



De Soto USD #232

HANDBOOK

Community Relicensure

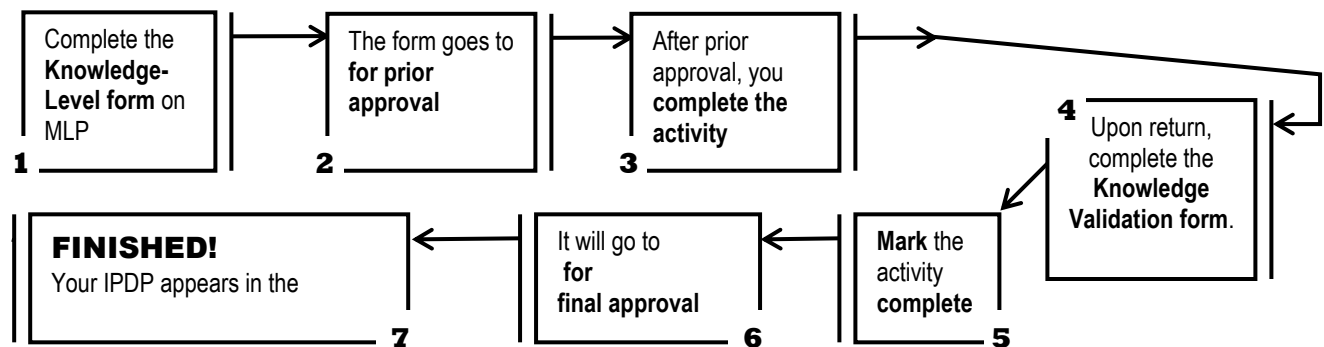
Community members who are currently not employed by a Kansas School District work with their local school district during the relicensure process. If you are not a resident of the USD #232 school district, please contact your local school district for their procedures.

KNOWLEDGE LEVEL FORM (Most Activities)

Any time you would like to receive PD points for your professional development activities **other than college courses**, you will fill out the Knowledge Level Form. Every activity must begin with Knowledge-Level points. The process begins before you do the activity.

When/if you attend USD #232 provided professional development, you typically do not need to fill out a Knowledge Level form for activities that are coordinated by the building or district. Normally the PDC representative will enroll all participants in bulk for those activities. When in doubt, ask the PDC representative about points.

What is the Approval Process for Knowledge-Level Points?



How Do I Complete the Knowledge-Level Points Process?

1. **Complete the form.**
 - a. On your MLP home page, click on "Knowledge Level" under the "Fill-in Forms" Section on the left-hand side.
 - b. Fill out the information on the form. Please familiarize yourself with the points system as detailed in the PDC Handbook (available under "My File Library").
 - c. You must align your activity with at least one district goal.
2. **Upon completion of the activity, fill out the Knowledge Validation Form (Step #4 above).**
 - a. On your MLP home page, click on the activity under the "Approved and In Progress" Section in the middle of the page.
 - b. Under the "Actions" section, click on "Knowledge Validation Form".
 - c. Complete the form and click "Save".
3. **Immediately mark your activity complete (Step #5 above).**
 - a. This signifies that you have completed all forms and sends it on for final approval.
 - b. Click on "Mark Complete" in the "Actions" section.
 - c. Review the information (disregarding the expense section) and click "Submit".

One college credit is worth 20 professional development points. Points or credit earned from non-education degrees or programs do not count for license renewal.

How Can I Ensure That My College Hours are Worth Points?

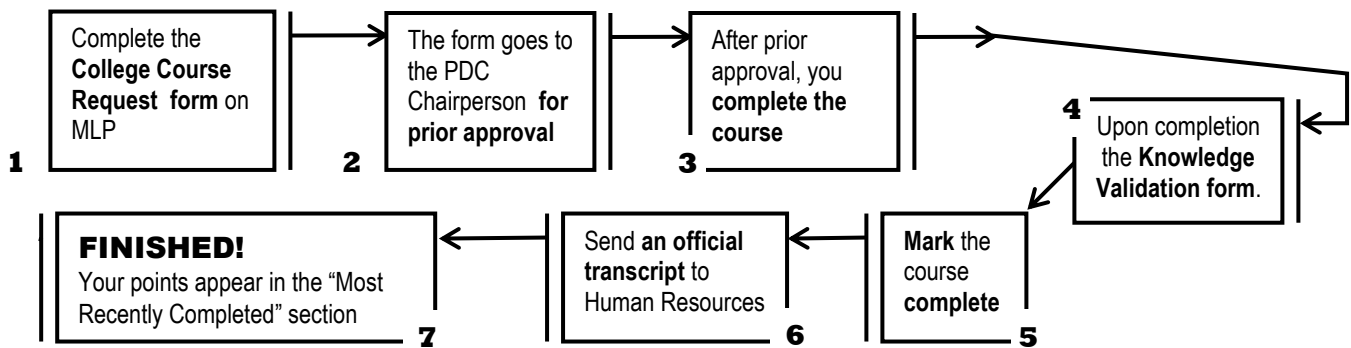
There are two things that you need to do **before beginning the course** to make sure that your college credits translate into points:

1. Make sure that your college/university is an approved institution by KSDE. This website has the most up-to-date list of approved institutions: <http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation.aspx>

Obtain pre-approval by the PDC Chairperson by filling out the College Course Request Form on MLP.

NOTE: You are not guaranteed to receive points for your college course unless you have done these two steps before beginning the course.

What Is The Points Process On MYLEARNINGPLAN For My College Courses?



How Do I Complete the College Course Process in MYLEARNINGPLAN?

1. **Complete the “College Course Request” form.**
 - a. On your MLP home page, click on “College Course Request” under the “Fill-in Forms” Section on the left-hand side.
 - b. Fill out the information on the form. Please confirm that your course is provided by an approved institution by going to KSDE.org and verifying. Community continuing education courses are not accepted.
 - c. You must align your course with at least one district goal and/or personal goal.
2. **Upon completion of the course, fill out the Knowledge Validation Form**
 - a. On your MLP home page, click on the activity under the “Approved and In Progress” Section in the middle of the page.
 - b. Under the “Actions” section, click on “Knowledge Validation Form”.
 - c. Complete the form and click “Save”.
3. **Immediately mark your course complete.**
 - a. This signifies that you have completed all forms and sends it on for final approval.
 - b. Click on “Mark Complete” in the “Actions” section.
 - c. Review the information and click “Submit”.

PROFESSIONAL DEVELOPMENT ACTIVITY LOGS

For those **activities that are reoccurring, but part of one larger activity**, use the PD activity log. The PD activity log allows you to enter multiple events that make up one activity without filling out a new Knowledge Level form for each event. Examples of these types of activities include, but are not limited to:

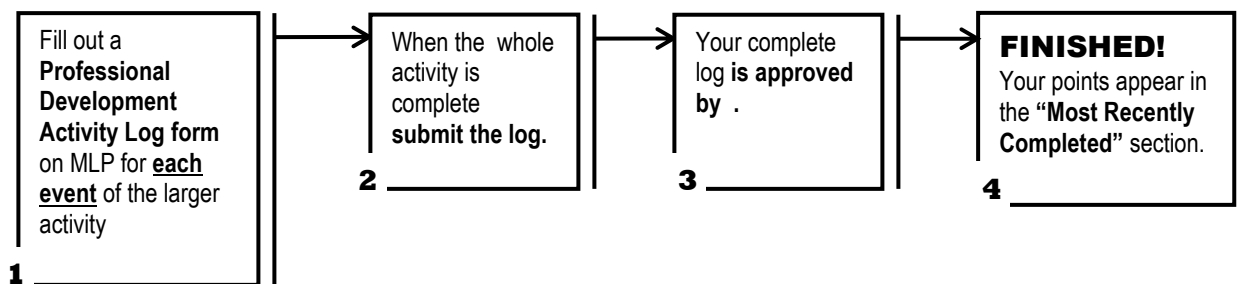
- Writing and editing professional articles
- Book study/club meetings
- Reading a professional level research-based document
- Hosting a student teacher
- Participating in building-based mentoring programs
- Reoccurring committee work

If you are in doubt as to whether or not to use a PD Activity Log, contact the Community Relicensure administrator at USD #232.

How Does the PD Activity Log Work on MYLEARNINGPLAN?

The activity log allows you to record the professional learning events that make up a larger activity and submit those events as one activity. When the log is submitted, you will complete the Knowledge Verification for the entire activity, rather than each individual event. You can have more than one larger activity going on at any one time and are able to choose which smaller events in the log add up to the specific larger event.

What Is the Process on MyLEARNINGPLAN for PD Activity Logs?



How Do I Make Entries into My PD Activity Log?

1. **Complete the "Professional Development Activity Log" form for each event that is part of the larger learning activity (Step #1 above).**
 - a. Click on "PD Activity Log" on the left under "Fill-In Forms". Name the events that go with one larger activity all the same name.
 - b. Click "Save". This saves the event in your Professional Development Log under the "My Requests" section on your MLP home page.
2. **Submit the events that comprise the larger PD activity (Step #2 above).**
 - a. Under "My Requests", click on "Submit Log" next to the heading for your Professional Development Log.
 - b. Select those events that comprise the larger PD activity. Click "Review & Submit".
 - c. Review your log and click "Submit for Approval".



RELICENSURE: USEFUL LINKS

My Learning Plan:

www.mylearningplan.com

KSDE's Teacher Licensure Page: <http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation.aspx>

Licensure Applications and Information about the Background Check:

<http://www.ksde.org/Default.aspx?tabid=153>

License Look-Up:

<https://online.ksde.org/TLL/SearchLicense.aspx>