

LAKE FOREST SCHOOL DISTRICT 115
Human Resources

TEACHER RECERTIFICATION PROCEDURES

REPORTING CONTINUING PROFESSIONAL GROWTH

Activity: Special Education Consultations

1. Once you log in ECS:
2. Select **Professional Development** from menu on the top
3. Select **Professional Development Activity** from middle of page
4. Select **Enter/Review Professional Development Activity**
5. In the middle of the next page, select **Enter/Review Professional Development Activity** from the block that *corresponds with your teaching certificate.*
6. On the next screen, select certificate that corresponds with the “current cycle” and click **Enter/Review Professional Development Activity** again
7. Confirm your identity by clicking the “**yes**” button and then click “**next**”
8. Select **Continuing Professional Development Units (CPDU’s)** and then click **Next**
9. Select the button next to activity **022: Participate in curriculum development or assessment activity** and then click “**next**”
10. Select the button beside **6 or more meetings = 11 points** and then click “**next**”
11. **Enter dates** of one semester of meetings (you will repeat this up to 3 times!) and click “**next**”

Semester Dates Cheat Sheet:

2006-07 School Year

- Semester 1: 08/15/2006 – 01/15/2007
- Semester 2: 01/16/2007 – 06/01/2007

2007-08 School Year

- Semester 1: 08/15/2007 – 01/15/2008
- Semester 2: 01/16/2008 – 06/01/2008

2008-09 School Year

- Semester 1: 08/15/2008 – 01/15/2009

- Semester 2: 01/16/2009 – 06/01/2009

2009-10 School Year

- Semester 1: 08/15/2009 – 01/15/2010
- Semester 2: 01/16/2010 – 06/01/2010

2010-11 School Year

- Semester 1: 08/15/2010 – 01/15/2011
- Semester 2: 01/16/2011 – 06/01/2011

12. The next screen is a description box that is partially complete. Use the following text to document your Special Education Consultations:

I participated in curriculum and assessment activities in meetings with special education teachers. We collaborated to adapt and modify curriculum for special needs students and to make my classroom environment less restrictive.

13. **Highlight** the description text you've written and **copy** it into the clipboard. Click "**next**"
14. On the next screen, click the box next to **Purpose E** and then click "**next**"
15. The next screen asks for an NCLB area. Choose "**not applicable**" as you are already designated as 'highly qualified' and click "**next**"
16. You will now be at the main professional development activity screen and you can begin the process again to enter an additional activity.
17. **Repeat** steps 9 – 16 at least three (3) times to collect your maximum CPDU's. *Teachers who hold a master's degree should claim DSS Consultations at least twice; teachers who hold two master's degrees or a doctorate should claim DSS Consultations at least one time.* Be sure to **change the dates** of each semester of work and **be careful** as the Mac tries to supply the dates for you! Pasting the description in step 12 will save you time!