

Tarrytown Learning Center 2015-2016

Frequently Asked Questions

Q: Can these sessions be applied to district professional development requirements or count toward salary differential?

A: When you register under your district MLP account, your request is sent to the district MLP administrator for approval. As for salary differential, that will depend on contract negotiations. Talk to your building rep if you are unsure about how that works in your district.

Q: Where and how do I register?

A: There are 2 ways to register. You can use the link: <http://tinyurl.com/npr7jok> and follow the directions or you can go the NYSUT Education & Learning Trust's website www.nysut.org/elt, click on **MyLearningPlan**. Under Advanced Search Options and under Category, choose Tarrytown Learning Center. All upcoming seminars will be listed. Click on the title of the seminar you wish to register for. Click enroll. If you don't have an MLP account, you will need to create one. If you do, you will need to login. Follow the directions and give your credit card for payment.

Q: How much do the sessions cost?

A: The 2-, 3-, and 6-hour sessions are \$10 each. The 15 hour Peer Coaching training is \$50.

Q: If my district is willing to pay for this, can I pay with a district purchase order?

A: The only option for payment is a credit card. You may submit your paid receipt to the district for reimbursement. Talk to someone in your district about how that would happen if this is an option.

Q: What happens if I cancel my registration?

A: If you cancel prior to the start time of the (first) session, your credit card will be refunded. If you cancel after the session has started, your \$10 will not be refunded.

Q: Will I receive a certificate at the completion of the training?

A: Yes, provided you attend the entire session.

Q: How do I get my certificate?

A: After the training ends, you will be asked to fill out an online evaluation through **MyLearningPlan**. Once that has been completed, ELT will mark you as "complete". A certificate can be printed out from MLP one week after the training ends.

Q: Will these seminars be canceled if there are only a few participants?

A: Yes, there is a minimum number of registrant required for the training to run. The good news is that the decision to cancel a session will be made on case-by-case basis.