

## My Learning Plan

### Directions for Re-certification

Log into My Learning Plan

Make sure your PD plan, PD requests, and other activities logs are complete before starting the re-certification process.

You will need to run a transcript through “My Info” on the left of the Navigational panel:

The screenshot shows the 'Professional Growth' section for 'Laconia School District'. On the left is a 'NAVIGATION' sidebar with items: Insights, My Info (circled in red), Learning Plan, Activity Catalogs, Activities, Forms, Administration, Reports, and Additional Resources. The main content area is divided into sections: 'MY INFORMATION' (My File Library, My Personal Goals, My User Profile, My Certificates), 'PORTFOLIO' (Current 3 Year Cycle (Hours), Current Cycle (Activities), My Portfolio, View All, View By Goal, View By Purpose (Current), View Current Year, View Denied Requests, View In Progress, View Licensure, View My Activities), and 'TRANSCRIPT' (Download Transcript, Print Transcript). A 'frontline education' logo is visible at the bottom left of the main content area. The URL at the bottom is <https://www.mylearningplan.com/learningPlan/MyPersonalGoals.asp>.

And select “Print Transcript” or “Download Transcript”

This screenshot is similar to the previous one, but the 'TRANSCRIPT' section is highlighted with a red circle. The options 'Download Transcript' and 'Print Transcript' are clearly visible. The URL at the bottom is <https://www.mylearningplan.com/learningPlan/MyPersonalGoals.asp>.

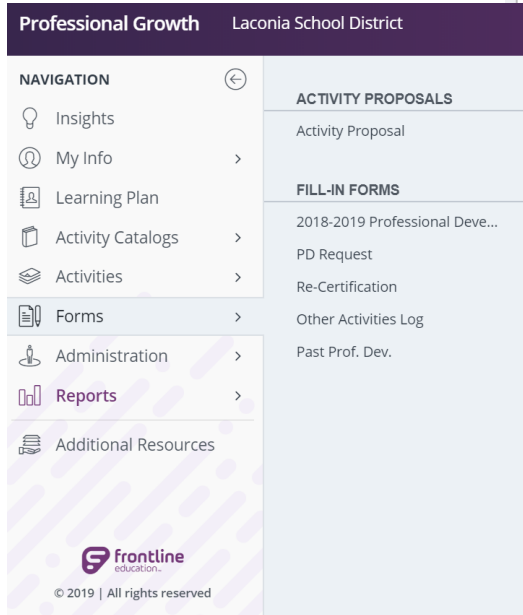
Once you print and download your transcript, it can be saved to your file library.

Back on the Home Page, there is a panel of choices on the left under Forms:

Select Re-Certification

You will be brought to this page:

Here you will be asked to attach your transcript.



Submit this form toward re-certification to demonstrate the impact of your professional learning on students.

Title of Form: Re-Certification

Documentation - File Attachment - attach portfolio transcript

Attach My File(s)

- competency\_ed\_conf.pdf (78k) [View]
- Payment Qualitative 2016 - Payment\_ Qualitative\_Methods.pdf (76k) [View]
- Qualitative Methods Syllabus - EP\_7050\_2016\_Syllabus\_(Intensive).docx (111k) [View]
- Registration Qualitative Methods 2016 - Registration\_Confirmation\_ Qualitative\_Methods.pdf (155k) [View]

Timeline of Re-certification: When was this applied in your classroom?

StartDate (mm/dd/yy) [03/1]

End Date (mm/dd/yy) [03/1]

Next you will be asked to indicate the dates of your certification (this is stored in MLP if you entered it, if not it is on your copy of your certification. If you do not have your certification, you can log-in at the DOE single-sign-on page to get this information:

<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

Next you will need to enter the three smart goals you have included for your professional development plan.

These are your individual goals, not your PLC or department or team goals. These should be located in MLP. You might need to go back to locate each of these goals and save them in a Word document before you enter the re-certification section of MLP.

### Professional Learning Goals

List any or all related SMART Goals below. For example, Reduce the percentage of failing grades to 10% or less in this academic area.

Year 1 SMART Goal



Characters left 2048

Year 2 SMART Goal



Characters left 2048

Year 3 SMART Goal



Characters left 2048

Next you will be asked to reflect on your learning:

### Change in Educator Practice

As a result of your new knowledge, describe below what practice(s) changed in your classroom.

Type of Change

--- Click To Select ---



If Other, Describe Change

Describe Changes in Practice



Characters left 2048

Academic Area

ELA



### Result Data: What did you accomplish in relation to the Goals?

For example, after applying the new practice in my classroom, less than 5% of our students failed one or more semesters of Math.

Student Impact Description




Characters left 2048

And on your goals:

Comments

Did you meet the SMART Goal?

Comments

 Characters left **2048**

Finish

Remember that once you select submit, you will not be able to return to this page.

**Timeline:**

- Early to mid-May complete your current year’s plan in MLP; this will be approved by your principal and the SAU.
- Mid-May complete your re-certification information as it must go through your building-level administration and then to the SAU by June 10th
- Once everything is approved at the SAU, it will be submitted to the DOE. You will receive confirmation when your approval has been submitted to the DOE as you have one more step, payment.
- At the DOE single-sign-on page: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx> follow the directions on this site to complete payment by June 30<sup>th</sup>.