

LAKE FOREST SCHOOL DISTRICT 115
Human Resources

TEACHER RECERTIFICATION PROCEDURES

REPORTING CONTINUING PROFESSIONAL GROWTH

Activity: **RECORDING CURRICULUM WORK**

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. Press the button beside **6 or more meetings = 11 points** and then click “next”
11. **Enter dates** of one semester of time (you will repeat this several 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

2009-10 School Year

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

2007-08 School Year

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

2010-11 School Year

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

2008-09 School Year

- Semester 1: 08/15/2008 – 01/15/2009
- Semester 2: 01/16/2009 – 06/01/2009

12. The next screen is a description box that is partially completed. Use the following text to document your curriculum work:

I participated in curriculum and assessment activities as a member of a school curriculum team. As part of our work, we adapted/modified curriculum for all learners and sought to create a LRE classroom.

13. **Highlight** the description text you've written and copy it into the clipboard. Click "**next**"
14. On the next screen, click the boxes next to **Purpose A** and **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 9-15 (9) times to collect your maximum CPDU's. *Teachers who hold a master's degree should claim at least 7 semester's worth of curriculum work. Teachers with two masters' or a doctorate should claim at least 4 semester's worth of curriculum work.* 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!