Inservice Points Follow-Up Procedures

Upon completion of **all** course requirements set forth by FDLRS Action Resource Center, please comply with the instructions below for your specific school district.

Lake County

- Go to the district homepage
- Click on 'Departments'
- Click on 'Professional Development'
- Choose 'Master Inservice Plan' on the left
- Click on 'Protocol Inservice Forms'
- Choose the correct form, either 'Out of District' or 'Online Professional Development'
- Complete the form and submit it to the Professional Development Department, ATTN. Shirley Padgett

Contact: Shirley Padgett, 352/742-6900

Orange County

Complete the blue and white OCPS Training & Participation Record Form provided by your course facilitator. These may not be turned in individually or by your school personnel; FDLRS will complete this process. Once FDLRS has closed the course, inservice points will be sent to Colette Lee, at the ELC, for scanning and reporting to the Florida Department of Education. Once processed, you can check your inservice record at **www.inservicepoints.ocps.net**.

Contact: Colette Lee, colette.lee@ocps.net

Osceola County

The External Professional Development request form is an electronic process completed within the Osceola County Professional Learning Management System, My Professional Growth System (MyPGS). All courses that employees take outside of the district, including conferences, require completion of this process for inservice credit.

Janice Franceschi, castroj@osceola.k12.fl.us

Seminole County

- Go to the district homepage.
- Choose the Departments icon located at the top of the page.
- Click on 'Departments L-K'
- Click on the Professional Development icon
- On the left hand side of the page you will see 'Forms'
- Choose the fourth link, titled 'Non-District Sponsored Activity Form' (1007)
- Complete the form, and return via email or courier to:

Contact: Shay Howard, 407/320-0496, shanikiquia_howard@scps.k12.fl.us

Sumter County

Contact: Dana Williams, dana.williams@sumter.k12.fl.us

Private Schools

Please inquire with your administration as to how inservice points are turned into the state. Neither FDLRS nor individuals can turn in points directly to FLDOE. We will provide you with a verification of completion once the course has closed.