

# Workshop General Information for Anne Arundel County Employees

Workshops are offered to employees of the Anne Arundel County Public School (AACPS) System. Professional improvement workshops give participants the opportunity to learn new skills and techniques that will increase their professional competence and knowledge.

## Eligibility of Credit:

The use of credit earned through in-service education programs is dependent upon the certification status of the individual. Please visit the [Human Resources - Certification intranet page](https://intranet.aacps.org/Dept/HR/Pages/Certification.aspx) at <https://intranet.aacps.org/Dept/HR/Pages/Certification.aspx> for certificate and renewal information.

## Requirements for MSDE-CPD Credit

A minimum of 15 seat hours and/or on-line participation, plus outside preparation as assigned, is required for each unit of credit. It is necessary that a participant attend every session of the workshop. If a participant must be absent from one session, arrangements should be made with the workshop leader for a similar activity or assignment. Any additional absences may result in loss of credit.

In addition, participants must complete both individual and group activities which have been set up as requirements for credit. Upon completion of workshop requirements, Continuing Professional Development Credit (CPD) forms will be submitted for each participant and credit will be recorded in his/her file in the Division of Human Resources.

## Cancellation Policy

If you have a change of plans and find that you are unable to participate in a summer, evening or Saturday MSDE credit-bearing workshop or an Anne Arundel Community College (AACC) sponsored workshop that occurs outside of regular work hours, you are required to use MyAACPS-PD to withdraw at least ten (10) days prior to the start date. This will allow a registrant from the waiting list to participate in the workshop. **You will be charged a processing fee of \$25.00 for failure to adhere to this requirement.** This is applicable to all summer, evening, or Saturday MSDE credit-bearing workshops and AACC sponsored workshops, for which a fee is attached or is not attached. This is applicable to APC credit-bearing workshops for which a fee is attached.

Please note that unless there is an outside or grant sponsor, MSDE and APC credit-bearing workshops are offered on a cost recovery basis. Participant fees provide instructor stipends.

- For all one (1) and two (2) MSDE credit-bearing courses there must be a minimum of 15 participants enrolled for the course to take place. Workshops with fewer than 15 registrants may be cancelled.
- For all three (3) MSDE credit-bearing courses there must be a minimum of 20 participants enrolled for the course to take place. Workshops with fewer than 20 registrants may be cancelled.

## Workshop Fees

Unless there is an alternative or grant funding source available, one (1), two (2) and three (3) credit-bearing workshops are offered on a cost recovery basis. Participant registration fees are used to pay instructor stipends. For AACPS employee, the fees for credit-bearing workshops are as follows: one credit - \$50.00, two credit - \$75.00 and three credit - \$100.00. This fee is withdrawn from employees pay after the last session of the workshop.

## Materials Fees

For some workshops, a materials fee may be included as noted in the workshop description. This fee will be charged after the first workshop session if materials are distributed to participants.

## AACPS and Anne Arundel Community College

### Participant information for sessions jointly sponsored by AACPS and Anne Arundel Community College

The name, birth date, employee ID Number, work location and session attendance/completion information for participants enrolled in courses jointly sponsored by AACPS and Anne Arundel Community College will be communicated to Anne Arundel Community College via a secure data transfer. No other personal information is shared. This information may appear on your Anne Arundel Community College transcript.



- ✚ All workshops are cancelled if Anne Arundel County Public Schools are closed for the entire day.
- ✚ An early dismissal of schools due to weather conditions means workshops are cancelled.
- ✚ A delayed opening due to weather conditions means full day workshops *may* be cancelled. Workshops held only during the morning hours will be cancelled. Workshops held after school hours will be conducted on time. *Please check your email for notification.*
- ✚ Sessions held on an AACC campus may not follow the AACPS cancellation policy. In case of inclement weather, please check AACC's cancellation announcements to determine if the session will be held as scheduled. *Please check your email for notification.*



## Frequently Asked Questions (FAQs)



### **Why am I charged a registration fee for some workshops?**

Unless there is an alternative or grant funding source available, one (1), two (2) or three (3) credit-bearing workshops are offered on a cost recovery basis. Participant registration fees are used to pay instructor stipends.

For many workshops, we must ensure a minimum enrollment in order to pay instructors. In addition, there are often other material costs that are associated with workshops.



### **Why am I charged a materials fee for some workshops?**

For some courses or workshops a materials fee may be included as noted in the workshop description. This fee will be charged after the first workshop session if materials are distributed to participants.



### **Why am I charged a “late drop” or “no show” fee for certain workshops?**

Registrants are asked to adhere to professional courtesy by dropping courses in advance to allow for others on a waiting list to take advantage of workshops or for an instructor to be paid. **“Late drop”** recovery fees are used to supplement registrant fees used to pay instructors when courses become under-enrolled at the last minute.

In addition, our college partners sometimes supplement our professional development program in return for “seat hours” which earn them state funds. They prefer not to run courses/workshops with less than the minimum number of participants because not only do they not get return on their “investment” with state credit for seat hours, but it is not as engaging for participants in a course with too few people and often not as effective. Some college partners charge AACPS a **“late drop/no show”** fee.

Late drop fees apply to all AACC Sponsored and MSDE credit-bearing workshops that occur outside of regular work hours.



### **What is the last day that I can change my mind and drop a course/workshop?**

According to the AACPS Workshops Cancellation Policy, participants are required to use MyAACPS-PD to withdraw **at least ten (10) days prior** to the start date. This applies to all APC and MSDE credit workshops that occur outside of regular work hours.

For non-credit workshops and offerings that occur during the school day and outside of the school day, participants are asked to adhere to professional courtesy and use MyAACPS-PD to drop courses in advance. For APC and MSDE credit workshops that occur outside of regular work hours, you are required to use MyAACPS-PD to withdraw at **least ten (10) days prior to the start date**.

By asking registrants who decide not to participate in a workshop to drop ten (10) days in advance of the course, it allows AACPS staff enough time to cancel the course and notify the other registrants if there are not enough people to run the course. For full courses, it provides other teachers who may need the course for APC or MSDE credit the opportunity to attend the workshop.



### **What if I have an emergency or a last-minute special situation which prevents me from attending a workshop for which I am registered and had intended to participate?**

Notify the Division of Professional Growth and Development in writing via email at [PGD@aacps.org](mailto:PGD@aacps.org) of your special situation. Cases will be reviewed on an individual basis. Please provide the following information within your email:

- ✚ Explanation of your situation
- ✚ The SRN
- ✚ Course Title
- ✚ Start Date



### **When are workshop registration fees or late drop fees withdrawn from my paycheck?**

Workshop registration fees and late drop fees are not withdrawn from a participant's pay until the conclusion of the final session of the workshop for which they are registered.

# MyAACPS-PD Procedures for All Employees

Only **permanent employees** of the Anne Arundel County Public School System are eligible to use MyAACPS-PD (formerly ERO - Electronic Registrar Online). Registration for professional development opportunities may be completed online.

***If you are on a leave of absence or are not an active employee*** of the Anne Arundel County Public School System, you must register as a **non-permanent employee**.

For permanent employees, the registration system allows you to pay all workshop fees through automatic payroll deduction.

Monies will be deducted from your paycheck after the final session of the workshop. The majority of MSDE and APC Credit courses are offered on a fee recovery basis which enables us to pay workshop instructors. Only workshops which are funded through grant or alternative funding sources are offered free of charge.

For general workshop inquiries call The Division of Professional Growth and Development at (410)721-8300.



## **How do I access MyAACPS-PD?**

MyAACPS-PD is an integrated Web application that AACPS uses to communicate and track professional development offerings. Users have access to MyAACPS-PD 24 hours a day, 7 days a week. MyAACPS-PD can be accessed from any computer that has Internet service and supports Explorer 6.0 and above and Netscape 6.0 and above. All full-time employees of AACPS have access to MyAACPS-PD. Users must enter their User ID (Network ID, e.g., *dsheckells*) and MyAACPS-PD PIN to enter the system.

1. Go to the AACPS website ([www.aacps.org](http://www.aacps.org))
2. Place your cursor over the **Human Resources/Employment tab**
3. Under for **Current Staff**, click **MyAACPS-PD Sign-in**
4. Click on the **MyAACPS-PD Sign-in graphic** (blue box)
5. Enter your MyAACPS-PD **User ID** (your Network ID, e.g., *dsheckells*) and **MyAACPS-PD PIN**, and then click on **“Login”**. (Note: The organization ID for AACPS is **29481**.)

### **OR....**

1. Go to the **AACPS Intranet** – (<https://intranet.aacps.org>)
2. **SITE tab**- select **Professional Growth and Development**
3. In the Documents section, select **MyAACPS-PD**.
4. Enter your **MyAACPS-PD User ID** (your Network ID, e.g., *dsheckells*) and **MyAACPS-PD PIN**, and then click on **“Login”**. (Note: The organization ID for AACPS is **29481**.)



## How do I register for a workshop or course on MyAACPS-PD?

1. Click on the **Course Catalog Tab** to search for the professional development offering by one of the following:
  - a. Curriculum (e.g., Math, AVID)
  - b. Credit Type (e.g., APC or MSDE)
  - c. Course number, title or keyword (e.g. Autism Training)
  - d. Session number (The 10 digit SRN number e.g. 8283217002)
  - e. A date or date range

OR

If you know the date of the professional development offering

- a. Select *View Schedule Calendar*
  - b. Select the date on which the offering is being held
2. Then click Search.
  3. The available courses will appear.
  4. Click Register or click on the Course Title to review the course description.  
*Note: There may be multiple sessions offered.*
  5. Click the **green "Request Enrollment" circle** to the left of the session you wish to attend.
  6. You will receive an email that you are registered (or have requested registration) for your class/meeting.



## What do I do if I do not have a PIN or I forgot my PIN?

All full-time employees of AACPS have access to MyAACPS-PD. Users must enter their User ID and PIN to enter the system. Once a new employee has their AACPS e-mail address they can establish a PIN for MyAACPS-PD by using the **DON'T HAVE A PIN?** link on the [MyAACPS-PD homepage](#). Employees who have forgotten their pin can use the **FORGOT YOUR PIN?** link on the [MyAACPS-PD homepage](#).

*(Note: Our organization ID is 29481.)*

### To create your MyAACPS-PD PIN, new users should:

- ✚ Click on *DON'T HAVE A PIN?* under the login area.
- ✚ Enter your network ID (your user ID, e.g., *dsheckells*).
- ✚ **Create your PIN** (4-9 numbers) as prompted and click submit. *NOTE: If MyAACPS-PD does NOT "take" your information, then your MyAACPS-PD profile has not been created yet. Please be patient and try again after a few days.*

### If you forgot your MYAACPS-PD log-in information:

- ✚ Click on *FORGOT YOUR PIN?* under the login area.
- ✚ Enter your network ID (your user ID, e.g., *dsheckells*).
- ✚ Click on **EMAIL PIN** (*your PIN number will be emailed to your Outlook account*).
- ✚ To use MyAACPS-PD use your network ID (e.g., *dsheckells*) and enter your MyAACPS-PD pin number.



For assistance send an e-mail to [PGD@aacps.org](mailto:PGD@aacps.org) with your name and work location (school).



## When is the Professional Development Workshop list available for AACPS employees online?

The Professional Development Workshop list will be made available to employees online through the AACPS web-site and the Intranet in August, December and May of each year. AACPS employees can register on MyAACPS-PD for workshops and courses the same day the Professional Development Workshop list is available.

- ✚ The **Fall** Professional Development Workshop list will be available online the first day teachers report to work in **August**.
- ✚ The **Spring** Professional Development Workshop list will be available online the **second Monday of December**.
- ✚ The **Summer** Professional Development Workshop list will be available online the **second Wednesday of May**.



## What kind of credit can be earned for workshops and courses?

Many workshops are offered for MSDE or APC credit. MSDE credit courses are approved by the Maryland State Department of Education and participants are required to fulfill the approved MSDE hours for the course in order for participants to receive Continuing Professional Development (CPD) credit.

- ✚ MSDE requires a minimum of 15 hours of classroom participation for each credit received.
- ✚ APC (Advanced Professional Certificate) credit courses are approved by the Division of Professional Growth and Development and must be professional development in which the offering satisfies specific criteria. Only AACPS certificated employees can apply APC credits earned to renewing their Advanced Professional Certificate. APC credits earned do not transfer to other school systems or states.

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## Participant Prerequisites for Online and Hybrid Workshops

### Participants should possess:

- ✚ A willingness to learn independently, in groups, and to experience technology as a venue for adult learners
- ✚ Intermediate technology skills including:
  - ✚ File management skills
  - ✚ Ability to use email and attach documents to email messages
  - ✚ Ability to navigate the web
  - ✚ Ability to multi-task
- ✚ Access to a personal computer with high speed internet connection
- ✚ Internet service provider
- ✚ At least Internet Explorer 11 or Edge
- ✚ Microsoft Office 2013 or later
- ✚ Chrome (latest version)





## Withdrawing/Dropping a class:

If you have a change of plans and find that you are unable to participate in a summer, evening, or Saturday MSDE credit-bearing workshop or an AACC sponsored workshop that occurs outside of regular work hours, you are **required** to use MYAACPS-PD to withdraw at least ten (10) days prior to the start date. This will allow a registrant from the waiting list to participate in the workshop. **You will be charged a processing fee of \$25.00 for failure to adhere to this requirement.**

- ✚ This is applicable to all summer, evening or Saturday *MSDE credit-bearing workshops and AACC sponsored workshops*, for which a fee is attached or is not attached.
- ✚ This is applicable to *APC credit-bearing workshops* for which a fee is attached.

Please note that unless there is an outside or grant sponsor, MSDE and APC credit-bearing workshops are offered on a cost recovery basis. Participant fees provide instructor stipends.