

Participant Policies

Guidelines for ASPDP Course Participants

After School Professional Development Program (ASPDP) offers educators high-quality, 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. Our P-credit, in-service courses are alternatives to graduate-level courses. All courses may be applied to salary differential requirements and to the New York State Continuing Teacher and Leader Education (CTLE) 100 hour professional development requirement to maintain Professional Certification.

All educators may take ASPDP courses.

By registering 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:

- [Salary Differential](#)
- [CTLE Requirements](#)
- [Account Registration](#)
- [Payment](#)
- [Academic Integrity Policy](#)
- [Attendance](#)
 - [In-person Courses](#)
 - [Attendance in Case of Inclement Weather](#)
- [Withdrawals, Transfers, and Course Cancellations](#)
- [Transcripts and Certificates](#)
- [Salary Differential Applications](#)
- [Additional Requirements](#)

Salary Differential

NYC DOE teachers and guidance counselors may use ASPDP course credits towards their +30 salary differentials.

NYC DOE teachers may take any ASPDP course for P-credit. Guidance counselors may only take Guidance or Special Education category courses for P-credit. You may only take a course once for credit.

Once you have completed all credits required for the salary differential, you should apply via the [online application](#). The Office of Salary Services has access to all ASPDP transcripts so you do not need to send your transcript; however, you must still submit a salary differential application.

ASPDP courses cannot be used towards university or college credit.

CTLE Requirements

Educators can use ASPDP courses to fulfill 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.

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

Account Registration

In order to take ASPDP courses, you must first register for an ASPDP account on our website. NYC DOE teachers must register using their file numbers. Non-DOE educators may also register via our website.

Participants may take up to 12 credits per semester. Note that courses are 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?”

Participants must register with both ASPDP and the Education Partner before the course registration deadline. You will not receive P-credit for your course if you do not register with ASPDP before the registration deadline.

Payment

You can pay the ASPDP fees on the ASPDP website. We are only able to accept payment by credit card.

Education Partner fees, if applicable, should be paid directly to the Education Partner. You can find directions for completing the Education Partner payment in the course details on our website. Please note that payment amounts and payment methods for the education partner fee on the Education Partner for the course.

Courses offered by Education Partners (non-DOE instructors) charge 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. Participants must pay applicable Education Partner fees by following the instructions listed in the course details page.

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.

Please see chart below for more information.

Number of Credit	ASPDP Fee for Classes	ASPDP Fee for Classes
for Class	ASPDP Fee for Classes Taught by NYC DOE Instructor (no separate education partner fee)	ASPDP Fee for Classes Taught by Non-DOE Education Partner (education partner may charge separate fee)
1 credit	\$75	\$45 (additional education partner fee may be required)
2 credits	\$150	\$90 (additional education partner fee may be required)
3 credits	\$225	\$125 (additional education partner fee may be required)

Note that your registration is not complete unless you have registered both with ASPDP and with the education partner by the registration deadline.

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.

Academic Integrity Policy

ASPDP maintains an academic integrity policy for all participants taking ASPDP courses. Plagiarism of any kind violates ASPDP policies. The academic integrity policy is as follows:

- Work must be entirely one's own.
- Participants may not copy any parts of another (present or past) participant and submit that work as their own.
- Participants may not collaborate on any assignment or assessment unless your instructor explicitly gives directions to work in a group.

Participants who violate the ASPDP academic integrity policy will receive a failing grade for their course and may be suspended from taking ASPDP courses for up to three semesters. ASPDP will not refund any course fees for participants who violate the academic integrity policy.

If you repeatedly violate the ASPDP academic integrity policy, as reported by an Education Partner or instructor, you may be permanently suspended from taking ASPDP courses

Attendance

In-person Courses

Participants should attend all in-person classes regularly and punctually, and remain until the end of each session. **Lateness** is defined as arriving 15 minutes after the official start time.

Participants in a three-credit course may not miss more than six (6) hours of the class, not including the first and last day. 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 must make up any coursework missed. If you accumulate more than the maximum hours of absence and/or do not complete make-up work for hours missed, you will not receive credit for the course and are not eligible for a refund.

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.

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

Instructors may choose to cancel a class session for inclement weather or other emergencies. If a class session is cancelled, instructors will provide make-up work; participants are responsible for completing any work assigned.

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

Participants must carefully review course registration information and fees prior to enrollment. Failure to complete the course or inability to attend all sessions are not reasons for a refund.

You may receive a refund if you withdraw from your course and send a written request for the refund one (1) week prior to the registration deadline for that course. If you enroll in a course and withdraw less than one week prior to the registration deadline, you will not be eligible for a **refund**.

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

You should email refund requests to ASPDP@schools.nyc.gov. You are also responsible for e-mailing the course instructor when withdrawing from a course. **Please note that Education Partners have their own policies about refunds and fee transfers, which may differ from ASPDP's.**

If ASPDP or the Education partner cancels the course, we will refund the ASPDP fee or transfer the fee to an open course of your choice in the same semester.

Participants will not be able to withdraw from a course on or after the last day of the course.

Transcripts and Certificates

You must wait to submit your salary differential application until your grades are validated for P-credit on your ASPDP transcript. ASPDP courses are graded as pass or fail. You may view and print your transcript and certificates of completion at any time on the ASPDP website.



ASPDP requires course instructors to submit grades within two weeks of the semester end date. Once the grade has been submitted, ASPDP will verify the grade and validate it for P-credit. The P-credit validation process may take up to 8 weeks after the semester ends.

Salary Differential Applications

The Office of Salary Services uses the semester date, not the validation date, in which coursework was completed to determine when the differential is applied to your salary. As noted on the salary differential [website](#), salary differential pay is retroactive to “effective date” of your application. See the website for more information on determining your effective date.

The Office of Salary Services has access to ASPDP transcripts on our website. Participants do not need to submit their ASPDP transcripts to the Office of Salary Services in order to apply for salary differential. For more information on applying for salary differential, [please visit the DOE website](#).

Additional Requirements

- There will be no registrations after the deadline. All registration deadlines are listed in the course catalog and on each course details page.
- You are responsible for ensuring you have met all hardware and software requirements for taking online courses. ASPDP will not refund course fees for participants who do not have the required hardware/software to complete their courses.
- You must complete an ASPDP course survey for each class at the end of that semester. We will send all course participants a link to the online evaluation at the end of their course.
- You cannot access ASPDP online courses during your regular school day working hours.

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