

Warren County Professional Development Program

MyLearningPlan

Frequently Asked Questions

1. What is the goal of the Warren County Professional Development program?
The stated goal of the program is to “provide on-going professional development opportunities to all certified staff which promotes a successful learning community”.
2. What is My Learning Plan?
My Learning Plan is the Warren County Public Schools’ automated system for recording professional development activities that can be used to satisfy WCPD credits and/or Virginia license renewal points. My Learning Plan is accessed via the web at www.mylearningplan.com. My Learning Plan is the host of the WCPD District Catalog. All approved workshops for credits and/or points are listed on My Learning Plan. Employees select the workshop/activity/conference that they wish to attend from either the District Catalog or the Calendar on MLP. Credits and/or points are awarded and tracked through MLP and each user can view their accumulated totals by viewing their Portfolio on MLP. Employees may use MLP to propose activities/workshops through the “Suggest A Workshop” process, as well as request approval to attend conferences (Conference Request form) or take a college level course (Tuition Assitance/Course Approval form).
3. What is the purpose of the Warren County Professional Development Catalog?
The Catalog provides a listing and description of all approved courses and workshops that can be used to earn Warren County Professional Development Credits. These offerings allow staff to attend a variety of staff development programs without having to leave the school system.
4. How does a course/workshop get added to the District Catalog?
Proposed courses/workshops (submitted through “Suggest A Workshop” in MLP for **prior** approval) are reviewed to determine the extent to which they support the research-based premise that there is a high correlation between high teacher quality and high student performance. Also considered is the extent to which a program is likely to appeal to Warren County certified staff and the degree to which the program/course has the potential to foster professional, as well as personal growth.

5. Who may propose a course/workshop?
Any member of the Warren County Public Schools professional or support community may propose a course/workshop, as well as any participating private school.

6. How does the WCPD District Catalog relate to the 200 day teacher contract?
As an example, all teachers, based on state requirements, are paid for 200 days. In Warren County, teachers must be physically on the job for 196 of these days. These days include teaching days, workdays and Research and Development days. The other four days or minimum of 24 clock hours are reserved for professional development. Of these days, three days, or the equivalent of at least 18 clock hours, are to be used at the discretion of the professional. At the present time, professionals are not required to submit documentation of the use of these hours. The fourth day requirement, or the equivalent of at least six clock hours, must be met by attending courses/workshops listed in the WCPD District Catalog. Regardless of the number of instructional days, work days, etc., at least six clock hours, or 30 WCPD credits must be earned each year (July 1 – June 30). For ten month employees, WCPD credits must be earned above and beyond the normal work day hours (after school, weekends, during the summer, etc.).

7. How many WCPD credits must I earn to meet the documented professional development requirement?
Each professional staff member must earn a minimum of 30 credits. Each course/workshop in the District Catalog has been assigned credits.

8. Do the 30 credits have to be earned in one sitting?
No, courses/workshops/conferences are of varying clock hour length. The maximum number of WCPD credits that can be earned for any one workshop/conference/activity is 25. To earn the required 30 credits, you may combine workshops, conferences, activities or college courses (for college courses, see question 12).

9. Is it possible to earn WCPD credits for courses or workshops that are not listed in the District Catalog?
The answer is no, unless **prior** approval has been granted by the Assistant Superintendent.

10. How do WCPD credits relate to Virginia license renewal points?

WCPD credits are awarded in increments of five (5). Under Virginia licensure renewal regulations, one (1) renewal point is assigned per clock hour.

11. May I earn both WCPD credits and Virginia license renewal points for attending the same activity/workshop/course?

In general, if a course/workshop/activity is listed in the District catalog, you can earn both WCPD credits and Virginia license renewal points for attendance.

However, WCPD credits can only be earned for the period of time that is outside of normal working hours (with the exception of 11 and 12 month employees).

Also, as an Instructor, you can elect to either be paid for instructing the workshop, or you can earn WCPD credits ... **but not both!** If you elect to be paid, you must complete the WCPD Voucher (which can be found on MLP under “My File Library”), and send the voucher and a copy of the workshop/activity sign in sheet to Donna Strickler in the Assistant Superintendent’s office. Payment will be made by direct deposit on the next available payroll date.

12. May I earn WCPD credits for completion of graduate or undergraduate courses?

Yes, under the following circumstances:

- i. **Prior** to enrollment, the course must be approved for credits by the Assistant Superintendent. This can be done by completing a “Tuition Assistance/Course Approval” form in My Learning Plan.
- ii. The course must be completed during the school year or no later than June 30th of the school year for which credits are requested. Approved courses completed/ending after June 30th will be awarded credits for the following school year.
- iii. Credits will be awarded based on 10 WCPD credits for a one (1) credit college level course, 20 WCPD credits for a two (2) credit college level course, and 30 WCPD credits for a three (3) credit college level course. (Note: Virginia license renewal points may also be earned for approved courses at the rate of 30 points for each credit of a college level course.)

13. Who is expected to earn the 30 WCPD credits?

All professional staff, whether directly related to instruction or not, are expected to earn 30 WCPD credits per year.

14. What happens if an individual does not earn 30 WCPD credits in a year?

If an individual does not earn 30 credits, it will be reflected as “Does Not Meet” under Professionalism on the evaluation and a Plan of Improvement will be developed for this individual by his/her immediate supervisor. The reason is two-fold:

- a. Professional Development for all staff is critical to helping All Children Learn.
- b. Virginia Standards of Quality and Federal NCLB rules require annual professional development.

Warren County Public Schools has chosen this credit system as the way to monitor compliance with this law, and not fulfilling this expectation is considered not meeting professional obligations.