EVERETT PUBLIC SCHOOLS

frontline education.

Professional Growth
Formerly MLP PDMS and MLP OASYS

To propose an activity, select **Forms** > **Maintenance Activity Proposal**

Annotations can be used to color code your courses. This is not required but is a nice extra feature.

The description is seen by the learners and should provide clear and concise information about the activity.

The **Activity code** is assigned during the approval steps. Enter your phone extension as a temporary placeholder

Wait List

Indicate the number of wait list applications that are allowed for this activity.

Max # Wait List	10

The Owner is typically the individual responsible for attendance and payroll authorization and can also be the instructor.

Activity Owner	☑ TRACY DICKINSON Select User
Instructor	RICHARDSON, JENNIFER RINGO, MOLLY RITCHHART, DEBRA ROCKENSTIRE, MARY KAY ROTH, TINA (MARIA) ROUNDS, AMY RUDE, MEGAN RUDOLPH, KATY RUSSELL, JENNIFER Sample, Mario SAMUELS, ANDRE
Instructor Name (if not on list)	

> Click the **Select Owner** to add person responsible for enrollment and attendance.

> Select the instructor(s), including yourself or type the name(s) if not listed. Hold **ctrl** to select multiple names.

Dates/Times/Location

# of Meetings	1

MeetingDate 1

Meeting 1 Date	02/10/2021
Start & End Time	10 AM :00 To 12 PM :00
Location	CRC Board Rm B

Catalog Viewing Options

Indicate the date range that this activity will appear in the catalog. If left blank, the activity will show immediately, until the start date of the activity has passe

Start Showing On (mm/dd/yyyy)	02/04/2021
Stop Showing On (mm/dd/yyyy)	02/11/2021

> Catalog viewing options denote when a course will be displayed in the catalog. Typically **Start** is day of proposing and **Stop** is one day after final meeting date.

Provider

Provider	Everett Public Schools
If not on list, enter here	

Professional Development & Paid Hours

Enter the number of PD hours and paid hours you are offering for this activity

Professional Development Hours	2
Pay e-timesheet through FL PG	☐ YES ☑ NO
Paid Hours Total	0
Account Code (use the NEW 15 DIGIT accounting code)	000000000

> If activity is not generating additional pay for attendees enter 000000 for the account code.

Credit Type

Choose One

Registrants receive credit toward:
- ☐ CEU
- ☑ CLASSIFIED PD HOURS
- ☐ CLOCK HOURS
- ☐ LEARNING IMPROVEMENT DAY OCTOBER 16, 2020
- ☐ FCS (FUNDAMENTAL COURSE OF STUDY) Requirement
- ☐ STEM Renewal Requirement
- ☐
- ☐ FIRST AID / CPR / AED

Save as Draft if you're not yet ready to submit or if you want to save as a template for next time. 😊.

Finish

[Submit] [Save as Draft]

Professional Growth ⌄   Ev

NAVIGATION   ⊖

- 💡 Insights
- ⑨ My Info   >
- 📇 Learning Plan
- 📁 Activity Catalogs   >

Your **Draft** will be in your **Learning Plan**

Select **Manage** next to title and **Edit or Copy**

▾ My Proposals

▾ Archived Proposals

Actions	Start Date ▾	End Date	Activity Title	Status
[Manage]	02/10/2021	02/10/2021	Maintenance Safety Update	Draft
[Manage]	01/27/2021	01/28/2021	Test	APPROVED
[Manage]	08/31/2020	09/01/2020	First Aid/CPR/AED Online- 20083150	ARCHIVED

▾ Maintenance Safety Update

▾ Activity Details

Maintenance Safety Update

DEMO

▾ Approval Status

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

▾ Actions

Edit/Submit Form	ⓘ		Copy Proposal	ⓘ

Drop	ⓘ