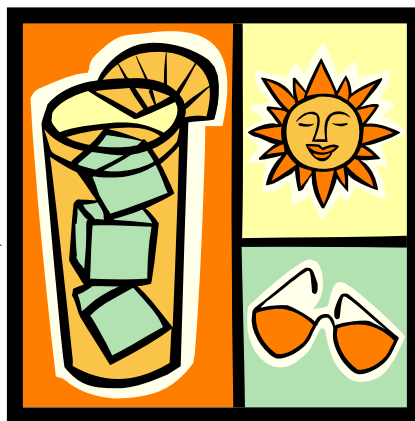


**Continuing Professional
Education
(CPE)
Courses for Credit**

Summer 2010



Act 48 Opportunities

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, you will see a link entitled “Act 48 Reporting System” (under “Access Services”). 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**

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 IU 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 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 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 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

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.

REFUNDS

- 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: PLEASE SEE PAGES 12 and 13 FOR IMPORTANT REGISTRATION 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 on "View Now".

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 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 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 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 1020 New Holland Avenue, PA 17601 or telephone (717) 606-1849.

Teaching and Learning Professional Development (TLPD) – Language Arts

S10-101

Beginning Sign Language

Dates: Mondays and Thursdays, June 7, 10, 14, 17, 21, and 24, 2010

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: Cindy Shultz

Professional Opportunity: 15 Act 48 professional education hours

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

Description: NOTE: This beginner's workshop is being offered for professional education hours only and will not be eligible for CPE credit. 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.



S10-102

Sign Language: Intermediate I

Dates: Mondays and Thursdays, July 12, 15, 19, 22, 26, and 29, 2010

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: Cindy Shultz

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.



Instructional Technology

S10-103

Using Microsoft Word in the Classroom

Dates: August 2, 3, 4, 5, and 6, 2010

Time: 9:00 AM – Noon

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

Instructor: Rick Walter, Earth Science Teacher, 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 (1993) 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.



S10-104

Advanced Microsoft Excel

Dates: July 6, 7, 8, and 9, 2010

Time: 9:00 AM – 1:00 PM

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

Instructor: Rick Walter, Earth Science Teacher, 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: Advanced Microsoft Excel is designed to give participants an understanding of some of the more advanced features and functions within 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. Array, advanced date/time, and statistical functions will be investigated as well as macros, pivot tables, error tracing, charting 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.

Instructional Technology (continued)

S10-105

SMART Board Interactive Whiteboard Board Training Level I

Dates: July 13 & 16, 2010

Time: 8:00 AM – 4:00 PM

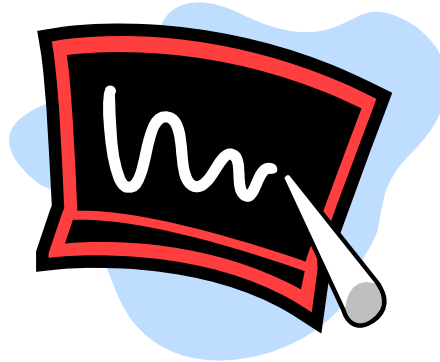
Location: The Conference and Training Center at IU 13, Burle Business Park, 1020 New Holland Avenue, Lancaster

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.



S10-106

SMART Board Interactive Whiteboard Board Training Level II

Dates: July 27 & 30, 2010

Time: 8:00 AM – 4:00 PM

Location: The Conference and Training Center at IU 13, Burle Business Park, 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.

Teaching and Learning Professional Development

S10-107

Differentiated Instruction: Principles and Practice



Dates: June 28 & 30, 2010

Time: 8:00 AM – 4:00 PM

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.

S10-108

Differentiated Instruction: Instructional Strategies and Assessment



Dates: August 2 & 4, 2010

Time: 8:00 AM – 4:00 PM

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.



Student Social and Health Issues

S10-109

Diversity Awareness in Education: A New Perspective for a Changing World

Dates: July 19, 20, 21, 22 & 23, 2010

Time: 8:00 AM – 5:30 PM

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

Instructor: Stephanie Roy, Opn.Wyd

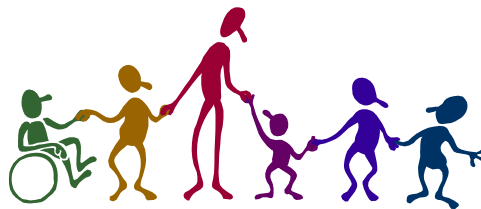
Professional Opportunity: 3 CPE credits (90 Act 48 professional education hours)

Cost: \$525.00 (\$175 per CPE Credit)

Description: This course is designed to help educators gain a greater awareness of the many facets of diversity within your school community and beyond. These include race, culture, sexual orientation and more. Through introspective and insightful learning, emphasis is placed on defining a personal worldview and appreciating the worldview of others around diversity. In the end, participants will be equipped to infuse effective strategies for use in any curriculum relevant to your position.

Participants will:

- **Complete a written self-assessment** to determine your own current level of awareness of diversity in order to assess personal goals for the course and to initiate your personal understanding of a number of diverse students needs within your specific area of discipline.
- **Establish a rationale** to validate the importance and necessity for each individual to attain diversity awareness and to learn how to answer those tough questions from decision makers in your school community who may not be in favor of diversity initiatives.
- **Examine your self-awareness** of diversity as it has evolved throughout your life to better understand the origin of your own negative assumptions, stereotypes and prejudices.
- **Comprehend your personal worldview** as it pertains to diversity and to begin to develop a lifelong examination of the worldview of others in order to become more empowered to appreciate differing perspectives that can lead to improved classroom instruction.
- **Leave with a complete understanding of** how to differentiate between “Active Racism” and “Institutional Racism”; how Racial Identity in America & Homophobia deeply affects all of us throughout our lives and why K-12 educators should learn to safely infuse these topics into their current curriculum.
- **Develop a personal plan of action** that can initiate genuine and relevant diversity awareness that will allow you to expand upon classroom instruction/learning methods you can really use.



Student Social and Health Issues (continued)

S10-110

Teambuilding: Creating a Positive Classroom Environment

Dates: July 12, 13, 14, 15, and 16, 2010

Time: 8:00 AM – 5:30 PM

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

Instructor: Frank Toner, Opn.Wyd

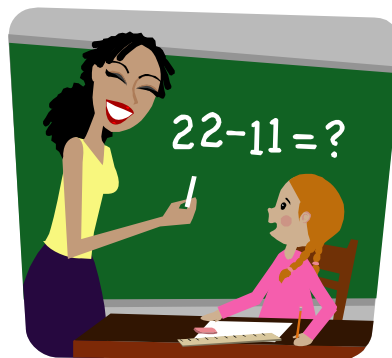
Professional Opportunity: 3 CPE Credits (90 Act 48 professional education hours)

Cost: \$525.00 (\$175 per CPE Credit)

Description: Trust, communication, safety for all, group problem solving and diversity awareness are the key components of this course. Designed for k-12 educators and business professionals, this course will provide a complete understanding of the methods, philosophies and techniques necessary to infuse teambuilding initiatives into any curriculum to create a healthy, positive environment for learning and working. Participants will thoroughly explore a unique blend of Positive and Responsive Classroom Management Models; Experiential Education and proven group processing practices. Emphasis will be on creating a practical working curriculum, which includes communication skill building, diversity awareness, collaborative learning practices and group problem-solving initiatives and activities. A presentation blueprint, which will conform and meet standards of any school district/system mission statement or business plan, is included. All activities are arranged for use in the classroom or within the working environment.

Participants will:

- **Define** the sequential progression of interpersonal and collaborative skills developed through various teambuilding activities which are necessary to create a PCE (Positive Classroom Environment)
- **Comprehend** the “Experiential Learning Cycle” as a learning theory
- **Develop** an understanding of teambuilding initiatives via experiential activities
- **Design** professional strategies for creating a PCE by utilizing skills attained from competency #3 and learning about relevant personality and learning style assessments (e.g. Meyers Briggs Type Indicator).
- **Develop** an action plan for use in each participant’s area of discipline.



Student Social and Health Issues (continued)

S10-111

Integrating the PEMA “All Hazards” School Safety Planning Toolkit into a Practical Comprehensive School Safety and Emergency Management Program



Dates: July 12, 14, & 16, 2010

Time: 9:00 AM – 2:30 PM

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

Instructor: John Sparmblack

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

Cost: \$185.00 (\$175.00 for the one-credit course plus \$10.00 for materials)

Description: The guidelines of the PA Emergency Management Agency “All Hazards” School Safety Planning Toolkit will be used to develop emergency procedures with an emphasis on coordination and cooperation among staff, principals, district office personnel and community emergency responders. The guidelines will help provide consistency and documentation related to emergencies. Participants will be able to apply course information to develop or evaluate safe schools procedures at their school. The Continuing Professional Education course will briefly review current trends in school safety and emergency management emphasizing both the physical and emotional safety of students. The profiling of potentially dangerous teens will be discussed in relation to the Secret Service report on school shooters. All information will be directly applicable to both secondary and elementary schools. Information will be through participants’ research, projects, discussions and the presenter’s lecture/discussions.



How to Register for IU 13 CPE Courses:

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

1. Go to www.iu13.org.
2. Click on blue “**Conference or Workshop**” words in first bulleted point.
3. 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.
4. In left column, uncheck all (click on command at bottom of column). Check off first box (“Cont. Professional Ed”).
5. The available CPE courses for the current month will appear. Click on “Previous Month” or “Next Month” to navigate between months.
6. Click on desired course(s). Click on orange enroll bar to enroll.
7. 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.

8. Complete the registration form and click on “Update and Continue”.
9. Choose your credit option.
10. Choose your payment method (Check mailed in advance*) or District Pays (PO).
11. Then click “Next”.
12. Agree to the terms and conditions.

*** Please make checks payable to Lancaster-Lebanon IU 13.
ALL payments must be received one (1) week prior to the start of your course.**

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	Darin 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 Pollock	872-9500
PV	Dawn Twardowski	768-5590
SOL	Dr. Brian Bliss	786-8401
LAN CCTC	Peggy Dell/ Deb Sausman	859-5108 859-5100 ext. 5112
LEB CCTC	George Custer	273-8551

Send payment 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). **