



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.**

Upon completion, you will be emailed a certificate.

Follow the guidelines below for your district.

Lake County

No action is needed on your part.

Lake County will award inservice points upon receiving the quarterly inservice report from FDLRS.

Contact: Dori Dunbar, dunbard1@lake.k12.fl.us, 352.742.6915

Orange County

Complete the blue and white OCPS Training & Participation Record Form provided by your FDLRS course facilitator. These may not be turned in individually or by your school personnel. Once FDLRS has closed the course, the forms 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, www.scps.k12.fl.us
- Log onto ePassport
- Click on *SCPS Insider Intranet* icon
- Click on *Professional Development* tab
- Click on *Professional Development Forms (highlighted in red)*
- 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, cheryl.cole@sumter.k12.fl.us, 352.748.1510 x51201

Private Schools

Please inquire with your administration as to how inservice points are turned in to 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.