



**Western NY Teacher Center:
Teachers Teaching Teachers**

Frequently Asked Questions about Erie 1 BOCES Teacher's Stipend Requirements and Professional Development

1. How many credits (CTLE hours) do I need to receive a stipend?

You need 21 CTLE hours total: 6 required and 15 optional.

2. What courses are required and where do I find them?

Required courses are not provided by the WNY Teacher Center. Each year, Erie 1 BOCES leadership team chooses three (3) two-hour courses that all Erie 1 BOCES teachers are required to attend. E1B will provide you with the list of the courses and the multiple dates and times they will be offered. Registration is on MyLearningPlan.com. Questions about Required Courses may be directed to Nancy Potter (npotter@e1b.org)

3. Where can I find optional courses?

All WNY Teacher Center courses are approved as optional courses. You can find them either on the WNY Teacher Center Website Calendar (teachercenter.e1b.org) OR on MyLearningPlan.com. All Teacher Center Courses begin with the letters TC. Questions about Teacher Center courses can be directed to Jon Erwin, TC Director, jerwin@e1b.org.

Erie 1 BOCES offers optional courses as well through the Online Academy. ((The Teacher Center is a separate state-funded entity – not part of E1B). Questions about Online Academy courses may be directed to Mary Kovach (mkovach@e1b.org).

4. Do I have to pay for courses?

All required courses and Online Academy courses are free to Erie 1 BOCES teachers.

Because the WNY Teacher Center is dependent on registration fees to pay instructors, we charge a low \$7/CTLE credit for courses. The maximum amount Erie 1 BOCES teachers will have to pay in one year is \$105 for 15 or more CTLE hours.

5. How do I pay for courses?

Unfortunately, the only way to pay for courses is to snail mail a check, money order, or cash (not recommended) to The Western NY Teacher Center, c/o Jonathan Erwin, Erie 1 BOCES Education Campus, 355 Harlem Rd., West Seneca, NY 14224.

6. When do I have to pay for courses?

Before the courses begin. No CTLE credits will be provided until payment is made.

7. How do I cancel a course?

For Teacher Center courses, contact Jon Erwin at least 24 hours prior to the course starting. For required courses, Nancy Potter. For Online Academy courses, Mary Kovach.

8. If a course gets canceled or I cancel, what happens to my payment?

Your payment can be transferred over to any other course(s) or you may request a refund. If your payment has not been processed yet, you can request that it be returned to you or shredded.

9. How do I log on to an online Teacher Center course?

The instructor will email a link to the course on the start date.

10. Do I have to complete the online courses all at one time?

Most of our online courses are "asynchronous," meaning you can complete the work on your own time, within a range of days or weeks. The instructors have the latitude of setting the time frames. The start and end times are listed in the course description.

11. It says on MyLearningPlan that the online course starts at midnight and ends at 11:55 pm. I'm confused.

So am I. MLP requires the scheduler to input a start and end time, and doesn't allow for online asynchronous courses. Go by the description.

12. When I register for a course on MLP, I have to choose *Hours* or *CTLE*. Which do I choose?

To be eligible for a stipend, choose CTLE.

13. How do I get a certificate after I complete a course?

You can download a certificate from MyLearningPlan. Click on Learning Plan on the left. Scroll down to the course you want. Click on Manage. Then scroll down to View/Print Certificate.

14. How do I show proof of payment for my courses?

Jon Erwin will email a proof of payment upon receipt of your check, money order, etc. Save that email to be included in your other stipend paperwork.