

My Learning Plan

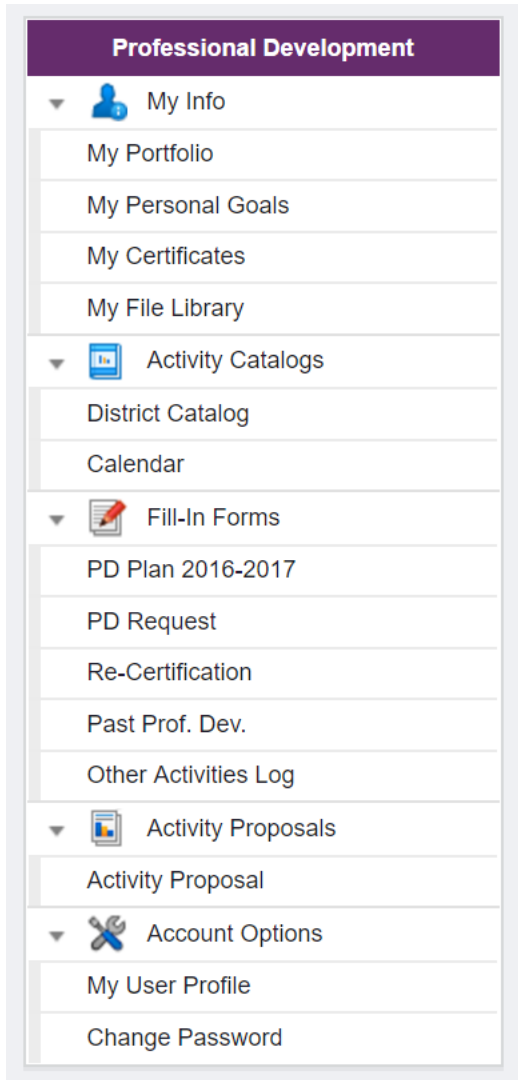
Directions for Re-certification

Log into My Learning Plan

Make sure your PD plan, PD requests, and other activities logs are complete before starting the re-certification process.

On the Home Page, there is a panel of choices on the left:

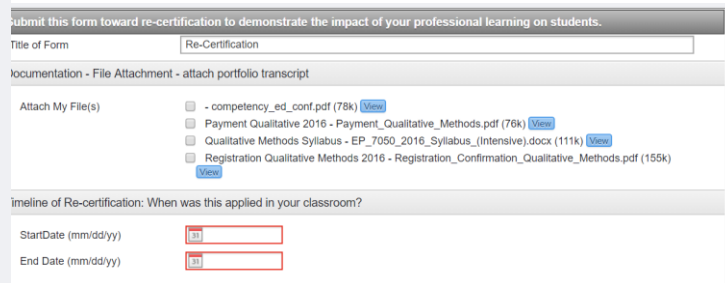
Select Re-Certification



The screenshot shows a navigation menu titled "Professional Development" with a purple header. The menu is organized into several sections:

- My Info** (with a person icon):
 - My Portfolio
 - My Personal Goals
 - My Certificates
 - My File Library
- Activity Catalogs** (with a book icon):
 - District Catalog
 - Calendar
- Fill-In Forms** (with a pencil icon):
 - PD Plan 2016-2017
 - PD Request
 - Re-Certification
 - Past Prof. Dev.
 - Other Activities Log
- Activity Proposals** (with a document icon):
 - Activity Proposal
- Account Options** (with a wrench icon):
 - My User Profile
 - Change Password

You will be brought to this page:



The screenshot shows a form titled "submit this form toward re-certification to demonstrate the impact of your professional learning on students." The form includes a "Title of Form" field with "Re-Certification" entered. Below this is a section for "Documentation - File Attachment - attach portfolio transcript" with a list of files to attach, each with a "View" link:

- competency_ed_conf.pdf (76k) View
- Payment Qualitative 2016 - Payment_Qualitative_Methods.pdf (76k) View
- Qualitative Methods Syllabus - EP_7050_2016_Syllabus_(intensive).docx (111k) View
- Registration Qualitative Methods 2016 - Registration_Confirmation_Qualitative_Methods.pdf (155k) View

Below the file list is a section titled "Timeline of Re-certification: When was this applied in your classroom?" with two date input fields: "StartDate (mm/dd/yy)" and "End Date (mm/dd/yy)".

Here you will be asked to attach any applicable files (these are ones that are already stored in MLP from previous activities, which you should be able to copy and paste. You might not have any files stored in MLP to attach).

Next you will be asked to indicate the dates of your certification (this is stored in MLP if you entered it, if not it is on your copy of your certification. If you do not have your certification, you can log-in at the DOE single-sign-on page to get this information:

<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

Next you will need to enter the three smart goals you have included for your professional development plan.

These are your individual goals, not your PLC or department or team goals. These should be located in MLP. You might need to go back to locate each of these goals and save them in a Word document before you enter the re-certification section of MLP.

Professional Learning Goals

List any or all related SMART Goals below. For example, Reduce the percentage of failing grades to 10% or less in this academic area.

Year 1 SMART Goal



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Year 2 SMART Goal



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Year 3 SMART Goal



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Next you will be asked to reflect on your learning:

Change in Educator Practice

As a result of your new knowledge, describe below what practice(s) changed in your classroom.

Type of Change

--- Click To Select ---



If Other, Describe Change

Describe Changes in Practice



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Academic Area

ELA



Result Data: What did you accomplish in relation to the Goals?

For example, after applying the new practice in my classroom, less than 5% of our students failed one or more semesters of Math.

Student Impact Description




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And on your goals:

Comments

Did you meet the SMART Goal?

Comments

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Finish

Remember that once you select submit, you will not be able to return to this page.

Timeline:

- Early to mid-May complete your current year’s plan in MLP; this will be approved by your principal and the SAU.
- Mid-May complete your re-certification information as it must go through your building-level administration and then to the SAU by June 10th
- Once everything is approved at the SAU, it will be submitted to the DOE. You will receive confirmation when your approval has been submitted to the DOE as you have one more step, payment.
- At the DOE single-sign-on page: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx> follow the directions on this site to complete payment by June 30th.