PDP Premier Frequently Asked Questions

The Niagara Falls City School District and the Niagara Falls Teacher Center Policy Board have chosen to expand our district’s use of the PDP Premier professional development tracking system to include all teachers and Teaching Assistants. Teachers and Teaching Assistants with Initial or Professional Certifications may already be using the system to track their required professional development hours to report to NYSED. Teachers with Permanent certification do not have to track professional development hours for their certification. This system will allow teachers to:

* View their completed professional development hours online
* View requests or registrations
* Register for TRC workshops online
* Receive email reminders for upcoming registered workshops

**How do I get access to PDP Premier?**

Your user name will be your district email address. New users will be sent a password in their school mail. Go to the PDP Premier site: **apps.wnyric.org/pdp**

Enter your email address and password that was given to you.

Pages of interest (menu across top of page) will be “Employee Page” with registrations and summary of hours and the “Request Page” that you will go to for registrations.

After successfully logging on to PDP Premier, individuals should change their password to something easy to remember.

**What are “Contract” “Stipend” and “SED” hours?**

There are **three categories of professional development hours** for this system.

**STIPEND** =clock hours (outside of school time hours that can be used for salary increase.

**CONTRACT** =Annual 6 required PD hours tied to salary

**SED**=PD hours required for certification (teachers and Level 3 Teaching Assistants with certification from February 2004 and beyond).

When registering for a workshop, you will be asked to check which category of PD hours these will be. You may select a combination of STIPEND and SED as well as CONTRACT and SED to identify both clock hours and certification hours for one workshop.

**Can I use the PDP Premier Summary of Hours for my annual PPD or salary increase?**

We are working to be able to import the existing data in the Teacher Center’s transcript database into the PDP Premier system. An announcement will be made when that historical data will be available on PDP Premier.

**Will there still be sign-in sheets at workshops?**

Attendance sheets will still be provided at workshops and participants will still need to sign the sheet. These will be returned to the TRC to verify attendance as we have always done. It is important for participants to select the category of hours on the attendance sheet and to sign-in with your full name as it appears in your district email address.

**How do I register for a workshop or Study Group?**

TRC workshops will be posted within this system and participants can select the workshops they wish to attend from the listing and register using the same system. You may also still request approval for Out of District Workshops and to propose Study Groups using the existing proposal forms available on the TRC webpage. Workshops offered by providers **other than the TRC** may require registering on PDP Premier **and** then registering with the group providing the workshop. Upon completion of professional development and the verification of attendance, the PDP Premier system will be updated and the hours will be posted on the individual’s Summary of Hours on the Employee Page.

**PDP Premier Cheat Sheet for Teachers**

**Getting Started**

* Start by logging into PDP Premier – **apps.wnyric.org/pdp**
* Click “**Log In**” (in the upper right-hand corner)
* Enter your **E-mail address**, **Password**, and **click Log In** (below password box)

**Employee Page**

* **Summary of Hours Tab** – review hours and credits earned in PDP Premier
* **List of Requests Tab** – review events submitted for approval in the current fiscal year
  + **NOTE:** Access past fiscal year events by selecting the Filter radio button - **Search All Past Requests Only** and clicking **Apply**

**Submitting a New Request**

* **Submit a New Request** – click this button to submit an event request not in the PDP Premier Catalog
  + **NOTE**: **In PDP Premier, fields denoted in Blue are required.**
  + Complete the following fields:
    - **Event Title**
    - **Event Type**
    - **Date** (use the pop-up calendar), **Start** and **End Time**, and select the **Location** (use Other and the textbox to enter a location not available in the pull-down menu)
    - Check the **“Substitute?”** box if one is needed
    - Enter a **Description** of the Event (optional)
    - Enter a **Justification** for taking the Event
    - Select the **Goals Met** by taking this Event (optional)
    - Enter the **Cost** for the Event (optional)
    - Enter a **Funding Source** for the event (optional)
    - **Certification** – select the certification that applies to this Event
    - Enter the **Hours** for the Event
      * **NOTE:** Enter a “**0**” in an hour box that does not apply to your event
    - Click **Submit** to send your event for approval

**Submitting an Event from the PDP Premier Catalog**

* **View the District Catalog** – click this button to submit an event from the PDP Premier Catalog
  + Click “Request” in the Action column to begin the request process
  + **NOTE**: **In PDP Premier, fields denoted in Blue are required.**
  + Complete the following fields:
    - Check the **“Substitute?”** box if one is needed
    - Enter a **Justification** for taking the Event
    - **Certification** – select the certification that applies to this Event
    - Click **Submit** to send your event for approval
* **NOTE:** Use the buttons at the bottom of the page to navigate in the system
  + **View Summary** – allows you to see your Summary of Hours page
  + **View Request List** – allows you to see the List of Requests page
  + **View the District Catalog** – allows you to see the PDP Premier Catalog