

# **DIOCESE OF ST. PETERSBURG CE TRACKER USER GUIDE FOR MIP COORDINATORS AND PRINCIPALS**

This Power Point is divided into 4 parts.

MIP Coordinator/Principal: Slides 2 and 3 explain how to Log-in as an Administrator of CE Tracker

**PART 1: MANAGING USERS (Slides 4-18)**

**PART 2: MANAGING COURSES/PD WORKSHOPS/INSERVICE, ETC (Slides 19-31)**

**PART 3: REGISTERING USERS FOR A COURSE (Slides 32-42)**

**PART 4: TEACHER'S RESPONSIBILITY (Slides 43-53)**

Revised November 20, 2017

# WELCOME TO THE CE TRACKER TRAINING

MIP Coordinator's and Principal's CE Tracker Administrator URL

**GO TO:**

<http://cetrackerlive.com/app/admin/>

MIP Coordinators must use this website to access the program

<http://cetrackerlive.com/app/admin/>

Continuing Ed Tracker

Main Menu | User Manual | Logout

You are not logged in. Please click here to log in.

Users Licenses and Renewals Courses Search Quick Reports

Please Login

dosp

Account Name:

Email Address:

Password:

Submit [Forgot Password](#)

MIP/Teacher's work email address

MIP Coordinator: Use password received at training

# PART 1: MANAGING USERS

Continuing Ed Tracker

Main Menu | User Manual | Logout

You are logged in as Ann Davis  
If this is not correct, please click here to log out.

Users ▾ Licenses and Renewals ▾ Courses ▾ Search ▾ Quick Reports ▾

### Main Menu

Your subscription to Continuing Ed Tracker LIVE expires on 07/25/2018.  
[Click Here](#) to renew now.

[User Management](#) [License Management](#) [Course Management](#)

[Course Registration](#) [Search and Reports](#)

Expired Licenses that have not been renewed [Open](#)

There are no expired licenses at this time.

Licenses that will expire in 120 days. [Open](#)

There are no licenses expiring in 120 days.

Click either one of these to access your group/school

You will never need to use license management. The OCSC will complete this section.

If you add new users/teachers, please send an email to the OCSC with the list of the additions for your school. See slide #6 and 7 for more information regarding new users/teachers.

## **Who can be included in your school listing:**

Full-Time/Part-Time Teachers with Professional Certification

Teachers with Temporary Certification

Staff/Teachers who are non-certified, but you want to track their Professional Development.

Teacher Assistants

ECC Teachers, VPK Directors

Maintenance, Office Staff, Cafeteria Staff, etc. (These would be “OTHER”)

If you are adding staff members, please indicate their status. See slide #7 for available descriptors

User Type
Administrator
Certification Pending
Non-Certified
Other
Part-Time Teacher Certified
Part-Time Teacher Non-certified
Professional Certification
Temporary Certification
Theology Teacher
VPK - CDA
VPK Teacher

Users ▾

Licenses and Renewals ▾

Courses ▾

Search ▾

Quick Reports ▾

Admin Management ▾

Inactive Users

### Manage Users

Quick Search [Add New User](#)

[Advanced Search](#) | [Print List](#) | [Print Custom Report](#) | [Export List](#) | [Export List All Available Fields](#) | [Clear Search](#)

First Name:

Last Name:

Company:

Email:

City:  State:

Status:

User Type:

Profession:

Group:

#### List of Users

First Name	Last Name	Company	City/State	Last Login	View/Edit	Delete
		St. Paul's Catholic Preschool - 12093	Tampa, FL	00/00/0000		
		Cathedral School of St. Jude - 39400	GULFPORT, FL	00/00/0000		

Since there are only 10-50 staff that would be entered, "Quick Search" would not be used very often.

To use quick search, enter the last name and click "search"



List of Users

First Name	Last Name	Company	City/State	Last Login	View/Edit	Delete
		St. Paul's Catholic Preschool - 12093	Tampa, FL	00/00/0000		
		Cathedral School of St. Jude - 39400	GULFPORT, FL	00/00/0000		
			Tampa, FL			
		St. Stephen - 12098	Riverview, FL	00/00/0000		
		Academy of the Holy Names HS - AHN002	,			
		Tampa Catholic HS - 12130	St. Petersburg, FL	00/00/0000		
		Mother Teresa - 12401	LUTZ, FL	00/00/0000		
		St. Cecelia - 12116	St. Petersburg, FL	00/00/0000		
		St. Stephen - 12098	Lithia, FL	00/00/0000		
		Tampa Catholic HS - 12130	Tampa, FL	00/00/0000		
		St. Cecelia - 12116	Clearwater, FL	00/00/0000		
		Villa Madonna - VMS001	,			
		St. Lawrence - 12140	TAMPA, FL	00/00/0000		

All teachers with a teaching certificate would be listed for your school. As MIP Coordinator you will need to view/edit each person

There may be teachers on your list that are not at your school. If you have teachers listed that are not at your school and/or teachers that leave your school (end of year), please send a list to OCSC. The OCSC staff will move them to the appropriate status.

**User Home**

[Return To User List](#)

**User Profile** [Manage/Edit User Profile](#)

Name: Ann Davis  
Company: Diocese of St Petersburg  
Credentials: PhD  
Address1:  
Address2:  
City, State Zip:  
Country:  
User Type:  
Group:

Status: Active  
Preferred Contact Information:  
Cell Phone:  
Work Phone:  
Email:  
Fax:  
Profession:  
Date Added: 10/03/2017  
Date of Last Update: 10/06/2017

**Current and Active Licenses** [Manage User Licenses](#)

Date Renewed	Date Expires	License	Requirements Met	View Details	Renew
07/01/2014	06/30/2019	Educational Leadership (1011/F) All - FL	No		
07/01/2014	06/30/2019	Elementary Education K-6 (1013/K) - FL	No		

**Courses** [Manage Courses](#)

Show Events Between    Date After:     Date Before:    

There are no courses listed in the database.

Click Manage/Edit User Profile

Please review the teacher's (user's) personal information.

### Edit User

[Return To User Home](#)

---

**User Information**

**\*Required Fields**      Status:     Active     Inactive

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Credentials:  (e.g. PhD, Esq,)

Company:

Profession:

User Type:

Group:

[Change Password](#)  
 Added: 10/03/2017  
 Updated: 10/06/2017

---

**Contact Information**

The Email/Username entered will be the username for access to users home page and account.

\*Email/Username:

\*Confirm Email/Username:

Secondary Email:

Primary Telephone:      Home     Work     Cell     Other

Secondary Telephone:      Home     Work     Cell     Other

Fax:

These can be completed; See slide #7

Make sure the email is the staff member's school email in the main email box. Secondary is optional.

1. Review the data of each staff member/user
2. Need to give each staff member a password; Click "Change Password" (See next slide for more information)

Change User Password For [redacted]

[Return To User Home](#)

User Information

Added: 07/31/2017  
Updated: 08/16/2017

\*Required Fields

\*Email:

\*Old Password:

\*New Password:

\*Confirm Password:

Email Profile and Login Instructions To User:

1. Assign password. Make it simple, i.e., initials and last 4 digits of cell or home telephone; school abbreviation and a number sequence. PLEASE NOTE: All Teachers can have the same password as the account is associated to the email, not the password
2. **Click the box “E-mail profile and login...”**
3. Click submit; it won't save if you don't

After you update the teacher/user with their school email, create a password and click the box “E-mail profile and log-in”, the teacher/user will receive an email with directions on how to access their account. Users can have the same password, since User Accounts are linked by emails. Make the password easy. The teacher/user can change their password after the initial access.

Please note that the Administrator and Teacher/User have a different URL to access their account.

ALL USERS HAVE THE SAME ACCOUNT NAME: DOSP

**If the teacher/user does not get the email, please have them check their SPAM folder.**

Users ▾

Licenses and Renewals ▾

Courses ▾

Search ▾

Quick Reports ▾

Admin Management ▾

Inactive Users

### Manage Users

Quick Search [Add New User](#)

[Advanced Search](#) | [Print List](#) | [Print Custom Report](#) | [Export List](#) | [Export List All Available Fields](#) | [Clear Search](#)

First Name:  Status:

Last Name:  User Type:

Company:  Profession:

Email:  Group:

City:  State:

#### List of Users

First Name	Last Name	Company	City/State	Last Login	View/Edit	Delete
		St. Paul's Catholic Preschool - 12093	Tampa, FL	00/00/0000		
		Cathedral School of St. Jude - 39400	GULFPORT, FL	00/00/0000		

Current staff should be in the system, but if someone is missing, this is where you add "New User".

Before adding a new user, check with the OCSC to see if the person is in the inactive status or listed at a school. Much easier to transfer them to the correct school.

Refer to Slides 6 and 7 to get a list of user types that you can include in your school list

### Add User

[Return To User List](#)

User Information

**\*Required Fields**

Status:  Active  Inactive

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Credentials:  (e.g. PhD, Esq.)

Company:  [-Select One-]

Profession:  [-Select One-]

User Type:  [-Select One-]

Group:  [-Select One-]

Contact Information

The Email/Username entered will be the username for access to users home page and account.

\*Email/Username:

\*Confirm Email/Username:

Secondary Email:

Primary Telephone:   Home  Work  Cell  Other

Secondary Telephone:   Home  Work  Cell  Other

Fax:

Mailing Address

Address1:

Address2:

City:

State/US Territory/Province:  [-Select One-]

Other (For Non-US or Canada):

Zip/Postal Code:

Country:  USA

Set Password

\*Password:

\*Re-type Password:

Email Profile and Login Instructions To User:

Profession and User Type can be completed by MIP Coordinator; See Slide #7

As MIP Coordinator, you will need to add new staff at the beginning of the school year or other new staff that joins throughout the year.

During this process, you will set the password, click the “Email Profile” box, then click submit.

**DELETING A USER: USERS ARE NOT DELETED. THE OCSC WILL MARK THE USER AS INACTIVE OR CHANGE THEM TO A NEW SCHOOL IF THEY LEAVE YOUR SCHOOL.**

Make sure you click submit

At the beginning of each school year, you will need to add any new teachers/staff members.\*\*\* Send a list of the new teachers/staff and their status – Professional Cert., Temp. Cert, etc. to the OCSC. See slide #7

\*\*\*If you know that the new teacher was at another school within the DOSP, please send the name to the OCSC. Even if you are not sure of the teacher's previous employment, send the name as well. The teacher can be assigned to your school and their would be no need to add this user.

At the end of the school year, please send a list of teachers/staff that have left your school to the OCSC. The OCSC Staff will change their status.

When a teacher leaves your school, please edit their profile by adding their personal email as their main email, not secondary. This will allow the teacher to continue to access their account.

If you have a teacher that has left the profession, but wants to continue their MIP, you can continue to add their MIP information as long as they supply their PD/Webinars, etc. to you. The OCSC would not maintain the MIP for teachers who have left the DOSP.



**Continuing Ed Tracker** [Main Menu](#) | [User Manual](#) | [Logout](#)

You are logged in as Ann Davis  
If this is not correct, please click here to log out.

Users ▾ Licenses and Renewals ▾ Courses ▾ Search ▾ Quick Reports ▾

**User Home**

[Return To User List](#)

User Profile [Manage/Edit User Profile](#)

Status: Active

## CE TRACKER User Manual:

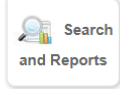
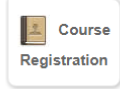
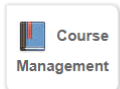
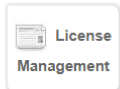
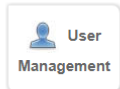
1. Add, edit a user, Pages 8-9
2. User Home, Pages 9-10

# QUESTIONS

# PART 2: MANAGING COURSES (PD)

Main Menu

Your subscription to Continuing Ed Tracker LIVE expires on 07/25/2018.  
[Click Here](#) to renew now.



Expired Licenses that have not been renewed [Open](#)

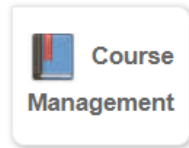
There are no expired licenses at this time.

Licenses that will expire in 120 days. [Open](#)

There are no licenses expiring in 120 days.

Click either one of these to add courses/PD

## Courses Menu



[Manage Courses](#)

[Search Courses](#)

[Search Course Registration](#)

[Register Users For A Course](#)

[View Course Registration](#)

[Record Course Attendance](#)

To add a course/PD, click “Mange Courses” or  
“Register Users for a Course”

### Select A Course

#### Quick Search

[Add New Course](#)

Course Title:

Location:

Component:

Begin Date:

Ongoing:

Show Archived:

[Clear Search](#)

#### List of Courses

Course Title	Begin Date	Ongoing	Location	Select
DOSP - Pinellas ESE PD	09/01/2017	No	MSPP/SHCS	<input type="checkbox"/>
Conversion	07/01/2012	No		<input type="checkbox"/>

Showing 1 through 2 of 2

Adding a course/PD session: Click "Add New Course"

## Add New Course

[Back To Courses](#)

## Course Details

- Show on User Pages
- Allow Registration For This Course On User Pages
- This Course Has Multiple Sessions
- This an ongoing Course. (Webinars, Online Courses, etc.)
- Archived (Course is no longer available for registration.)

\*Begin Date:  \*Title: Component: Location:  Sponsor: Contact:  Company: Phone:  Email: Website Link: PDF Brochure :  No file chosenCourse Cost:  Free  By Course  By Session

These boxes do not need to be checked since the teachers are not pre-registering.

The only time to use “Multiple Sessions” would be for a multi day workshop, i.e., FETC.

The “Multiple Session” can also be used for ARCA/CIPA preparation.

For more information on creating Multiple-sessions, please contact the OCSC.

## Add New Course

[Back To Courses](#)

## Course Details

- Show on User Pages
- Allow Registration For This Course On User Pages
- This Course Has Multiple Sessions
- This an ongoing Course. (Webinars, Online Courses, etc.)
- Archived (Course is no longer available for registration.)

\*Begin Date:  \*Title: Component: Location:  Sponsor: Contact:  Company: Phone:  Email: Website Link: PDF Brochure :  No file chosenCourse Cost:  Free  By Course  By Session

Using the MIP Request form, enter the information for the course.

When naming the course, use your school abbreviation, then the name of the course.

Example of Course Name: ICS – Blood Borne Pathogens

See slide #28 for more information about naming courses.



Courses like Blood Borne Pathogens, Safe Environment, etc. will need to be added each year as a user can only be registered one time for a course.

It would be a good practice to name these repeating courses with a year.

EXAMPLE: ICS – Blood Borne Pathogens 2017; ICS – Blood Borne Pathogens 2018

When the DOSP offers a workshop, meeting, etc. The OCSC will add the course as well as register the user for the course. All DOSP Courses will begin with DOSP.

EXAMPLE: DOSP – New Hire Orientation (Day 1)

Catechist Modules need to be entered at the local school. The course named like above, school abbreviation and the name of the module. The OCSC or LMPI will not add these Courses.

OCSC courses will be added to be used for the OCSC staff. These courses would not be for your faculty.

## **Adding College/University Courses and CEU's**

As you have done for any other PD/Webinar, Conference, etc., you will add the course as follows:

School abbreviation code – name of college course

EX: ICS – Methods in Mathematics

The credits are calculated as follows:

1 College Credit = 20 MIP

a college course that is 3 credits would receive 60 MIP

1 Continuing Education Unit (CEU) = 10 MIP

a workshop/conference that earns 3 CEU's would receive 30 MIP

This is the only time that the MIP can exceed the 6 point/credit maximum.

**ADDING CREDITS FOR THE COURSES:**  
At the bottom of the “ADD NEW COURSE” page click  
“Continue to Enter Course Credits.”

Course Cost:  Free  By Course  By Session

Registration Information

[Empty text area]

**B** *I* U ABC | ↶ ↷ | 📌 | ☰ ☱

Course Description

[Empty text area]

**B** *I* U ABC | ↶ ↷ | 📌 | ☰ ☱

[Continue To Enter Course Credits](#)

### Enter Credits Received

[Back To Course Details](#) | [Enter Course Costs](#)

---

**Course Information**

Title: DOSP Training	Course Has Multiple Sessions: No
Begin Date: 10/10/2017	Show on User Pages: No
Location:	Allow Users To Register For Course: No
Sponsor:	This is an ongoing Course No
Contact:	Archived:
Email:	Cost Method:
Phone:	

---

**Enter Credits**

**After credits are added, click Enter Course Cost to complete course information or click Back To Course Details to review your entries.**

**\*Required Fields**

Session Code:

Time:

Instructor:

\*No. of Credits:  \*Credit Type:

Review course information. If you made a mistake, click “Back to Course Detail”.

If everything is correct, enter credits

### Adding credits:

Number of credits – need to be whole numbers and cannot exceed 6 per course. Credits are not rounded up for fractions 1.5 would be 1 credit. The equivalent for college courses – follow the state guidelines for College Courses. See Slide #26

Credit Type: Select **Master In-Service**. You will not use “SWD” or “Total of All Credits” from the drop down menu. The only time to use **SWD** is for a component that is identified specifically for SWD.

Click “ADD”

**If you've not entered a course, you can follow this step-by-step process to enter your first course.**

1. Enter Date: August 4, 2017
2. Enter Title : SCHOOL ABBREVIATION – Blood Borne Pathogens 2017  
**Example: BLCS – Blood Borne Pathogens 2017**
3. Component Number: Use the drop down menu. These numbers have not changed from the system that was previously used by the DOSP

Choose: 6410001 School Safety/Safe Learning Environment in  
Laws, Rules, Policies and Procedures

4. Enter Location: Your school name or the location of the workshop, i.e., FETC would be Orlando Convention Center; for a college course, enter the name of the university.
5. Other fields are optional, except “COMPANY”
6. Company: Select your school from the drop down menu

Website Link:

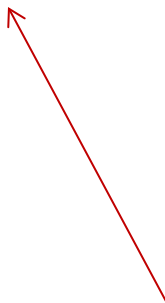
PDF Brochure:  No file chosen

Course Cost:  Free  By Course  By Session

---

General Information **Credit** Cost Registration

Registration Information



Do not need to worry about cost, website link, etc.

If you do not enter the credit, you might get a message that you need a course description. The credit needs to be added, not a course description.

# QUESTIONS

**PART 3:  
REGISTER USERS  
FOR  
COURSES/PD**



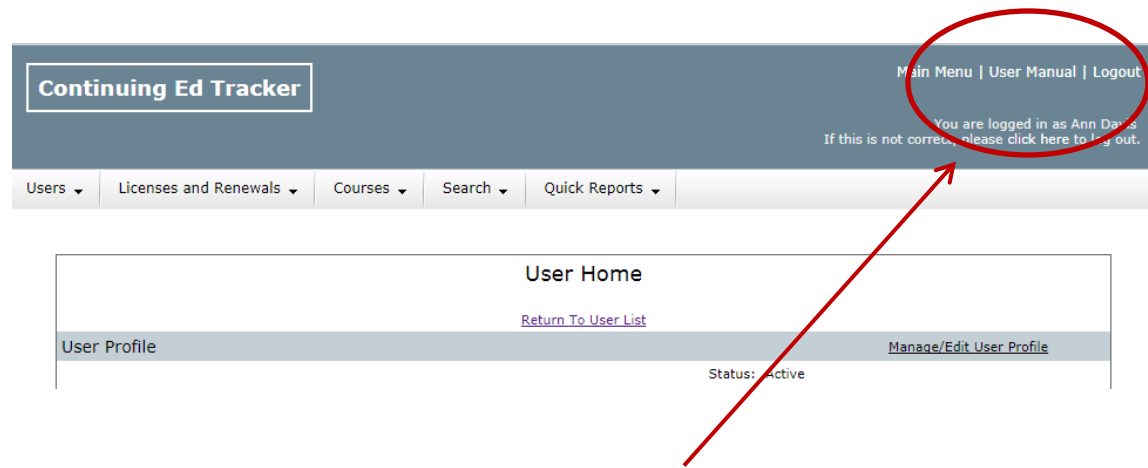
Main Menu

Your subscription to Continuing Ed Tracker LIVE expires on 07/25/2018.

Expired Licenses that have not been renewed

[Open](#)

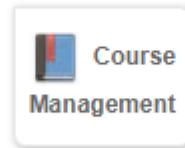
Choose either users or courses to register a user for a course



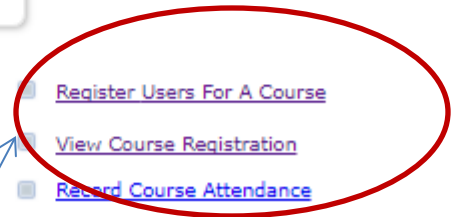
# 1. User Courses, Pages 14-22

- Users ▾
- Licenses and Renewals ▾
- Courses ▾
- Search ▾
- Quick Reports ▾
- Admin Management ▾
- Inactive Users

### Courses Menu



- [Manage Courses](#)
- [Search Courses](#)
- [Search Course Registration](#)
- [Register Users For A Course](#)
- [View Course Registration](#)
- [Record Course Attendance](#)



Click "Register Users for a course"

Users ▾ Licenses and Renewals ▾ Courses ▾ Search ▾ Quick Reports ▾ Admin Management ▾ Inactive Users




## Select A Course

## Quick Search

[Add New Course](#)

Course Title:  After (00/00/0000) Before (00/00/0000)  
Location:  Begin Date:    
Ongoing:   
Show Archived:   
Component:  ▾  
 [Clear Search](#)

## List of Courses

Course Title	Begin Date	Ongoing	Location	Select
DOSP - Pinellas ESE PD	09/01/2017	No	MSPP/CHCS	
DOSP - CE Tracker Training	10/10/2017	No	Bishop Larkin	
Conversion	07/01/2012	No		

Showing 1 through 3 of 3

Review the list of courses and click the “Select” category. A list of all your teachers will appear on the left side.

MAKE SURE YOU SELECT YOUR SCHOOL’S COURSE NAME. You can use quick search by adding your school’s abbreviation to course title and then click search. See top section of the box above.

List of Users

Register Selected Users

Register User For All Sessions

Name	Company	Select
	St. Paul's Catholic Preschool - 12093	<input type="checkbox"/>
	Cathedral School of St. Jude - 39400	<input type="checkbox"/>
	St. Stephen - 12098	<input type="checkbox"/>
	Academy of the Holy Names HS - AHN002	<input type="checkbox"/>
	Tampa Catholic HS - 12130	<input type="checkbox"/>

The following users are registered for this course

[Go To Registration Details](#)

Total Registered: 0

Name	Company	Remove
There are no users registered for this course.		

Click the box under “Select” for the teachers that attended that session. After clicking the box, **click the box at the top “REGISTER SELECTED USERS”**

If the teacher/staff attended a DOSP workshop, meeting, etc., the OCSC will register the user for the course. Catechist modules are not entered by the OCSC, the MIP Coordinator needs to do this.

	Sacred Heart - 12500	<input type="checkbox"/>
	St. Petersburg Catholic High - 12129	<input type="checkbox"/>
	Diocese of St Petersburg	<input checked="" type="checkbox"/>
	St. Petersburg Catholic High - 12129	<input type="checkbox"/>
	Holy Family - 12105	<input type="checkbox"/>
	Guardian Angels - 12104	<input type="checkbox"/>

After clicking "Register User...", the user is moved to the left side

**List of Users**

Register User For All Sessions

Name	Company	Select
	St. Paul's Catholic Preschool - 12093	<input type="checkbox"/>
	Cathedral School of St. Jude - 39400	<input type="checkbox"/>



**The following users are registered for this course**

[Go To Registration Details](#)

Total Registered: 1

Name	Company	Remove
Davis, Ann	Diocese of St Petersburg	<input type="button" value="X"/>

A teacher/staff member can only be registered for a course 1 time. For annual courses, i.e., Blood Borne Pathogens 20XX, teacher/staff need to be registered each year.

Courses							<a href="#">Manage Courses</a>
Show Events Between		Date After: <input type="text"/>	Date Before: <input type="text"/>	<input type="button" value="View Report"/>			
Date	Course Title	Credits Earned	Credits Applied	Evaluation	Certificate	Details	Delete Course
10/10/2017	DOSP Training	2	Pending Evaluation	Pending	Pending Evaluation		

The teacher will see this on their profile page. Before the credits are applied, teacher/user needs to complete the “Pending” evaluation. Once completed, on-line the credits applied will show. A certificate is also available for the teacher to print if they want.

As MIP Coordinator, you will not need to have a printed copy of the evaluation. All you need to keep on file is the MIP form. These only need to be kept for 5 years or the certification cycle.

## **Suggestions for keeping track of local faculty meetings, PLC's, etc.**

There is no need to have a Master In-service form for each teacher for local in-service. You can have a sign-in sheet or an excel/word document with list of faculty. If you have a list, have teachers initial by their name. On the master sheet, put the following:

Title/Name of Session/activity

Component Number

Date

Time

These need to be kept in a MIP/Master In-Service file in the school office. This can be a general file, not put in each teacher's file.

**REMEMBER:** Business faculty meetings do not count for Master In-Service. The meeting must have an academic purpose, safety, technology, etc.



## **SOME CHANGES REGARDING MASTER IN-SERVICE**

When a teacher renews their certificate, the OCSC is able to review the MIP requirements.

If a teacher is coming from another FL district or FL Diocese, they need to get a report from the district/diocese. The teacher will need to submit this to the OCSC when renewing their certificate. These points are not included in the Conversion Points from the old DOSP/OCSC Master In-service program.

There is NO NEED to send in copies of the MIP Forms or other verification of PD/Course/Webinar attendance.

The forms that are on file at the school can be discarded after the teacher's renewal is completed.

The evaluation for each course/PD/Webinar is now part of CE Tracker; there is no paper evaluation. Teachers need to complete the evaluation on-line for the credits to be applied.

# QUESTIONS

# PART 4:

# Teacher's Responsibility

Teachers will log-in to this website:

<http://cetrackerlive.com/app>

Continuing Ed Tracker

Main Menu | User Manual | Logout

You are logged in as  
If this is not correct, please click here to log out.

Users Licenses and Renewals Courses Search Quick Reports

Please Login

You are currently logged out.

Account Name:

Email Address:

Password:

[Forgot Password](#)

ACCOUNT NAME: dosp

Teacher's school email  
address

Password that was  
emailed to them

If they forget their password, they can click “Forgot password” or ask you to look it up. You will need to log-in on the administrator’s site for the password and open that teacher’s profile. Click manage/edit user, then click, change password.

## **A few other items to take note of for MIP:**

MIP Coordinators and Principals must have an individual User ID, different than the Admin Account. This is important to have because when you leave the school, your Admin Account access will be deleted.

Teachers/Staff will no longer need you to look up their MIP status. They can log into their own account and track the number of points they have toward certification.

As MIP Coordinator, you can see which teachers are needing to renew their certification, this is on the “Main Menu”.

Teachers who leave your school or diocese will have access to their CE Tracker account until they complete their renewal. The main e-mail will need to be changed to the teacher’s personal e-mail.

You can put deadlines on when the MIP information needs to be submitted to the MIP Coordinator. Example: September PD needs to be submitted by the end of October. MIP Forms must be submitted within the academic year July 1 – June 30

## **OTHER IMPORTANT INFORMATION:**

**The teacher is responsible for completing the necessary requirements to renew their certification.**

**Teachers must submit their PD/Webinar/etc. verification to the MIP Coordinator/Principal in a reasonable amount of time or within the time frame the school sets.**

**MIP information cannot be held and submitted in bulk to the MIP Coordinator. A school may not accept bulk submission that are outside the current academic year. The forms must be submitted within the academic year, July 1 – June 30. NO EXCEPTIONS.**

**The MIP Coordinator/Principal is responsible for recording the MIP into CE Tracker.**

Courses							Manage Courses
Show Events Between		Date After: <input type="text"/>	Date Before: <input type="text"/>				<a href="#">View Report</a>
Date	Course Title	Credits Earned	Credits Applied	Evaluation	Certificate	Details	
10/10/2017	DOSP - CE Tracker Training	2	2.00	<a href="#">View</a>			
10/10/2017	DOSP - TEST COURSE	2	Pending Evaluation	<a href="#">Complete</a>	Pending Evaluation		
09/04/2017	DOSP - Pinellas ESE PD	2	2.00	<a href="#">View</a>			
							Showing 1 through 3 of 3

Teacher needs to complete the evaluation.

This is the information teacher/user will see after you enter/register them for a course

Diocese of St. Petersburg - Office of Catholic Schools and Centers  
Master In-service Program Evaluation Form

To be used for All Approved Professional Development Activities and Events

**PART I. PARTICIPANT** Completion of this form is required for Master Inservice Points to be assigned. Please note that each independent session of a Conference requires its own Evaluation Form, while a course (i.e. Catechetical Module) is considered a single activity and needs to be evaluated only at its conclusion.

Event Title: DOSP - CE Tracker Training	Session Date: 10/10/2017
Component Title: Instructional Methodology in Computer Science/Technology Education	Component Number: 2-003-001
Participant Name: Ann Davis	School: Diocese of St Petersburg
Session Leader:	*Subject Area for Cert.: <input type="text" value="-Select One-"/>

\*Step 1. Please complete grid below.

	1	2	3	4	5
1- Agree Strongly 2- Agree 3- Disagree 4- Disagree Strongly 5- Does Not Apply					
1. The presentation was well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The materials/handouts were helpful and relevant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The goals/objectives were clear and relevant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. This presentation had practical value for me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Teacher completes the evaluation. It is imperative that they select the **“Subject area for certification”**

If they have two areas, they can select the one that best fits for that area. If it is a general topic, i.e., safe environment, they can chose any subject area. If the MIP is for **SWD**, they must select **“SWD-Bank”**

Teacher completes the survey. Section 2 of the survey does not need to be answered unless there is an assignment that needs to be completed. When finished, click **“SUBMIT”**



**User Home**

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**User Profile** [Manage/Edit User Profile](#)

Name: Ann Davis Status: Inactive  
 Credentials: PhD Preferred Contact Information  
 Address1:  Home Phone:   
 Address2:  Cell Phone:   
 City, State Zip:  Email:   
 Country: USA Fax:   
 User Type: Professional Certification Profession: Principal  
Date of Last Update: 07/28/2017

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**Current and Active Licenses** [Manage Licenses](#)

Date Renewed	Date Expires	License	Requirements Met	View Details
07/01/2014	06/30/2019	Educational Leadership (all levels) - 1011/F	Yes	
07/01/2014	06/30/2019	Elementary Education (K-6) - 1013/K	Yes	
07/01/2014	06/30/2019	<input type="text"/>	Yes	

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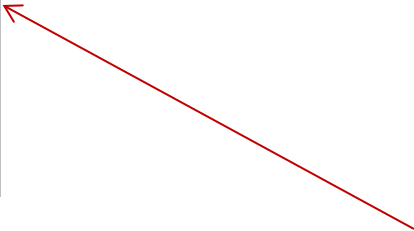
**Courses** [Manage Courses](#)

Show Events Between  Date After:  Date Before:  [View Report](#)

Date	Course Title	Credits Earned	Credits Applied	Evaluation	Certificate	Details
04/22/2016	Diocesan Education Conference 2016 - ICS	4	4.00	<a href="#">View</a>		
01/04/2016	Merciful Like the Father - Faculty In-Service	2	2.00	<a href="#">View</a>		
11/11/2015	Teaching Students with Disabilities Module	20	20.00	<a href="#">View</a>		
10/28/2015	CertEdTracker Training	3	3.00	<a href="#">View</a>		
10/15/2015	Working Smarter Not Harder	3	3.00	<a href="#">View</a>		
10/14/2015	Google Docs Training	2	2.00	<a href="#">View</a>		
08/15/2015	Bloodborne Pathogens	1	1.00	<a href="#">View</a>		
06/22/2015	2015 New Directions: Blended Learning Symposium	12	12.00	<a href="#">View</a>		
05/21/2015	MIP Training	2	2.00	<a href="#">View</a>		
05/06/2015	Social Doctrine	15	15.00	<a href="#">View</a>		

Previous **1** 2 3 Next Showing 1 through 10 of 29

Can get a report of their courses



Once the evaluation is completed, credits earned will be applied. The teacher will be able to view the certificate. This will always be available in CE Tracker, so no need to print the certificate. Administrators/OCSC can view the evaluation and certificate at any time.

# Course Attendance

Name: Ann Davis

Company: Diocese of St Petersburg

Course List					
Component No.	Session	Pending Evaluation	Date	Area Credited	Points
2-100-001	DOSP - Pinellas ESE PD	No	09/01/2017	SWD	2.00
2-003-001	DOSP - CE Tracker Training	No	10/10/2017	Master Inservice	2.00
				<b>Total</b>	<b>4.00</b>

This report can be printed for certificate renewal.



The Diocese of St. Petersburg - Office of Catholic Schools and Centers

Certifies That

Ann M. Davis PhD  
Diocese of St Petersburg

Has Successfully Completed The Continuing Education Course Entitled  
DOSP - CE Tracker Training  
10/10/2017  
Bishop Larkin

Component: 2003001 Instructional Methodology in Computer Science/Technology Education  
Total Credits Earned: 2.00

\_\_\_\_\_  
signature

# QUESTIONS

My Contact Info:

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Cell: 727-242-0874