

Continuing Professional Education (CPE) Courses for Credit

2010



**Act 48
Opportunities**

IU 13 Continuing Professional Education Policies

Continuing Professional Education (CPE) in Pennsylvania is a planned, competency-based program whereby professional educators may earn CPE credits to maintain active certification or simply improve skills and content knowledge. The Lancaster-Lebanon Intermediate Unit 13 (IU 13) and Design Team offer this CPE credit course program as a service to educators in Lancaster and Lebanon counties. All instructors have demonstrated expertise in their fields and are currently teaching or working in the areas they are presenting. Drue Feilmeier, Curriculum and Instruction Specialist, IU 13 Instructional Services, has administrative responsibility for all courses. Individuals should check local school district policy if they wish to use CPE credits for purposes other than those outlined by the Pennsylvania Department of Education (PDE). These courses are not part of a graduate degree; however, they may be used to obtain PA Level II certification or a Letter of Equivalency.

The courses listed are organized and sponsored by IU 13; however, any school district or school-related organization may submit programs to the Design Team. Upon approval by the local Design Team and PDE, courses may be offered for CPE credit.

ACT 48

Each CPE course credit is equal to 14 clock hours or 30 hours towards Act 48 requirements for educators to maintain their PA teaching certificate. Act 48 requires that educators complete at least 6 credits or 180 hours of continuing professional education and learning activities in any combination every five calendar years. Act 48 hours are different from "clock hours" in that clock hours include classroom instructional time only. Since courses are designed to include one hour of outside-of-class work for every hour of in-class time, each clock hour is worth 2 Act 48 hours. Breaks for meals and homework time may not be included in the clock hours or Act 48 hours. The number of course credits is determined by the clock hours as follow:

| | | | | |
|----------------|---|-----------|---|-----------------|
| 14 Clock Hours | = | 1 Credit | = | 30 Act 48 hours |
| 28 Clock Hours | = | 2 Credits | = | 60 Act 48 hours |
| 42 Clock Hours | = | 3 Credits | = | 90 Act 48 hours |

ATTENDANCE

We urge all participants to comply with PDE's policy of 100% attendance for credit. We will consider limited absences for emergencies only. Participants are responsible for making arrangements with the instructor(s) for any necessary make-up work to fulfill course requirements. Attendance after the first session may not be permitted if course fee is unpaid.

PAYMENT

The basic fee for these courses is **\$175.00 per credit**; however, the total fee may vary according to the materials and supplies required. Payment must be received one week before the first class meets. **A separate check for each course is requested.** Unless specified otherwise, make checks payable to: **Lancaster-Lebanon IU 13**. District authorized purchase orders will also be accepted. Please send payment to Beth Parkins, IU 13, 1020 New Holland Avenue, Lancaster, PA 17601. Credit card payments are also accepted. Call Beth Parkins (717) 606-1822 with credit card information.

RECEIPTS

Those who register by the deadline and successfully complete course requirements will receive a receipt in the mail. Pennsylvania certified teachers will also receive course certificates of completion.

REFUNDS

- ◆ Full refund when notified of cancellations at least one week prior to start date.
- ◆ Partial refund (50%) if cancelled less than at least one week prior to start date.
- ◆ No refund for cancellations after course starts and for no-show.

ENROLLMENT

PLEASE SEE PAGE 7 FOR IMPORTANT *MyLearningPlan* INFORMATION. Online registration deadline is one (1) week prior to the start date of classes. To enroll in courses please go to:

www.MyLearningPlan.com/webreg/catalog.asp

Select Provider from drop-down menu (Lancaster-Lebanon IU 13). Click "View Now".

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| IMPORTANT: Please follow your school district's online policies and procedures. |
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You must register during the designated timeframe. Please be sure you receive an electronic confirmation. No telephone registrations will be accepted. If a class is canceled, registrants will be notified one (1) week prior to the start date.

NONDISCRIMINATION POLICY

It is the policy of the Lancaster-Lebanon Intermediate Unit 13 not to discriminate on the basis of sex, disability, race, color, and national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title IV.

The Lancaster-Lebanon Intermediate Unit 13 will take steps to assure that lack of English language skills will not be a barrier to admission or participation in any educational programs. Further assurance is given that services, activities, and facilities are accessible to and usable by persons with disabilities. For information regarding civil rights and grievance procedures, contact Philip Steinour, Director of Human Resources, IU 13, 1020 New Holland Avenue, PA 17601 or telephone (717) 606-1849.

F10-104

Using Microsoft Excel

Dates: Mondays, September 27, October 4, 11, 18, 25, 2010

Time: 6:00 p.m. – 9:00 p.m.

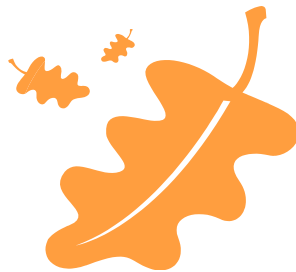
Location: The Conference and Training Center at IU 13, Burle Business Park, 1020 New Holland Avenue, Lancaster, PA

Instructor: Rick Walter, Earth Science Teacher, Manheim Central School District (retired)

Professional Opportunity: 1 CPE Credit (30 Act 48 professional education hours)

Cost: \$175.00

Description: This course is designed to provide a complete overview and training of the capabilities of the Excel spreadsheet in a hands-on format. Participants must be familiar with the basic operation of a computer. No time will be spent on computer basics in the course. Although Windows computers will be used, all concepts taught in this course can be applied to any computer platform. The file formats in Excel 2002 Macintosh Edition and Office XP for Windows are exactly the same. Office users on both platforms will be able to share files and communicate seamlessly using Excel 2002 Macintosh Edition and Office XP for Windows.



F10-106

Creating Effective Electronic Presentations Using PowerPoint

Dates: Mondays, November 1, 8, 15, 22, 29, 2010

Time: 6:00 p.m. – 9:00 p.m.

Location: The Conference and Training Center at IU 13, Burle Business Park, 1020 New Holland Avenue, Lancaster, PA

Instructor: Rick Walter, Earth Science Teacher, retired Manheim Central School District (retired)

Professional Opportunity: 1 CPE Credit (30 Act 48 professional education hours)

Cost: \$175.00

Description: This course will demonstrate and provide hands-on experience related to the use of Microsoft's PowerPoint presentation software and how this resource can be used in the classroom. Emphasis will be placed on classroom/administrative applications of this powerful presentation program. Participants will be exposed to educational uses of the program such as digital storytelling, today in History, visual poetry, tutorials, Jeopardy reviews, quizzes for individual students, displaying student work, and other project-based learning using multimedia. Strategies for developing effective presentations for use in a variety of educational settings (Promethean board) will be discussed and materials will be developed. Participants in this course must have a working knowledge of the basics of using a computer. No time will be spent on computer basics in this course. Although Windows based computers will be used, all concepts and presentations taught and created in this course could be applied and transferred to the Macintosh platform.



Teaching and Learning Professional Development

F10-108

Differentiated Instruction: Instructional Strategies and Assessment

Dates: Wednesdays, October 13, 20, 27, November 3, 10, 2010

Time: 6:00 p.m. – 9:00 p.m.

Location: The Conference and Training Center at IU 13, Burle Business Park, 1020 New Holland Avenue, Lancaster

Instructor: Dr. Nancy J. Herr, Hempfield SD

Professional Opportunity: 1 CPE credit (30 Act 48 professional education hours)

Cost: \$200.00 (\$175.00 per credit plus \$25.00 for book)

Description: Differentiated Instruction: Instructional Strategies and Assessment is designed to assist teachers to further their understanding and implementation of the principles and practice of differentiated instruction. This course will concentrate on effectively managing a DI classroom. Focus will be on adjusting, compacting, and grouping procedures. Participants will be expected to have taken *Differentiated Instruction: Principles and Practice* or have some practical experience with the theory and strategies of differentiation.



Teaching and Learning Professional Development

F10-103

Differentiated Instruction: Principles and Practice

Dates: Wednesdays, September 8, 15, 22, 29, October 6, 2010

Time: 6:00 p.m. – 9:00 p.m.

Location: The Conference and Training Center at IU 13, Burle Business Park, 1020 New Holland Avenue, Lancaster

Instructor: Dr. Nancy J. Herr, Hempfield SD

Professional Opportunity: 1 CPE credit (30 Act 48 professional education hours)

Cost: \$197.00 (\$175.00 per credit plus \$22.00 for book)

Description: Differentiated Instruction: Principles and Practice is designed to assist teachers in extending their understanding and implementation of the principles and practice of differentiated instruction. This course will focus on the reality of diversity in the regular education classroom and provide a balance of instructional theories and practical applications to help teachers respond to the challenges that accompany this diversity. Participants will be expected to use the theory and strategies they have learned to construct differentiated lesson plans designed to advance the learning and achievement of each student in their classrooms.



How to Register for IU 13 CPE Courses:
(Please follow your school district's online registration policies and procedures.)

Go to www.iu13.org. Click on blue “**Conference or Workshop**” words in first bulleted point.

Click on blue “**Event/Conference Information and On-Line Registration**” words on IU 13 Conferences & Events page. This will take you to IU 13’s My Learning Plan window In left column, uncheck all (click on command at bottom of column). Check off first box (“Cont. Professional Ed”).

The available CPE courses for the current month will appear. Click on “Previous Month” or “Next Month” to navigate between months. Click on desired course(s). Click on orange enroll bar to enroll. Select appropriate log in method:

I’m a registered user: Select this option if you have already created a Web Registration account.

I’m a new user: Select this option if you do not have a Web Registration account yet. The account is free, and you can use it to check the status of your registrations and maintain your records.

MyLearningPlan.com users: Select this option if you have an account with MyLearningPlan.com. New users will need to create an account. Please follow the step-by-step directions provided.

Complete the registration form and click on “Update and Continue”.

Choose your credit option. Choose your payment method (Check mailed in advance*). Then click “Next”. Read, understand, and agree to the terms and conditions. Payment details are explained on page 2.

*** Please make checks payable to Lancaster-Lebanon IU 13. Send to:**
Beth Parkins, CPE Program Assistant
Lancaster-Lebanon IU 13
1020 New Holland Avenue
Lancaster, PA 17601

**ALL PAYMENTS MUST BE RECEIVED ONE WEEK PRIOR
TO THE START OF YOUR COURSE.**

PPID Information

What is a "PPID" and why am I being asked to provide this?

PPID stands for Professional Personnel ID. This is a 7-digit ID Number for all Pennsylvania certified educators generated by the Pennsylvania Department of Education.

Beginning in June 2006, all Pennsylvania certified educators were assigned a new ID number (PPID) by PDE. The primary use of this ID will be to provide an alternative to the Social Security Number for certified educators to use to report and retrieve their Continuing Education credits and hours. This PPID will eventually replace the Social Security Number.

How do I find out my PPID?

All Pennsylvania certified educators should go to the PDE website to retrieve their numbers.

www.pde.state.pa.us

On the left-hand side of the homepage, under "Access Services", you will see a link entitled "Act 48 Reporting System". Click on that link, and you will be taken to the page "Professional Education Record Management System (PERMS V2)." Under Educator Options, click on the link prompting "Get your Professional Personnel ID."

Clicking "Get your Professional Personnel ID" will take you to a webpage requesting the following information:

First Name, Middle Initial, Last Name / Social Security Number / Date of Birth

The number generated is your Professional Personnel ID or PPID Number.

If you have any difficulty or need more information, please contact:

**The Bureau of Teaching and Learning Support:
Division of Professional Development
Pennsylvania Department of Education
333 Market Street – 8th Floor
Harrisburg, Pennsylvania 17126-0333
Voice: (717) 772-4944
Fax: (717) 772-3621**

WEATHER DELAY/CANCELLATION INFORMATION

For information regarding weather delays/cancellations, visit our website www.iu13.org and click on Weather Delays and Cancellations; tune in to WGAL-8, ABC-27, CBS-21 or FOX-43; or dial IU 13's Conference Center hotline at 717-606-1600 and select option 5.

For additional information, please contact Beth Parkins elizabeth_parkins@iu13.org OR 717-606-1822.

Please notify us if you have special needs and/or need assistance as addressed by the Americans with Disabilities Act.

If you are employed by a public school district in the IU 13 region and are unsure about your school district's online registration policies and procedures, please see contact information below to clarify. If you are employed by another school or organization and need assistance, please call Beth Parkins at (717) 606-1822.

My Learning Plan Districts

| District | Contact | Phone Number |
|----------|-------------------------------|----------------------|
| COC | Sandy Reeder | 336-1403 |
| C-V | Katherine Gomez | 397-5231 ext. 2407 |
| DON | Tammi Alexander | 492-1308 |
| ELANCO | Carol Wanner | 354-1547 |
| ELCO | Tina Kunder | 866-7117 ext. 2313 |
| E-TOWN | Doris Lockerd | 367-1521 ext. 1004 |
| EPH | Pam Rothweiler | 733-1513 |
| L-S | Daren Wagner | 464-3311 ext. 1080 |
| SDoL | Dave Calendar Kathy Tobias | 291-6196 291-6206 |
| M-C | Dr. Elizabeth Massar | 664-8540 |
| PAL | Becky Bomgardner | 838-3144 |
| WAR | Diane Skilling | 626-3734 ext. 3717 |
| COL | Dr. Diane Fry | 684-2283 |
| HEMP | Jacquelyn Strybos | 898-5564 |

Non-My Learning Plan Districts (WebReg)

| District | Contact | Phone Number |
|----------|---------------------------------|--------------------------------|
| A-C | Sue Struphar | 867-7600 |
| C-L | Bonnie Schott | 272-2031 ext. 1708 |
| LEB | Deb Miller | 270-6894 |
| M-T | Susan Negrete Sherri Criniti | 569-8231 |
| N-L | Mary Gerhart | 865-0541 ext. 2502 |
| P-M | Ellen Polock | 872-9500 |
| PV | Dawn Twardowski | 768-5590 |
| SOL | Dr. Brian Bliss | 786-8401 |
| LAN CCTC | Peggy Doll Deb Sausman | 859-5108 859-5100 ext. 5112 |
| LEB CCTC | George Custer | 273-8551 |

Please make checks payable to **Lancaster-Lebanon IU 13**.
Send to: Beth Parkins, IU 13, 1020 New Holland Avenue, Lancaster, PA 17601

Checks **must** be received one (1) week prior to the start of selected course(s).