

What is MyLearningPlan.com?

MyLearningPlan.com is a web-based system that tracks all of your professional development activities. Teachers use an ID and password to maintain records of all activities, request approval to attend conferences, and request prior approval for salary credit for activities outside of the school day/year. The system will also track the new State requirement for 175 hours of professional development every five (5) years.

Accessing MyLearningPlan.com

Go to www.mylearningplan.com and login. Your username is your school email address (first initial and last name + @newpaltz.k12.ny.us, i.e., jdoe@newpaltz.k12.ny.us). Your password is [npcsd](#).

The Approval Process

*Please read these directions carefully.
Requests that are not filled out properly will be denied.*

Many activities offered through BOCES, the MHRIC, and the District are highlighted in the catalogs available on the left hand side of the main screen. You may enter any other activity you are seeking approval to attend or for which you are seeking salary credit using the "Conference Request" form. The registration expenses section must be completely filled out in order to receive a purchase order. You may check the status of your purchase order by calling Tina Long in the Business Office at x-4017.

Please submit your activity request *at least* 10 school business days prior to the activity date for approval.

Your request will be forwarded to your building principal. If approved, it will then be forwarded to the district office for approval.

If the district is paying for travel expenses, you must enter all estimates on the Conference Request form. *There will be NO reimbursements for expenses that have not been pre-approved.*

It is **your** responsibility to mail the purchase order and register for the conference. It is also your responsibility to register for the hotel, etc.

After the Activity

If you registered yourself for an activity, you must log back into [MyLearningPlan.com](https://mylearningplan.com) after the activity and mark yourself “complete.”

A paper claim form and itemized receipts must be submitted to Debora Banner if there were additional costs incurred (e.g., mileage, etc.).

If you have requested salary credit for any activity held outside of the school day other than those offered by the District you must submit appropriate evidence of attendance (or an official transcript if a graduate course) to Debora Banner by October 1st or February 1st. No salary adjustments will be made without appropriate documentation.

Final Notes

- PRIOR approval is required for all activities. Salary credit will not be awarded for any activity without prior approval.
- Requesting approval does **not** guarantee approval. You can see where your request is in the approval process by logging into [MyLearningPlan.com](https://mylearningplan.com)
- You will be given the following choices in terms of purpose:

☐ salary credit

☐ inservice

☐ 175 hours

You should **always** click on the “175 hours” box. **In addition**, select **either** “salary credit” **or** “inservice.” Salary credit applies to activities that take place **outside** of the school day/year. Inservice applies to activities that take place **during** the school day.

- Costs – The District does not typically pay for activities/expenses for which you are requesting salary credit. If you are requesting salary credit, **do not** enter any costs.

Questions

If you have any questions about using [MyLearningPlan.com](https://mylearningplan.com), please ask your building sysop or call Melody Kajkowski at x-4030.