



ASPDP Participant Policy Memorandum

Guidelines for ASPDP Course Participants

“P” in-service courses through the After School Professional Development Program (ASPDP) offer educators high-quality, convenient, low-cost learning opportunities that meet teachers’ professional learning needs, support their progress toward career goals, develop their instructional practices, and lead to improved student learning . These courses are alternatives to graduate-level courses that may be applied to salary differential requirements and to the CTLE/NYS 100 hour professional development requirement to maintain Professional Certification.

By registering/enrolling in any ASPDP course you consent to the terms outlined in this program policy. For more information, email ASPDP@schools.nyc.gov or call 718-935-5753.

There will be no exceptions to these policies.

Participants who register for an ASPDP course agree to the following policies:

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Eligibility

All NYC DOE teachers, charter and private school teachers, secretaries, and paraprofessionals may take ASPDP courses. Guidance counselors may only take Guidance or Special Education courses for In-Service “P” credit. Paraprofessionals may only use ASPDP courses toward their NYS Professional Development hours.

Salary Differential

ASPDP courses can be credited toward salary differentials. The Office of Salary Services has access to all ASPDP transcripts, and there is no need for participants to print or send transcripts for processing; however, you must submit a salary differential application, more information on which may be found [here](#).

Teachers and paraprofessionals may apply these courses towards the NYS 100 Hour requirement for maintaining certification. For more information on the 100 hours requirements, please visit <http://www.nysed.gov/> or contact (518) 473-4501.

ASPDP courses cannot be counted toward college or university credits.

CTLE Requirements

ASPDP courses can be credited toward the New York State Continuing Teacher and Leader Education (CTLE) requirements. Holders of professional certificates in the classroom teacher service or educational leadership service and holders of a Level III Teaching Assistant certificate who are practicing in a New York public school or board of cooperative educational services (BOCES) must complete 100 hours of CTLE during each five-year registration period. Holders of permanent certificates do not need to complete the 100 hours of CTLE with their registration.

You can find more information about the CTLE requirements and certification at the following sites:

[NYSSED Resources on New Registration and CTLE Requirements](#)

[NYCDOE Information on New Registration and CTLE Requirements](#)

[NYSUT Teacher Registration Regulations Fact Sheet](#)

If you have questions about certification in general, please contact the Office of Certification via HR Connect at 718-935-4000. If you have any further questions regarding CTLE requirements, please contact NYSED at CTLE@nysed.gov or call 518-474-3901.

Registration

You may register for an ASPDP account by clicking on the link listed under the “New Account Registration” heading on the [main page](#).

Participants may take up to 12 credits per semester. Note that courses may be offered for one (1), two (2), or three (3) credits depending on the number of hours of instruction. For more information on how to register for ASPDP courses, please see the [FAQ](#), questions “Who may register for the courses and what benefits are they eligible for?” and “How do I enroll in a course.”

ALL REGISTRATIONS MUST BE COMPLETED PRIOR TO COURSE REGISTRATION DEADLINES. Participants will not receive P credit if they do not complete ASPDP registration prior to the deadline.

Course Fees

ASPDP course fees must be paid by credit card at the time of registration on the ASPDP website. ASPDP cannot accept delayed payment for registration through purchase orders or other forms of payment.

Please note that there are several different fee structures depending on the education partner for the course.

ASPDP courses taught by active, full-time NYC DOE employees require an ASPDP course fee of \$225 for 3-credit courses, \$150 for 2-credit courses, or \$75 for 1-credit courses, and no additional education partner fee. NYC DOE instructors may collect up to \$50.00 from each participant for materials; all fees will be listed directly on the course details page.

Courses offered by education partners (non-DOE instructors) will have an ASPDP course fee of \$125 for 3-credit courses, \$90 for 2-credit courses, or \$45 for 1-credit courses. *Education partners typically charge a separate registration fee for their course, which range from \$0-350.*

Please see chart below for more information.

Number of Credits for Class	ASPDP Fee for Classes Taught by NYC DOE Instructor <i>(no separate education partner fee)</i>	ASPDP Fee for Classes Taught by Non-DOE Education Partner <i>(education partner may charge separate fee)</i>
1 credit	\$75	\$45 <i>(+ education partner fee)</i>
2 credits	\$150	\$90 <i>(+ education partner fee)</i>
3 credits	\$225	\$125 <i>(+ education partner fee)</i>

Education partners' course fees should be paid by credit card at the time of registration through the education partner's website. Please check the course details for specific instructions when registering. **Note that your registration is not complete unless you have registered both with ASPDP and with the education partner.**

Participants who expect to be reimbursed for course registration through a particular program or district must pay the registration fee in full and then request reimbursement through the appropriate program after providing proof (course certificate/transcript) of satisfactory course completion.

Course Requirements

- Credit can only be granted for courses that were not previously taken for "P" credit, undergraduate, and/or graduate studies. Participants are advised to carefully read course descriptions to avoid any duplication.
- Participants may not register for an online course after registration has closed. Carefully note registration deadlines for online courses, as they vary depending on the length of the course.
- Participants may not register for an in-person course after the start date of the course.
 - Participants will not receive credit for enrollment in in-person courses that meet at the same time. When registering for more than one course, carefully check all dates and times.
- It is the responsibility of all participants to verify that they have the hardware and software required for all online and blended courses prior to completing registration. ASPDP will not refund course fees for participants who do not have the required hardware/software to complete their courses.
- All participants are required to satisfactorily complete every assignment and activity in the course in order to receive a passing grade, and to have satisfactory attendance. For more information on attendance requirements, please see "Attendance" section.

- All ASPDP courses require the completion of a midterm, a final (which can be in the form of an exam, project, journal, paper, etc.), and ASPDP's course evaluation (separate from any evaluation taken by the education partner).
- All participants are required to complete and submit their own, original coursework.
- Any online courses taken for "P" credit may not be accessed during your regular school day working hours.

Academic Integrity Policy

ASPDP maintains an academic integrity policy for all participants taking ASPDP courses. Work must be entirely one's own; plagiarism of any kind is a violation of ASPDP policies. Participants may not copy any parts of another (present or past) participant and submit that work as their own. Participants are also barred from collaborating on any assessment that is intended to be completed individually. Participants who fail to meet ASPDP's academic integrity standards will receive a failing grade for their course and may not be allowed to take further courses with ASPDP. ASPDP will not refund any course fees for participants who violate the academic integrity policy.

Attendance

Participants are expected to attend all in-person courses regularly and punctually and remain until the end of each session. **A participant may never miss the first or final session of a course; participants who do not attend the first or final class will receive a failing grade.**

Lateness is defined as arriving 15 minutes after the official start time or leaving 15 minutes before the official end time of the session.

In order to be eligible for course credit, participants must attend both the first and last day of class and complete all coursework. Participants in a three-credit course may not miss more than six (6) hours of the class, not including the first and last day as noted above. Participants in two (2) and one (1) credit course may not miss more than four (4) or two (2) hours of absence, respectively. **Excused absences are granted at the discretion of the instructor.**

In all cases, participants are expected to work with their instructors to make up any work missed. **Participants who accumulate more than the maximum hours of absence and/or who do not complete make-up work for hours missed will not receive credit for the course and are not eligible for refunds.**

Participants who take courses based on an agreement that they signed with the DOE Legal Department may not accrue any absences. If you have an extraordinary reason for an absence you must contact the Director of ASPDP immediately at ASPDP@schools.nyc.gov or call 718-935-5753.

Attendance in Case of Inclement Weather or Other Emergencies (only for in-person courses)

Participants, in consultation with their instructor, are responsible for making up the time and content missed from any sessions cancelled due to inclement weather. Make up sessions vary, so contact the instructor and education partner for this information. All full day courses must be made up by attending an additional session or completing equivalent work. Participants who are not present for the make-up session will be marked absent.

Withdrawals, Transfers, and Course Cancellations

All participants are advised to pay attention to the course registration information prior to enrolling in a “P” In-Service course, as a course refund may not apply. Change in course location or unexcused participant absences are not reasons for a refund.

Participants may withdraw and receive a refund from a particular course if they send a written request *one (1) week prior to the registration deadline for that course*. If a participant enrolls in a “P” In-Service course and withdraws less than one week prior to the last day of registration, **no refund will be provided**.

Please note that participants will not be able to withdraw from a course on or after the last day of the course.

Participants may choose to withdraw and transfer their course fee to another course **within the same semester** if they withdraw from their original course no later than *one (1) week prior to the registration close date*. Participants may only transfer into courses which have open registration. If there are no courses with open registration within this time frame, participants will be given a course refund. ASPDP does not allow fee transfers to future or prior semesters.

All refund requests must be made in writing by e-mailing ASPDP at ASPDP@schools.nyc.gov and the education partner where applicable. Participants are also responsible for e-mailing the instructor or education partner when withdrawing from a course. Please note that education partners and instructors have their own policies about refunds and fee transfers, which may differ from ASPDP’s.

Transcripts and Certificates

Participants who pass a course with satisfactory attendance will see a grade of “pass” on the website.

After ASPDP verifies that the participant has satisfactory attendance and a passing grade, the grade will be validated for P-credit. The participant will see “Yes” under the column “Validate for Credit” in their transcript indicating that the grade has been fully validated. All participants are able to print their own transcript. For instructions on how to print your transcript from the ASPDP website, please see the [FAQs](#).

This validation process may take 8-10 weeks after the semester ends, even if participants complete their course work ahead of the end date. P-credits will not be awarded until grades have been validated by ASPDP. The Office of Salary Services will use the semester, not the validation date, in which coursework was completed to determine when the differential is applied to your salary. As per the DOE [website](#), “*you will receive retroactive monies payable from the effective date of your application.*”

As noted above, the Office of Salary Services has access to the transcripts on our website. Participants do not need to submit their transcripts to the Office of Salary Services in order to apply for salary differential. For more information on applying for salary differential, please see question “How can I share a copy of my transcript with the Office of Certification for my 100 hours and/or the Office of Salary Services for my salary differential?” in the [FAQ](#).

ASPDP no longer issues certificates for completing a course. As of the Summer 2008 semester, you may print your transcript directly from the ASPDP website.



For courses taken prior to the Summer 2008 semester, you may request a replacement certificate by including your full name, file number, and current address along with the course name and code number and the semester you completed the course. Each replacement certificate is \$5.00 payable by money order to “ASPDP” at the address below. We are not able to accept personal checks or purchase orders.

Please mail certificate requests and money order to:

After School Professional Development Program, attn. Yicel Baez
65 Court Street, Room 224
Brooklyn, NY 11201.

Please also submit this information to ASPDP@schools.nyc.gov. If you wish to pick up a certificate you need to make an appointment with at least 24 hours notice. You may schedule this appointment by emailing ASPDP@schools.nyc.gov.

Participants are responsible for verifying and updating their personal profile to ensure accuracy of their records.

For more information, please contact our office:

After School Professional Development Program
65 Court Street, Room 224
Brooklyn, NY 11201
ASPDP@schools.nyc.gov
718-935-2716