



## Course Approval Process Using My Learning Plan

To begin, make sure you are an active MLP user. If you haven't already done so, follow the directions for first-time log-in on My Learning Plan available at [www.lakelandschools.us/dept/humres](http://www.lakelandschools.us/dept/humres) by clicking on the My Learning Plan quick link on the left side of the page.

Whenever possible, initiate course approvals directly from the catalogs. This will simultaneously register you and trigger the approval process. Use the fill-in form only when the course you are interested in is not in a My Learning Plan catalog (typically graduate level courses offered by a college or university).

*NOTE: Conferences and Workshops are not courses. Please use the Conference Request form for these.*

As a general rule, courses that are approvable for salary adjustment purposes

- Have fees that are paid by you, not the district
- Occur outside of your work day (evenings, weekends, summer)
- Have strict attendance policies
- Require your active involvement and have some means of assessing your mastery (tests, writing exercises, presentations)
- Are not labeled "continuing education" or "symposiums"
- Are offered by colleges, universities, BOCES, Teacher Centers or the Lakeland Central School District.

Questions? Contact Dr. Tammy Cosgrove, Assistant Superintendent for Human Resources, at [tcosgrove@lakelandschools.org](mailto:tcosgrove@lakelandschools.org)

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