



Inservice Points Follow-Up Procedures



Participants taking professional development through FDLRS/FIN will not be awarded inservice points unless Student Impact and Implementation Data are provided via our website.

Once you receive your completion certificate, please comply with the instructions below for your 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. Dori Dunbar

Contact: Dori Dunbar, 352/742-6915

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
- Log onto ePassport
- Click on *SCPS Insider Intranet* icon
- Click on *Departments* tab
- Click on *Teaching & Learning* link. On the right hand side of the page you will see 'Forms'
- Choose the second link, titled *Non-District Sponsored (Instructional)*, 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: Cheryl Cole, 352/748-1510 x51201, cheryl.cole@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.