

# Professional Development for Educators

# *Fall 2011*



- **CPE Courses for Credit**
- **Other Act 48 Opportunities**
- **Learning-Focused Strategies (LFS) Trainings**

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## IU 13 Continuing Professional Education (CPE) 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 and Design Team offer this CPE credit course program as a service to educators. All instructors have demonstrated expertise in their field and are currently teaching or working in the area 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, a Letter of Equivalency, Act 48, self-improvement or professional development.

Courses are considered graduate-level study and are designed to meet the same level of rigor as those offered at universities. 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 REQUIREMENTS

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 or learning activities or 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 approximately one hour of outside-of-class work for every hour of in-class time, each clock hour is worth approximately two (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.

### WEATHER DELAY/CANCELLATION INFORMATION

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

## **PAYMENT INFORMATION**

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 1020 New Holland Avenue, Lancaster, PA 17601. Attention: Beth Parkins.***

## **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.

## **REFUND POLICY**

- Full refund when notified of cancellations at least one week prior to the start date.
- Partial refund (50%) if canceled less than at least one week prior to the start date.
- No refund for cancellations after course starts and for no-show.
- Please follow your school district's online policies and procedures.

## **ENROLLMENT**

We accept on-line registrations only. **Please see pages 11 and 12 for step-by-step instructions for online registrations.** Registration deadlines are one (1) week prior to the start date of classes. You must register during the designated timeframe. Please be sure you receive an electronic confirmation. No telephone registrations will be accepted. In the event a class is canceled, registrants will be notified at least one (1) week prior to the start date.

**\*\* PLEASE SEE PAGES 11 AND 12 OF THIS CATALOG FOR ADDITIONAL ENROLLMENT PROCEDURES AND REGISTRATION INFORMATION. \*\***

***NOTE: Please follow your school district's online registration policies and procedures.***

## **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, at IU 13, 1020 New Holland Avenue, PA 17601 or telephone (717) 606-1849.

## 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 Professional Personnel ID will eventually replace the Social Security Number.

### **How do I find out what my PPID is?**

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

<http://www.pde.state.pa.us/>

On the left-hand side of the homepage, click on the link entitled “Access Services”. In the same column, select “Act 48 - Continuing Professional Education”. You will be taken to the page entitled “Act 48 of 1999 – Continuing Professional Education”. Click on the title of the first yellow box, which will take you to PERMS (Professional Education Records Management System) Welcome webpage. Make selections as needed.

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 - 8<sup>th</sup> Floor  
Harrisburg, Pennsylvania 17126-0333  
Voice: (717) 772-4944  
Fax: (717) 772-3621**



# CONTINUING PROFESSIONAL EDUCATION (CPE) COURSES FOR CREDIT

## F11-101

### AN INTRODUCTION INTO SCHOOL LAW FOR THE EDUCATOR

**NEW!**

**Dates:** Thursdays, September 22, 29, October 6, 13, 20, 2011

**Time:** 5:00 PM – 8:00 PM

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

**Instructor:** Dr. Robert Frick, Superintendent (retired), Lampeter-Strasburg School District

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

**Cost:** \$175.00

**Description:** This course is designed for the public school teacher interested in learning more about school law. Topics that will be covered include both state and federal court systems, First

*"I appreciated Dr. Frick's inclusion of humor, coupled with his knowledge on the subject matter." – B.P.*

Amendment Issues, tort liability, student discipline, search and seizure, sexual harassment, due process, and numerous employment issues. The format of the class will be heavy on student participation. At the conclusion of the course participants will have an in-depth knowledge of the issues listed above and will be familiar with the landmark cases at both the state and federal levels that have created the basis for the respective court decisions.

**TO REGISTER FOR THIS COURSE, CLICK [HERE](#).**

*\* Pending approval by PDE. If not approved for CPE credit, it will be offered for 15 Act 48 hours only.*

## F11-102

### INTERMEDIATE SIGN LANGUAGE

**Dates:** Mondays and Thursdays, October 24, 27, November 1, 4, 7, 10, 2011

**Time:** 6:00 PM – 8:30 PM

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

**Instructor:** Adrienne Lerch, IU 13 Interpreter

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

**Cost:** \$175.00

**Prerequisite:** *Beginning Sign Language* or permission of the instructor

**Description:** Sign Language: Intermediate I is for any professional in the field of education who has completed the Beginning Sign Language workshop or has prior consent from the instructor (approximately 200-300 sign vocabulary). It is a continuation of the Beginning Sign Language workshop. The main emphasis will be on building receptive and expressive vocabulary, increasing sign fluency, and developing basic conversation skills through skits, games, homework, daily quizzes, and activities. Each participant will choose and interpret a song of his or her choice with assistance from the instructor. The instructor will also use sign with voice during the majority of the class. Quizzes and selected practice activities will be signed without voice.

**TO REGISTER FOR THIS COURSE, CLICK [HERE](#).**

# CONTINUING PROFESSIONAL EDUCATION (CPE) COURSES FOR CREDIT



**F11-103**

**STANDARDS ALIGNED SYSTEM: A COURSE FOR EDUCATORS \***

**Dates:** Wednesdays, September 28, October 19, November 9 and 30 and December 14, 2011

**Time:** 4:30 – 7:45 PM

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

**Instructors:** Cindy Anderson, Instructional Services, IU 13; Sue Deiter, Early Childhood and Special Education Services, IU 13; Drue Feilmeier, Instructional Services, IU 13; Kelly Galbraith, Instructional Services, IU 13; Diane Hurst, Instructional Services, IU 13; Laura Lent, Early Childhood and Special Education Services, IU 13

**Professional Opportunity:** 3 CPE credits (90 Act 48 professional education hours)

**Cost:** \$525.00 (\$175/credit)

**Description:** This three-credit graduate-level course is designed to present active learning and a deepening of teacher knowledge relating to the Pennsylvania Department of Education Standards Aligned System (SAS) portal. The course focuses on the implementation of SAS in the teaching and learning process within the classroom. Educators will be provided with background knowledge related to the educational philosophy of SAS and the practical applications within the SAS portal that can positively impact student achievement. Online instructional strategies utilized in this course will promote active experiences and will provide an integrated approach to content understanding and applications within the classroom. Participants will reflect on the learning through the utilization of the ePortfolio feature, website creation, and journaling experiences. Participants will design educational content that can be integrated into the school system curricula and can be utilized within their own classrooms.

This course is being offered in a “blended” format where 15 of the 42 class hours will be face-to-face and the other 27 hours will involve on-line learning. The 48 “homework” hours will be relevant to course goals and professional practice.

**TO REGISTER FOR THIS COURSE, CLICK [HERE](#) .**

*\* CSPG No. 7 Update 6/1/2010 indicates educators who have been issued a Level I instructional certificate after September 22, 2007, must complete 6 specific credit hours as a part of the 24 semester hour post-baccalaureate credits. Therefore, effective September 1, 2011, individuals applying for Level II conversion must have earned at least six post-baccalaureate credits of collegiate study in the area of Inclusive Classrooms and/or in the area of **Standards Aligned Systems (SAS)**.*

# CONTINUING PROFESSIONAL EDUCATION (CPE) COURSES FOR CREDIT

## F11-104 USING MICROSOFT EXCEL

**Office 2010 version!**

**Dates:** Mondays, September 26, October 3, 10, 17, 24, 2011

**Time:** 6:00 PM – 9:00 PM

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

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

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

**Cost:** \$175.00

**Description:** This course uses the latest version of Excel and 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. Teaching with the use of spreadsheets and the charting capabilities will make data come alive on the white board in your classroom. If you ever wanted to know how spreadsheets can help your teaching, manage and analyze data or allow you to track student performance, this course is for you!

*"An excellent class, very patient teacher - well worth the time!" - G.R.*

**TO REGISTER FOR THIS COURSE, CLICK [HERE](#) .**

## F11-105 ADVANCED MICROSOFT EXCEL

**Office 2010 version!**

**Dates:** Mondays, November 7, 14, 21, December 5, 12, 2011

**Time:** 6:00 PM – 9:00 PM

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

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

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

**Cost:** \$175.00

**Prerequisite:** *Using Microsoft Excel* or permission of the instructor

**Description:** Are you ready to pick up where Using Microsoft Excel ended? Advanced Microsoft Excel is designed to give participants an understanding of some of the more advanced features and functions within the latest version of Excel. Participants will take advantages of using the full power and capability of an electronic spreadsheet. The course is entirely "hands on". Participants will practice using advanced features of Excel to manage, automate and customize workbooks. Arrays, data filtering, advanced date/time, and statistical functions will be investigated as well as macros, pivot tables, error tracing, advanced charting, data lists, and what-if data analysis. Participants will be able to use these advanced spreadsheet techniques to track student data as well as enhance their classroom instruction.

**TO REGISTER FOR THIS COURSE, CLICK [HERE](#) .**



# ACT 48 HOURS ONLY

## **F11-101 Beginning Sign Language**

**Dates:** Mondays and Thursdays, October 3, 6, 10, 13, 17, 20, 2011

**Time:** 6:00 PM – 8:30 PM

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

**Instructor:** Adrienne Lerch, IU 13 Interpreter

**Professional Opportunity:** 15 Act 48 professional education hours ONLY

**Cost:** \$191.00 (\$175.00 for workshop plus \$16.00 for the textbook)

**Description:** This workshop will be worth 15 hours toward the Act 48 professional education requirements. Beginning Sign Language is for any professional who has the chance to use sign language. The basic concepts of signing are taught. This workshop will begin with finger spelling and progress with commonly used signs. Daily quizzes, partner signing, and game/practice activities will be used to foster sign application. Sign with voice will be used by the teacher during the classes, with the exception of quizzes and specific practice sessions.

**TO REGISTER FOR THIS COURSE, CLICK [HERE](#) .**



# LEARNING-FOCUSED STRATEGIES TRAININGS



DATE: May 19, 2011  
FROM: Drue Feilmeier, Curriculum & Instructional Specialist, IS  
TO: District Curriculum Coordinators, Building Principals



## LEARNING-FOCUSED Strategies: Version 7 Update Training for Experienced Model Users (Search: Curriculum, Assessment & Instruction)

- Dates:** Tuesday, September 20, 2011
- Time:** 8:30 AM – 3:00 PM (Registration and continental breakfast begin at 8:00 AM; ½ hour for lunch)
- Location:** The Conference & Training Center at IU 13, 1020 New Holland Avenue, Lancaster, PA
- Presenter(s):** Drue Feilmeier, Curriculum & Instruction Specialist and Certified LEARNING-FOCUSED Strategies Trainer, IU 13
- Description:** Participants in this workshop will use highlights from the most recent training materials (Version 7) to revisit how LEARNING-FOCUSED has combined the latest research on learning and exemplary practices into a framework designed to systematize planning processes and professional practices in a standards aligned education system. All updated model components connected to curriculum development, local assessment planning, and the facilitation of acquisition level learning and extending thinking skills will be addressed. Version 7 includes a more intentional focus on assessment for learning and assessment of learning in the unit and lesson planning process.
- Target Audience:** Teachers and Administrators who have previously been trained in the use of the LEARNING-FOCUSED Strategies Model
- Limit:** Minimum of 10 Participants      Maximum of 30 Participants
- Cost:** \$100/person (Includes continental breakfast, lunch and a copy of *Unlocking the Secrets of the LEARNING-FOCUSED Strategies Model V.7*)
- Contact:** Beth Parkins @ elizabeth\_parkins@iu13.org or (717) 606-1822.
- IU Reg Deadline:** September 6, 2011 (Please follow your school district's online registration policies and procedures.)

TO REGISTER FOR THIS COURSE, CLICK [HERE](#).

*"This workshop was outstanding! It modeled LFS and lesson format. I appreciated the dialog and collaboration with colleagues." – K.F.*

*"The presenter was very positive and excited about LFS . . . her enthusiasm is contagious!" – K.S.*

# LEARNING-FOCUSED STRATEGIES TRAININGS



DATE: May 19, 2011  
FROM: Drue Feilmeier, Curriculum & Instructional Specialist, IS  
TO: District Curriculum Coordinators, Building Principals



## LEARNING-FOCUSED Strategies: Version 7 Training Series

(Search: Curriculum, Assessment & Instruction)

- Dates:** Tuesday, October 11, 2011 – Part 1: Transforming Standards into Learning  
Tuesday, November 8, 2011 – Part 2: Connecting Acquisition Level Learning  
Tuesday, January 10, 2012 – Part 3: Connecting Extending Thinking  
Tuesday, February 7, 2012 – Part 4: Planning Units for Learning
- Time:** 8:30 AM – 3:00 PM (Registration and continental breakfast begin at 8:00 AM; ½ hour for lunch)
- Location:** The Conference & Training Center at IU 13, 1020 New Holland Avenue, Lancaster, PA
- Presenter(s):** Drue Feilmeier, Curriculum & Instruction Specialist and Certified LEARNING-FOCUSED Strategies Trainer, IU 13
- Description:** These four individual modules represent the most up-to-date series of training sessions designed to lead participants to an application level use of the LEARNING-FOCUSED Strategies Model. **Part 1** focuses on “unpacking” the Academic Standards to gain clarity on what students should know, understand and do by the end of a given unit(s) of study as well as the production of common end-of-unit assessments. The creation and use of advance organizers (Student Learning Maps) to preview learning units will also be explored. **Part 2** focuses on lesson planning for acquisition level learning with an emphasis on intentionally planning for the use of format assessment. **Part 3** has been designed to assist teachers with frequently embedding extending thinking skills into classroom learning and teaching. **Part 4** puts it all together as teachers plan comprehensive units of study that are standards aligned and learner focused.
- Target Audience:** Teachers and Administrators in schools who use LEARNING-FOCUSED as their instructional planning and facilitation model and have either never been trained or need an additional training experience.
- Limit:** Minimum of 10 Participants      Maximum of 30 Participants
- Cost:** \$100/person/session (Includes continental breakfast, lunch and resource book for each session)  
\$325/person when registering for all four sessions (Includes a package of four resource books)
- Contact:** Beth Parkins @ elizabeth\_parkins@iu13.org or (717) 606-1822.
- IU Reg Deadline:** Two weeks prior to the date of each session (Please follow your school districts online registration policies and procedures.)

TO REGISTER FOR THIS COURSE, CLICK [HERE](#) .

## How to Register for IU 13 CPE Courses and Act 48 Workshops:

*(Please follow your school district's online registration policies and procedures.)*

1. Go to [www.iu13.org](http://www.iu13.org). Click large blue "Event/Conferences" rectangle on right side of page.
2. 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.
3. In left column, click [uncheck all] command at bottom of column. Then check off first box ("Cont. Professional Ed").
4. The available CPE courses for the current month will appear. Click on desired month.
5. Click on **first** listing of desired course(s). Click on orange enroll box to enroll.
6. 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. (To find out if your district is using MyLearningPlan, refer to chart on page 15.)

7. Complete the registration form and click on "Update and Continue".
8. Choose your credit option.
9. Choose your payment method (Check mailed in advance is preferred\*) or District Pays (PO). Click "Next". **PLEASE NOTE THAT YOUR SCHOOL DISTRICT WILL BE INVOICED FOR PAYMENT OF YOUR CPE COURSE OR WORKSHOP IF YOU DO NOT MAIL YOUR PAYMENT IN ADVANCE.**
10. Agree to the terms and conditions.
11. Print out confirmation and include with your payment.

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

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

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

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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**

<b>District</b>	<b>Contact</b>	<b>Phone Number</b>
Cocalico	Sandy Reeder	336-1403
Columbia Borough	Dr. Diane Fry	684-2283
Conestoga Valley	Katherine Gomez	397-5231 ext. 2407
Donegal	Tammi Alexander	492-1308
Eastern Lancaster	Carol Wanner	354-1547
Eastern Lebanon	Tina Kunder	866-7117 ext. 2313
Elizabethtown Area	Doris Lockerd	367-1521 ext. 1004
Ephrata Area	Pam Rothweiler	733-1513
Hempfield	Robin Anderson	898-5796/618-7026
Lampeter-Strasburg	Darin Wagner	464-3311 ext. 1080
School District of Lancaster	Dave Calendar Kathy Tobias	291-6196 291-6206
Manheim Central	Alison Sherk	664-8558
Palmyra Area	Becky Bomgardner	838-3144
Warwick	Diane Skilling	626-3734 ext. 3717

**Non-My Learning Plan Districts (WebReg)**

<b>District</b>	<b>Contact</b>	<b>Phone Number</b>
Annville-Cleona	Sue Struphar	867-7600
Cornwall-Lebanon	Bonnie Schott	272-2031 ext. 1708
Lebanon	Deb Miller	270-6894
Manheim Township	Sherry Criniti	569-8231 ext. 3041
Northern Lebanon	Mary Gerhart	865-0541 ext. 2502
Penn Manor	Ellen Pollock	872-9500
Pequea Valley	Dawn Twardowski	768-5590
Solanco	Dr. Brian Bliss	786-8401
Lancaster CCTC	Peggy Dell Deb Sausman	859-5108 859-5100 ext. 5112
Lebanon CCTC	George Custer	273-8551