

Professional Development for Educators

Winter/Spring 2012



- **CPE Courses for Credit**
- **Act 48 Opportunities**

Table of Contents

	<u>Page</u>
IU 13 Continuing Professional Education (CPE) Policies	
■ Act 48 Requirements	2
■ Attendance	2
■ Weather Delay/Cancellation Information	2
■ Payment Information	3
■ Receipts	3
■ Refund Policy	3
■ Enrollment	3
■ Nondiscrimination Policy	3
 PPID Information	 4
 Professional Education Opportunities	
Act 48 Opportunities	5
CPE Courses for Credit	5-8
 How to Register for IU 13 CPE Courses/Events	 9
 On-Line Registration Contacts by School District	 10

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 full 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 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. If your school district has agreed to pay for your class, you will receive a receipt AFTER successfully completing the course that you can use to submit to your district for reimbursement.

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. 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.

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.

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 – 8th Floor
Harrisburg, Pennsylvania 17126-0333
Voice: (717) 772-4944 Fax: (717) 772-3621**



ACT 48 OPPORTUNITIES

WS12-101

Beginning Sign Language

Dates: Mondays and Thursdays, January 23, 26, 30, February 2, 6, 2012

Time: 5:30 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.

[CLICK HERE TO REGISTER FOR THIS WORKSHOP!](#)



CONTINUING PROFESSIONAL EDUCATION (CPE) COURSES FOR CREDIT

WS12-102

Sign Language Intermediate I

Dates: Mondays and Thursdays, February 9, 13, 16, 27, March 1, 2012

Time: 5:30 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.

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

CONTINUING PROFESSIONAL EDUCATION (CPE) COURSES FOR CREDIT



**Blended
Format!**

WS12-103

Standards Aligned System - A Course for Educators*

Dates: Wednesdays, January 25, February 29, March 21, April 25, May 23, 2012

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.

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

** 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

Office 2010 version!

WS12-104

Using Microsoft Word in the Classroom

Dates: Mondays, January 23, 30, February 6, 13, **TUESDAY**, Feb 21, 2012

Time: 6:00 - 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 will utilize Microsoft Word (**NEW Office 2010 version**) to develop teacher management documents, classroom materials, and integration activities in the K-12 classroom. Instructional time is 15 credit hours with 15 hours of activity to be completed outside of the classroom.

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

Office 2010 version!

WS12-105

Creating Effective Electronic Presentations Using PowerPoint

Dates: Mondays, March 5, 12, 19, 26, April 2, 2012

Time: 6:00 - 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 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.

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

CONTINUING PROFESSIONAL EDUCATION (CPE) COURSES FOR CREDIT

WS12-106

SMART Board Interactive Whiteboard Board Training Level I *

Dates: Tuesdays and Thursdays, March 27, 29, April 3, 5, 2012

Time: 5:00 – 8:45 PM

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

Instructor: Ashley Rednak, Pequea Valley School District

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

Cost: \$188.00 (\$175.00 per credit plus \$13.00 for materials)

Description: The expected general outcome of the Level I class is mastery of the basic tools of Notebook 10 software. Acquisition of these skills will enable participants to create and deliver content-specific learning activities using the SMART Board. Participants will work with numerous basic features and be provided with ample time for mastery and lesson application. SMART peripheral hardware and software will also be demonstrated along with an exploration of the extensive available resources.

[CLICK HERE TO REGISTER FOR SMART BOARD I.](#)

WS12-107

SMART Board Interactive Whiteboard Board Training Level II *

Dates: Tuesdays and Thursdays, April 10, 12, 17, 19, 2012

Time: 5:00 – 8:45 PM

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

Instructor: Ashley Rednak, Pequea Valley School District

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

Cost: \$188.00 (\$175.00 per credit plus \$13.00 for materials)

Description: This course will provide mastery of all of the features of the SMART Board Interactive Whiteboard. Participants will be able to create and execute learning activities using all of the tools of the interactive board as well as gain knowledge in applying the tools to all content areas. Advanced aspects of the software will be covered including the video player, recorder, and new aspects of Notebook 10. Previous experience in using the SMART Board and/or completion of the Level I class will be helpful, but not mandatory.

[CLICK HERE TO REGISTER FOR SMART BOARD II.](#)

** IMPORTANT **

* BOTH SMART Board courses require an out-of-class assignment that will require the use of the NOTEBOOK software either on your home computer or laptop. To download the NOTEBOOK software being used for this course, please go to www.smarttech.com and choose Resources > Downloads > SMART Notebook Collaborative Software. After installing, you will be asked to enter and activate a product key. The product key will be e-mailed to you after your payment for the course has been received. If you are an IU 13 employee and still do not have this software downloaded onto your laptop, you will need to submit a web ticket prior to the start of the class.

Also, please bring a USB drive to class with you.

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. 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.

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
Cocalico	Allison Ohline	336-1403
Columbia Borough	Dr. Diane Fry	684-2283
Conestoga Valley	Katherine Gomez	397-5231 ext. 2407
Donegal	Tammi Alexander	492-1308
Eastern Lancaster	Cheryl Landis	354-1516
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)

District	Contact	Phone Number
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