My Learning Plan (MLP)
Learning Plan Tab

Note - If a PD activity is not created in MLP, you must keep a copy of your attendance certificate provided at the activity for CTLE hours.

Learning Plan Tab
1. My Proposals - a list of professional development activity proposals you have created for approval (additional information on this document in My Info section)
2. My Requests - PD Activities you plan to attend that have been submitted for approval
   a. The approval process moves through stages for completion
      i. Prior approval
      ii. Approved/and or in progress
      iii. Attendance confirmed (must be done by the instructor in MLP)
      iv. Final approval
      v. Completed
3. My Evaluation - a list of your scheduled evaluations (this is part of Frontline OASYS)
On the left hand side of the Learning Plan tab is a menu of professional development categories. These categories include:

1. My Info
2. Activity Catalogs
3. Fill-In Forms
4. Activity Proposals
5. Account Options

**My Info**

1. **My Portfolio** - a list of all your completed PD activities. This is the resource used to keep a record of all CTLE/PD hours.
   a. For information as to the professional development activities that qualify for CTLE hours Please visit the New York State Education Department Web site at [Continuing Teacher and Leader Education (CTLE Requirements) Web site](#)
   b. Your portfolio list events in chronological order by year and date with the most current listed at the top. You can click on the blue titles to recall the details to your event.
   c. You have the option to export this information to Excel or print a copy.
2. **My Evaluations** - a list of all your completed evaluations (on the OASYS side)
3. **My File Library** - keeps a copy of all documents you have uploaded to MLP

For assistance with this guidance document, call the Office of Staff Services x7153
Activity Catalogs
1. District Catalog - a list of PD offerings in the district of Liverpool
2. Calendar - a monthly view of district PD offerings
3. This area also includes PD catalogs from other affiliates such as OCM BOCES, etc.

Fill-In Forms
(These are forms that require the participant to complete additional information/documentation for a professional development activity)
1. Prior Approval Graduate Study/Course Form
   a. For staff members who wish to take a course of study related to their job responsibilities. This form must be filled out and submitted to the Human Resource office for approval. This form requires attachment of supporting documentation.
2. Travel/Conference Authorization Form
   a. For staff members who wish to participate in a conference not provided by the District or a local BOCES/RIC. This form must be filled out and submitted to the appropriate administrator for approval. This form requires attachment of supporting documentation. If there is a cost/fee involved, buildings must complete a purchase order on WinCap.

Activity Proposal
1. Activity Proposal Form - this form is used to submit a request to add a professional development activity into the Liverpool District Catalog
   a. This form is currently approved by the Executive Director for Curriculum upon submission
   b. Approval of this form will allow the person who submitted to manage the activity under the Instructor tab

Account Options
1. This area is used to update your account information such as username, password, and profile

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