

Note: Questions about licensure should be directed to the Colorado Department of Education. They have an excellent website at <http://www.cde.state.co.us/cdeprof>

Questions about salary movement should be directed to Human Resources at 303-682-7367.

More information about types of credit can be found by clicking on “Everything You Always Wanted to Know about Credit” on the previous page.

### How do I register for classes?

1. Go to the Portal and click on Professional Development in the Links.
2. Click on “Register Now”
3. Click on “**Log on.**”
4. Enter your Log-on ID and Password.
  - If you have ever taken any of our classes before, even before you were hired, you will already be in the system. Otherwise, you will need to create a new account. Follow the directions on the screen.
  - If you try to create a new account, and it tells you that your ID already exists in the system, then that means that you created an account previously and forgotten that you did so.
5. Find classes by clicking on one of the icons at the top. View by Alpha is the most reliable.
  - After registering, please remember to print out the confirmation screen so you know the dates, times, and location of the class. This becomes unavailable after the registration deadline passes.

### I don't remember what my log-on ID and password are.

Your Log-on ID should be the first four letters of your last name and the last four digits of your social security number. Example: smit1234

Try using the exact same thing for your password. This should work if you have not changed your password.

If this does not work, arrow down and click on “Forgot Your Password?” It will ask for an e-mail address to send it to.

If you enter your e-mail address and it says it is not found in the system, that's because the e-mail address you entered in to the system was probably your home one or an old, now nonexistent address. You could try requesting that your password to be sent to your home computer. Then, once you can log-on, be sure to change the e-mail address if you do not want it to be your home address.

Another possibility is that you may have a typo in your e-mail address or you did not enter an e-mail address at all. You will need to contact the Office of Professional Development.

### [How do I un-register from a class?](#)

You can only un-register yourself from classes that have no charge. You can see pending classes when you access your transcript. The classes that you can “un-register” for will have a blue hyperlink.

You will need to e-mail Jean Jennings if you wish to un-register from a class that you have paid for.

### [Our refund policy:](#)

You must cancel out of a class by the deadline (usually one week before the class starts) in order to receive a refund. You will be charged a \$2.50 cancellation fee. There will be no exceptions to this.

### [I'm not sure I really got registered!](#)

Log-on and click on View Transcript. It will show not only your transcript but what you are registered for.

### [It won't let me register and pay with a check!](#)

If you wish to pay with a check or cash you must come to the Office of Professional Development.

### [My principal said he would pay my registration fee. How do I register?](#)

Under ‘Payment Type’ choose “Bldg/Dept” and then enter your school’s initials in the PO box.

### [It won't let me register because one of the dates conflicts with a class I am already registered for.](#)

Our office urges you to make a choice here and commit to one class.

### [I can't register! There's no blue start date to click on.](#)

This means you are past the deadline to register. We need deadlines in order to make decisions as to whether or not to cancel a class due to low enrollment or how many copies of materials to make.

### [How do I access my transcript?](#)

Go to the Portal and click on Professional Development in the Links.

Click on “Register Now”

Click on “**Log on**”.

Enter your Log-on ID and Password.

Click on “Transcript/Status”.

It will ask you for a starting date to view credits; this is so you can view only the credit you have earned, for example, since 2008, rather than your entire career.  
To print a transcript, click on “Printer Friendly Version” & print from your browser.

### [I show an incomplete for one of my classes. I did all the work and turned everything in!](#)

An incomplete means that the class is over but the credit has not yet been processed. First check to see that the instructor/leader has turned in the final paperwork.

If he or she has, then it is being processed by the Office of Professional Development. At certain times of the year, this can take up to a month.

If there is a relicensing emergency, contact the Office of Professional Development.

### [How do teachers apply for movement on the salary schedule?](#)

You will need to fill out the Lateral Salary Movement Form. This can be found under “Certified Employee Forms” at <http://hr.svvsd.org/forms>

You should attach all official transcripts to the form and turn it in to Human Resources.

### [What are the deadlines to turn in Lateral Salary requests?](#)

There are two deadlines. The first is Oct. 15. Classes must be completed by Sept. 1, and the pay is retroactive to your Sept. paycheck. The second deadline is Feb. 15. The classes need to have been completed by Jan. 1, and the pay is retroactive to your Jan. paycheck.

### [I want to take a university class. How can I be sure it will be accepted for salary movement?](#)

Human Resources accepts graduate level university classes for salary movement automatically. If the class is an undergraduate level class, you must apply for Independent Study credit through the Office of Professional Development. Check with Human Resources to make sure your class is acceptable. The Independent Study applications can be found at the Professional Development website.

From the Portal, under Links, click on Professional Development. Click on Professional Development Models. Read the Information about Independent Studies, and then fill out the Independent Study application.

### [How do I apply for credit for:](#)

- Independent Study
- Professional Study Team (PST)
- Leadership Team
- Professional Conference Attendance
- Process Model
- RtI Team
- Training (this is for district instructors developing a new class for teachers)

Go to [stvrainopd.org](http://stvrainopd.org) (or just go to the Portal and click on Professional Development under Links). Then click on Professional Development Models on the left. You can fill out the application on-line and submit it directly to the Office of Professional Development. We urge you to read the instructions for the model before filling out the application..

Your application will be reviewed and approved, or we may ask for further clarifications. Once approved, the Office of Professional Development will let you know when it's posted online for registration. After your class, PST, or Independent Study is over, send all the final paperwork to the Office of Professional Development.

Your product will be evaluated and approved, or you may be asked to submit further documentation. After final approval, participant(s) will receive the credit on their transcript.