Carbon Lehigh IU21, Catalaqua Area School District, CLIU 21 - Substitute, Diocese of Allentown - IU 21, East Penn SD, Hillside School, IU 21 - Not Participat, Jim Thorpe Area SD, Karen Pansy, Lehigh Career & Technical Institute, Lehighington Area SD, Northern Lehigh SD, Northwestern Lehigh
- START DATE: / /
- START TIME: : (checkbox)
- ACT 48 HOURS/CREDITS:
- FLEX HOURS:
- MET ALL REQUIREMENTS: Complete only aft
- GRADE: Southern Lehigh SD (selected in dropdown)

At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons. The footer of the page reads 'September 1, 2010 © Colonial Intermediate Unit 20, 2002 - All rights reserved'.

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- The LEA drop down menu choice is Southern Lehigh SD.

The screenshot shows a web browser window with the URL https://www.cpetracker.org/educator/new_event.asp?tm=9%2F1%2F2010+11%3A03%3A06+AM. The page title is "CPE Tracker - Educator - Your Transcript". The form contains the following fields and values:

- EVENT NAME: Powergrade training
- COURSE/EVENT CODE: (Optional, if applicable)
- EVENT TYPE: Curriculum Development and Program Design
- EVENT DESCRIPTION: Teachers will learn about the Gradebook option within Powerschool.
- FEE: \$
- TARGET AUDIENCE:
- COURSE/ACTIVITY SUBJECT AREA: -Select subject area-
- LEA: Southern Lehigh SD (selected in dropdown)
- INSTRUCTOR: Carbon Lehigh IU 21, Catawquas Area School District, CLIU 21 - Substitute, Diocese of Allentown - IU 21, East Penn SD, Hillside School, IU 21-Not Participat, Jim Thorpe Area SD, Karen Papp, Lehigh Career & Technical Institute, Leighton Area SD, Northern Lehigh SD, Northwestern Lehigh, Palmerton Area SD, Panther Valley SD
- START DATE:
- START TIME:
- HOURS/CREDITS:
- FLEX HOURS:
- GRADE: Complete only, MET ALL REQUIRE, Parkland SD, Salisbury Township SD, Southern Lehigh SD, Weatherly Area SD, Whitehall-Coplay SD

Buttons for "SUBMIT" and "CANCEL" are visible at the bottom right of the form. The footer of the page includes the date "September 1, 2010" and the copyright notice "© Colonial Intermediate Unit 20, 2002 - All rights reserved".

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- The instructor and start/end date should be filled in.

Grab File Edit Capture Window Help

CPE Tracker - Educator - Your Transcript

cpetracker.org https://www.cpetracker.org/educator/new_event.asp?tm=9%2F1%2F2F2010+11%3A03%3A06+AM

Most Visited Getting Started Latest Headlines

CPE Tracker - Educator - Your ... Inbox - Outlook Web App, light...

EVENT NAME: Powergrade training

COURSE/EVENT CODE: (Optional, if applicable)

* EVENT TYPE: Curriculum Development and Program Design

* EVENT DESCRIPTION: Teachers will learn about the Gradebook option within Powerschool.

FEE: \$

TARGET AUDIENCE:

COURSE/ACTIVITY SUBJECT AREA: --Select subject area--

* IU: Carbon Lehigh IU 21

* LEA: Southern Lehigh SD

* INSTRUCTOR: Robert Fluck/Dale Beltzner

* START DATE: 09 / 23 / 2010 * END DATE: 09 / 23 / 2010

START TIME: 4:00 PM END TIME: 6:00 PM

: Check this box if you are seeking pre-approval for an event.
Please Note: If you are submitting the event for pre-approval, you must select this event from Attendance Information on Current Information page after the event has been held and resubmit it for Final Approval!

* ACT 48 HOURS/CREDITS: 3 DISPLAY AS: Hours

FLEX HOURS: 3 (Optional, Districts with Flex programs only)

Complete only after attending event.

* MET ALL REQUIREMENTS: Not Met Reason: Submitted for Pre-Approval

GRADE: --Select a Grade--

SUBMIT CANCEL

September 1, 2010 © Colonial Intermediate Unit 20, 2002 - All rights reserved

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- You **must** check the pre-approval box before submitting the form for approval.
- Next be sure to indicate how many act 48 and flex (academy) hours you are making the course. Academy must be in increments of 3 hours.

The screenshot shows a web browser window displaying the CPE Tracker - Educator - Your Transcript form. The form is titled "CPE Tracker - Educator - Your Transcript" and is located at "https://www.cpetracker.org/educator/new_event.asp?tm=9%2F1%2F2010+11%3A03%3A06+AM". The form fields include:

- EVENT NAME: Powergrade training
- COURSE/EVENT CODE: (Optional, if applicable)
- EVENT TYPE: Curriculum Development and Program Design
- EVENT DESCRIPTION: Teachers will learn about the Gradebook option within Powerschool.
- FEE: \$
- TARGET AUDIENCE:
- COURSE/ACTIVITY SUBJECT AREA: --Select subject area--
- IU: Carbon Lehigh IU 21
- LEA: Southern Lehigh SD
- INSTRUCTOR: Robert Fluck/Dale Beltzner
- START DATE: 09 / 23 / 2010
- END DATE: 09 / 23 / 2010
- START TIME: 4:00 PM
- END TIME: 6:00 PM
- ACT 48 HOURS/CREDITS: 3
- FLEX HOURS: 3
- MET ALL REQUIREMENTS: Not Met Reason: Submitted for Pre-Approval
- GRADE: --Select a Grade--

At the bottom of the form, there are "SUBMIT" and "CANCEL" buttons. A note at the bottom of the form states: "Check this box if you are seeking pre-approval for an event. Please Note: If you are submitting the event for pre approval, you must select this event from Attendance Information on Current Information page after the event has been held and resubmit it for Final Approval!"

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Please do not forget to click hours in the display as drop down menu.
- When finished press the submit button.

EVENT NAME: Powergrade training

COURSE/EVENT CODE: (Optional, if applicable)

* EVENT TYPE: Curriculum Development and Program Design

* EVENT DESCRIPTION: Teachers will learn about the Gradebook option within Powerschool.

FEE: \$

TARGET AUDIENCE:

COURSE/ACTIVITY SUBJECT AREA: --Select subject area--

* IU: Carbon Lehigh IU 21

* LEA: Southern Lehigh SD

* INSTRUCTOR: Robert Fluck/Dale Beltzner

* START DATE: 09 / 23 / 2010 * END DATE: 09 / 23 / 2010

START TIME: 4:00 PM END TIME: 6:00 PM

Check this box if you are seeking pre-approval for an event.
Please Note: If you are submitting the event for pre approval, you must select this event from Attendance Information on the [Attendance Information](#) page after the event has been held and resubmit it for Final Approval!

* ACT 48 HOURS/CREDITS: 3 DISPLAY AS: Hours

FLEX HOURS: 3 (Optional, Districts with Flex programs only)

Complete only after attending event.

* MET ALL REQUIREMENTS: Not Met Reason: Submitted for Pre-Approval

GRADE: --Select a Grade--

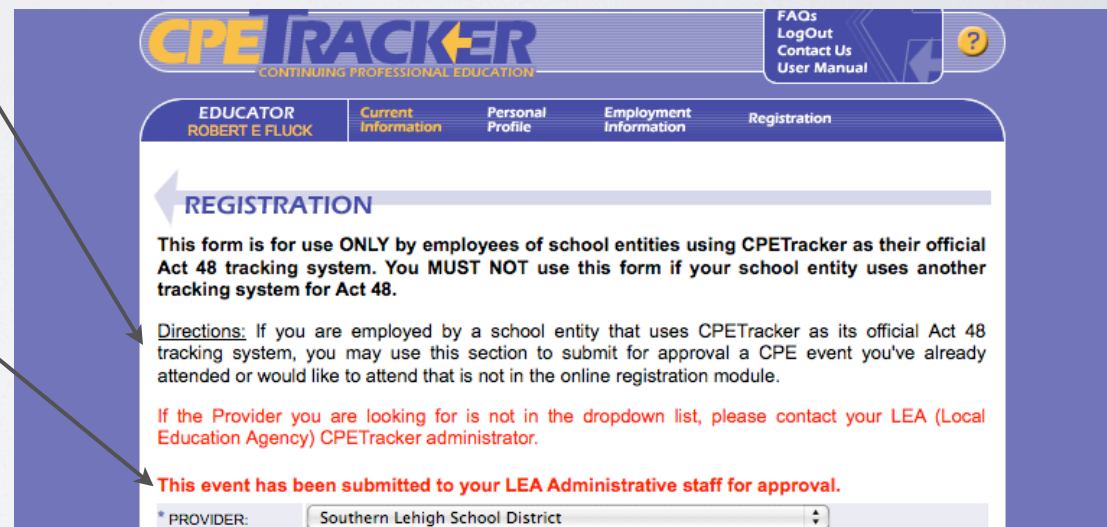
SUBMIT **CANCEL**

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CREATING AN INDEPENDENT STUDY/ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- When you have finished creating your Independent Study/Alternative activity you should see this screen.
- It is important that you see this message.
- If you do not see this message you have not fully completed the registration process.



CPETracker
CONTINUING PROFESSIONAL EDUCATION

FAQs
LogOut
Contact Us
User Manual

EDUCATOR
ROBERT E. FLUCK

Current Information | Personal Profile | Employment Information | Registration

REGISTRATION

This form is for use **ONLY** by employees of school entities using CPETracker as their official Act 48 tracking system. You **MUST NOT** use this form if your school entity uses another tracking system for Act 48.

Directions: If you are employed by a school entity that uses CPETracker as its official Act 48 tracking system, you may use this section to submit for approval a CPE event you've already attended or would like to attend that is not in the online registration module.

If the Provider you are looking for is not in the dropdown list, please contact your LEA (Local Education Agency) CPETracker administrator.

This event has been submitted to your LEA Administrative staff for approval.

* PROVIDER: Southern Lehigh School District

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY REFLECTION FORM

(FOR ACADEMY **AND** ACT 48 CREDIT)

Southern Lehigh School District
Reflection of Professional Education Experience
Conference/Alternative Study Attendance

Directions: After you have returned from a conference or have completed an alternative study, please complete this form and submit it to your building principal. The Curriculum Office will grant CPE Tracker approval upon receipt of this document. *(Please keep a copy for your ACT 48 files.)*

I have completed _____ hours for: Academy Credit and/or Act 48 Credit

Name: _____ Position: _____

Activity: Circle One (A/S) (DI) (T) _____ Completion Date: _____

Conference/Project Goal: _____

1. How did the project/conference assist you in reaching your goal? (What did you learn from this educational experience?)

2. How do you plan to share your new knowledge and insight with other staff?

Principal's Signature

Date

Director of Curriculum Signature

Date

ATTENDING AN INDEPENDENT STUDY/ALTERNATIVE ACTIVITY

OUTSIDE OF THE DISTRICT

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Staff members can get both Academy and Act 48 hours for attending a conference outside of Southern Lehigh School District when the attendance is outside the regularly scheduled day.
- After attending the event please complete the Reflection of Professional Education Experience Conference/Alternative Study Attendance form.
- This form can be found on the district drive. An example of this form can be found on the next slide

REFLECTION OF PROFESSIONAL EDUCATION EXPERIENCE CONFERENCE/ALTERNATIVE STUDY ATTENDANCE FORM (FOR ACADEMY **AND** ACT 48 CREDIT)

Southern Lehigh School District
Reflection of Professional Education Experience
Conference/Alternative Study Attendance

Directions: After you have returned from a conference or have completed an alternative study, please complete this form and submit it to your building principal. The Curriculum Office will grant CPE Tracker approval upon receipt of this document. *(Please keep a copy for your ACT 48 files.)*

I have completed _____ hours for: Academy Credit and/or Act 48 Credit

Name: _____ Position: _____

Activity: Circle One (A/S) (DI) (T) _____ Completion Date: _____

Conference/Project Goal: _____

1. How did the project/conference assist you in reaching your goal? (What did you learn from this educational experience?)

2. How do you plan to share your new knowledge and insight with other staff?

Principal's Signature

Date

Director of Curriculum Signature

Date

CREATING AN ACADEMY NOT FOR ACT 48 (**FOR ACADEMY CREDIT ONLY**)

- Southern Lehigh allows a staff member to obtain 6 (six) academy hours not for Act 48.
- Before you start the activity, you need to get it approved by the Curriculum Office.
- Please use the form Application for Alternative Study Activity for Academy Credit Only.
- This form can be found under the district drive, an example has been provided for you on the next slide.

APPLICATION FOR ALTERNATIVE STUDY ACTIVITY (**FOR ACADEMY CREDIT ONLY**)

Southern Lehigh School District Application for Alternative Study Activity for Academy Credit Only

Directions: Prior to participating in an Activity for Non-Act 48 Academy credit please submit this completed form to either the Director of Elementary Education (for K – 6 teachers) or the Director of Secondary Education (for 7-12 teachers) for approval. After that approval is attained it will be submitted for your principal's approval. Principals will then return the form to the curriculum office and the curriculum office will send you a signed copy. **Until you receive written confirmation you are not approved to complete the activity for Academy credit. Please enter into CPE Tracker AFTER you have received written confirmation from both the Curriculum Office and your building Principal.** (Please keep a copy for your files.)

Name: _____ Position: _____

Activity _____ Proposed Hours _____

Anticipated Completion Date: _____

Activity Goal: _____

1. Please describe the activity in detail including the rationale behind why it should be approved for Non-Act 48 Academy Credit.
2. How will the activity assist you in reaching your goal? (What will you learn from this educational experience?)

Director of Education Signature to approve
that the activity meets the
district Strategic Plan Goals

Date

Principal's Signature to approve that the
activity meets the building
goals and individual goals

Date

Note: Upon completion of the activity you must submit a Reflection of Professional Education Experience Conference/Alternative Study Attendance form to your Principal.