

Frequently Asked Questions

Table of Contents

Enrollment and Eligibility	3
1. What is the After School Professional Development Program?	3
2. Who may register for the courses and what benefits are they eligible for?	3
3. How can I register for an ASPDP account?	4
4. Why am I unable to create an account even after I enter my correct file number?	4
5. Why is my account disabled?	4
6. May I view the courses before I register?	5
7. Are courses offered online or in person?	5
8. How long is each course?	5
9. How do I enroll in a course?	5
10. What is the maximum number of courses I may select?	6
11. When does the registration window close for classes? <i>Or</i> , why does it say that a class is closed?	6
12. How can I contact my instructor?	6
13. How can I contact the Education Partner for my course?	7
14. How can I see my grades after the course has ended?	7
15. If I fail a course may I repeat it?	7
Course Payments, Refunds, and Transfers	7
16. What are the fees for ASPDP courses and how do I pay them?	7
17. Will I receive a payment receipt for the classes for which I have paid?	8
18. If I do not register with ASPDP may I still receive “P” credit?	9
19. Why does my ASPDP payment confirmation indicate that I need to pay an additional Education Partner fee?	9
20. How do I pay the Education Partner fee?	9
21. How can I confirm my payment with the Education Partner?	9
22. After I enroll, may I transfer to another course?	10
23. May I withdraw from a class and receive a refund?	10
24. How long will it take to receive my refund if I withdraw from a class within the appropriate time window?	11
25. What happens if my class is cancelled?	11
26. Will class be cancelled in emergency weather conditions?	11
Passwords and Technical Issues	12
27. May I update/change my password at any time?	12

28.	What should I do if I forget my user ID and/or password?	12
29.	How do I update my email address/home address/name on my ASPDP account?	13
30.	What should I do if I have technology problems with an online class?	13
	Transcripts, Certificates, and Salary Differential	14
31.	How can I find a transcript of my “P” in-service courses?	14
32.	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?	14
33.	These are my last credits before I file for my salary differential. What are the deadlines for filing?	15
34.	May I use the same course I took for my first differential as credit toward my second differential?	15
35.	May I use ASPDP courses for license certification?	15
36.	How can I print my certificate(s) or get a replacement certificate?	15
	NYSED CTLE Requirements	16
37.	Is ASPDP an approved New York State CTLE provider? Which courses are approved?	16
38.	How many CTLE hours do ASPDP courses count for?	16
39.	Will the course(s) I have previously have taken with ASPDP count towards CTLE requirements?	17
40.	Can I use the same credits for both the salary differential and the CTLE requirements?	17
41.	Do you offer courses that fulfill the CTLE language acquisition requirements?	17
42.	Do I need to register with ASPDP in order for the courses to count towards the CTLE requirements or can I just register with the Education Partner?	18
43.	How do I obtain a record of my CTLE hours completed and how do I submit the hours to NYSED?	18
	Education Partners and Instructors	18
44.	How do I become an Education Partner with ASPDP?	18
45.	Do Education Partners get paid for teaching ASPDP courses?	19
46.	What do I need to submit as part of my application to become an Education Partner?	19
47.	How do I set up a FluidReview account to submit my course proposals?	19
48.	When are proposals due?	20
49.	Are there any requirements for how I submit my proposal documents?	20
50.	Why is my course proposal being reviewed again even though it was previously approved/ why must I re-submit a previously approved course proposal?	21
51.	What is the enrollment minimum for a course?	21
52.	How do I check my class enrollment?	21
53.	How is my registration deadline determined?	22
54.	What happens if I or ASPDP must cancel my course?	22
55.	How and when do I submit grades?	22
56.	Where can I find more resources for Education Partners?	23

Enrollment and Eligibility

1. What is the After School Professional Development Program?

The After School Professional Development Program (ASPDP) offers NYC teachers, paraprofessionals, guidance counselors, and secretaries the opportunity to take in-service courses to further their own knowledge and develop their instructional practices. Teachers may credit these courses toward salary differentials and towards the New York State (NYS) 100 hours of Continuing Teacher and Leader Education (CTLE) requirement. All courses are aligned with the Common Core Standards and the Danielson *Framework for Teaching*.

2. Who may register for the courses and what benefits are they eligible for?

All NYC DOE teachers, charter and private school teachers, secretaries, and paraprofessionals may take ASPDP courses to further their own knowledge and develop their instructional practices.

Full-time NYC DOE teachers may use “P” credits toward salary differential requirements and NYS Professional Development hours. Paraprofessionals may use “P” credits only toward their NYS Professional Development hours. Guidance counselors may only take Guidance or Special Education courses for in-service “P” credit towards salary differential requirements. NYC private and parochial school teachers may take an ASPDP course to further their own knowledge and towards the NYS Professional Development requirement. For more information on the salary differential application, please visit [this webpage](#).

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.

3. How can I register for an ASPDP account?

You may register for an ASPDP account by clicking on the link listed under the “New Account Registration” heading on the [main page](#). If you do not have a file number or experience other issues in creating an account, please email ASPDP@schools.nyc.gov or call 718-935-5753.

4. Why am I unable to create an account even after I enter my correct file number?

There are a number of reasons why you may receive an error message when attempting to create an ASPDP account.

First, please be sure that you are entering your correct file number. Your file number is 7 digits and begins with a 0 or 2. If you do not know your file number, you may ask your school’s payroll secretary for this information. Please be sure you are also entering your name as it appears on your paystub *without* any hyphens; please use a single space between hyphenated names.

Secondly, you may be unable to create an ASPDP account if there is a problem code on your file number, which may be due to disciplinary action or investigation. For more information on possible restrictions on your file number, please contact HR Connect at 718-935-4000.

Please note that if you are a retired DOE employee or have resigned from the NYC DOE, you will be unable to create a new ASPDP account with your old DOE file number. To create an ASPDP account as a retired DOE employee, please email ASPDP@schools.nyc.gov.

5. Why is my account disabled?

An ASPDP participant account may be disabled for a few reasons. If you have retired or resigned from the DOE, your account may be disabled; please contact ASPDP@schools.nyc.gov for support. Former/retired DOE employees may only reactivate their accounts to register for classes for 24-hour periods; ASPDP must approve each reactivation period.

If you have violated ASPDP policies then your account may have been disabled; please see our Participant Policy Memorandum for more details.

Your account may also been disabled due to a problem code on your file number, which may be related to disciplinary action. For more information, please contact HR Connect at 718-935-4000.

6. May I view the courses before I register?

Yes. By clicking on the course code in the [course catalog](#), you can view the course details page for each class, which includes a description of the course, dates and times offered, instructor's contact information, and payment instructions, along with a downloadable syllabus for the class.

From the [course catalog page](#) you can search for courses by different criteria using the drop down menus at the top of the search screen. You can view specific courses categorized by Education Partner, category, components in the Danielson *Framework*, grade level, course type (*online, in-person, or blended*), registration status, or number of credits. Using the Course Name search bar, you can search for a specific course by its title.

7. Are courses offered online or in person?

ASPDP offers a mixture of online and classroom courses, as well as a limited number of blended classes, which combine both online and in-person classes. To determine if a course is held online or in person, look under the location section of the course details page. You can also search for courses by location by selecting *Online, In Person, or Blended* from the Course Type drop down menu of the online [catalog](#).

8. How long is each course?

Course length may vary; 3 credit courses are designed to include at least 36 hours of instruction, while 2 credit courses include approximately 24 hours and 1 credit courses include approximately 12 hours. Fall and spring courses may last up to 16 weeks; summer courses generally last one to six weeks. Please review the course start and end dates in the syllabus before registering. Note that some online courses are “self-paced” and run the length of the full semester, meaning that you may complete the course at any point within the semester time window.

9. How do I enroll in a course?

To enroll in a course, participants must first log into their ASPDP account. Once you have successfully logged in, please navigate to the Course Registration button on the home screen. This will take you to the course catalog where you can search for courses by Education Partner,

course name, category, Danielson components, grade level, or number of credits. Enter the relevant information into any of the search boxes and click the “Search” button. A selection of courses will appear. Click “Add to Course Cart” for any desired courses. You can also add a course to your cart directly from individual courses’ course details pages.

You may then choose to check out and pay for courses by clicking “View Course Cart” (located in the top right corner of the screen) or continue to search for courses.

Participants experiencing difficulties registering for a specific course are advised to contact the ASPDP office at 718-935-5753. Note that if you are trying to register for the class after the registration deadline, the website will not permit you to complete your registration.

Please note that to complete registration for a course you must also complete registration with the Education Partner and pay any additional Education Partner fees. You will see a link to the Education Partner’s website at check out and in your ASPDP registration confirmation email, and you can also find instructions to complete registration with the Education Partner on the course details page.

10. What is the maximum number of courses I may select?

Participants may enroll in 12 credits per semester. Note that courses may be offered for 1, 2, or 3 credits depending on the number of hours of instruction, so please check carefully to ensure you do not exceed the 12 credit maximum.

11. When does the registration window close for classes? Or, why does it say that a class is closed?

Registration dates vary depending on the class; we recommend that you review the “Course Details” of the classes you are interested in. Typically, registration closes the day before the first day of the class. For self-paced online classes that run the full semester, registration closes about halfway through the semester. We encourage participants to sign up as early as possible for classes in which they are interested.

If a course is marked as “Closed,” this indicates either that the registration deadline has passed or that the course has already reached maximum enrollment.

12. How can I contact my instructor?

Instructors' names and contact information are found in the "Course Details" page when you click on a specific course code in the online course [catalog](#).

13. How can I contact the Education Partner for my course?

Clicking on the Education Partner name next to a course in the [course catalog](#) will take you to the Education Partner page for the course provider. On the Education Partner page you will find the name and contact information for the Education Partner administrator, a link to the website, a description of the Education Partner, and the current or past courses offered by the Education Partner.

14. How can I see my grades after the course has ended?

After instructors submit grades, ASPDP staff will verify all information and validate the credits. It takes approximately 8-10 weeks after the semester ends to process final grades, even if participants complete their course work ahead of the end date. Click the "Print Transcript" button to view your complete transcript with grades and P-credit validation status.

An email will be sent to all participants for each course once final grades are processed. At this point, your courses and grades can be viewed on your ASPDP account under "[My Courses](#)." Grades will be listed as either "Pass" or "Fail."

Note that the timing of your grade validation will not impact your eligibility for salary differential, since the differential is applied retroactively, as long as you submit your salary differential application by the deadline for that semester. For more information, please see "[These are my last credits before I file for my salary differential. What are the deadlines for filing?](#)"

15. If I fail a course may I repeat it?

Yes, but you must re-enroll and pay the course fees again.

Course Payments, Refunds, and Transfers

16. What are the fees for ASPDP courses and how do I pay them?

Generally, ASPDP courses are offered through Education Partners. ASPDP charges a fee depending on the number of credits of the individual course. This fee may range from \$45 for a 1-credit course to \$125 for 3-credit courses offered through Education Partners. In addition, the Education Partner typically charges a fee ranging from \$0-350, depending on the partner.

If a course is offered directly through the DOE and taught by an active NYC DOE instructor, the ASPDP course fee is \$225 for a three-credit class and with no additional Education Partner fee. For some courses, there may be additional materials fees of up to \$50. Please read the course payment details section of the course carefully prior to registering.

Visa, Mastercard, Discover, and Amex cards are accepted for ASPDP fee payments via the ASPDP [website](#). For information about how to pay the Education Partner fee, please check the course details section on the ASPDP website. Depending on the partner, you will likely need to access a second website to complete the payment or mail a money order. **Note that your registration will not be complete until you have registered both with ASPDP and with the Education Partner, and paid both fees in full.**

Please see the chart below for more information on course fees:

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 (+ Education Partner fee)
2 credits	\$150	\$90 (+ Education Partner fee)
3 credits	\$225	\$125(+ Education Partner fee)

17. Will I receive a payment receipt for the classes for which I have paid?

Courses paid for by credit card online to ASPDP will appear on your charge card's monthly payment under "Volunteer After School Program" or "After School Prof Dev Pg", and a confirmation email is sent after the payment is made. Additionally, the transaction confirmation after enrollment is completed online may be printed as a receipt. If you are interested in obtaining a receipt for your payment to the Education Partner, please contact the partner directly.

18. If I do not register with ASPDP may I still receive “P” credit?

No. ASPDP cannot register participants after the registration deadline. Participants must complete registration prior to the registration deadline.

Remember that even if you have successfully registered with the Education Partner, you must also register on the ASPDP website prior to the registration deadline in order to receive “P” credits.

19. Why does my ASPDP payment confirmation indicate that I need to pay an additional Education Partner fee?

Most ASPDP courses are offered through Education Partners such as nonprofit organizations and cultural institutions. These partners charge a fee *in addition* to the ASPDP fee in order to pay their instructors, develop their course content, etc. All fees and instructions on how to complete payment may be found on the course details page. There are no additional Education Partner fees if the course is offered through a NYC DOE office or instructor. For more information about course fees, please see [“What are the fees for ASPDP courses and how do I pay them?”](#)

If you have already paid the Education Partner fee or there is no Education Partner fee listed in the course details, then your course registration is complete once your ASPDP fee is paid.

20. How do I pay the Education Partner fee?

You will receive a link to the Education Partner website registration in your ASPDP course registration confirmation email. Additionally, information on how to pay the Education Partner fee can be found in the course details page; click on the hyperlinked course code in the catalog to reach the course details page for each ASPDP class. On the course details page you will find the Education Partner fee, directions on how to complete payment, and methods of contact for your instructor. If instructions for how to pay the Education Partner fee are not provided on the course details page, please contact your course instructor for further information.

Please note: there is no additional Education Partner fee for courses led by DOE offices or instructors.

21. How can I confirm my payment with the Education Partner?

The instructor (or a course administrator) is responsible for updating payment information for courses offered through an Education Partner. You may contact your instructor to ensure that payment was received and to check when updates will be made to our website profiles. You can also [contact the Education Partner](#) for your course with any questions about payment. As a reminder, please be sure to register both with ASPDP and with the Education Partner in order to complete your enrollment.

22. After I enroll, may I transfer to another course?

Course transfers may only be completed if requested **at least one week prior to the registration deadline of the original course**. Course transfers must take place within the same semester, and the desired course must still have open registration. If you are eligible for and would like to request a course transfer within this time window, please email ASPDP@schools.nyc.gov with the following information:

- Full name
- File number
- Enrolled course name and code
- Transfer course name and code (*remember that it must be an open course within the same semester*)
- Date of credit card transaction
- Amount of the payment
- First four digits and last four digits of your credit card

If the request was made *after* the grace period, ASPDP will not be able to complete your course transfer.

If you would like to withdraw from the class and are no longer eligible for a refund or fee transfer, you may submit a withdrawal request on or prior to the last day of the class. Please see [“May I withdraw from a class and receive a refund?”](#) for more information on withdrawal policies.

23. May I withdraw from a class and receive a refund?

All participants are advised to pay particular 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 participant absence is not a reason for a refund. Participants are advised to check the specific refund information and requirements when registering with an Education Partner.

To withdraw from a course, please log in to the ASPDP website and click on “[My Courses](#).” A “withdraw” button will be next to each course for the current semester. Click on the button to request withdrawal. **Please note that withdrawal requests are only considered if submitted on or prior to the last day of the class.** If you request to withdraw after the last day of the class, we will not be able to process your withdrawal request.

Refunds will only be issued if you withdraw at least one week before the registration deadline of the course. All registration deadlines are listed on the course details page for the class; note that the registration deadline is *not* the same as the start or end date of the class. Please see [“When does the registration window close for classes?”](#)

If a participant attempts to withdraw from a “P” in-service course after this grace period, no refund will be provided. In no event will a refund be issued if a participant withdraws from a course after the start of the course.

All refund requests must be made in writing by emailing ASPDP at ASPDP@schools.nyc.gov and copying the Education Partner where applicable. Participants are also responsible for emailing the instructor when withdrawing from a course. You must send a written request for a refund to ASPDP@schools.nyc.gov and include your full name, file number, course name and code, date of credit card transaction, amount of the payment, and the first four digits and last four digits of your credit card.

24. How long will it take to receive my refund if I withdraw from a class within the appropriate time window?

Generally, if approved, **refunds are processed 7 – 10 business days after all required information has been submitted.** As noted above, this required information includes your full name, file number, course name and code, date of credit card transaction, amount of the payment, and the first four digits and last four digits of your credit card. As a reminder, refund requests must be submitted **at least one week before the registration deadline of the course.**

25. What happens if my class is cancelled?

If your course is cancelled, you will receive an email from ASPDP@schools.nyc.gov giving you the option either to transfer your ASPDP course fee to another ASPDP class in that same semester or to receive a refund for the course fee.

26. Will class be cancelled in emergency weather conditions?

For information on inclement weather and emergency announcements, call the New York City 311 Information Line, check the NYC Public Schools Twitter or Facebook page, and/or go to the New York City Department of Education website home page at <http://schools.nyc.gov/default.aspx> for course cancellations announced by the Chancellor.

An in-person course session is cancelled during inclement weather only if:

- Your school/district/CFN office receives notification that after-school activities have been suspended as per a central Department of Education directive.
- An individual school/district office independently cancels its own after school activities.

In the event of either occurrence, a participant will not be marked absent for a course cancellation announced by the Department of Education, however participants will still be expected to complete any course assignments necessary.

Participants, in consultation with their instructor, are responsible for making up the time and content missed from the cancelled session. All full day courses must be made up by attending an additional session. Make us sessions vary, so we recommend that you contact the instructor or Education Partner for this information. Participants who are not present for the make-up session will be marked absent.

Passwords and Technical Issues

27. May I update/change my password at any time?

Yes. If you would like to change your password, hover over your name in the top right corner of the page and select "[Change Password](#)" from the drop down menu. You will then be prompted to change your password by entering your current password and creating a new password.

If you experience any difficulty changing your password, please email ASPDP@schools.nyc.gov or call 718-935-5753 for assistance. If you have forgotten your password, please see "[What should I do if I forget my user ID and/or password?](#)"

28. What should I do if I forget my user ID and/or password?

Most participants use their file numbers as their user ID. Your file number is 7 digits, beginning with a leading 0 or 2. If you do not know your file number you may ask the payroll secretary in your school for this information.

Participants who do not have file numbers use the first initial of their first name and their full last name (in all lower-case letters) as their user ID.

If the password is lost, forgotten, or becomes invalid, you may change the password by clicking on "[Forgot Password/Problems Logging in?](#)" from the main home page and filling in your User ID #, the email address in your profile, and last name. A new temporary password will be sent to the email address on your profile within 24 hours; be sure to check your spam/junk folder if you do not see the message within 24 hours. Please follow the email instructions to change your password after you log in successfully. If you are still having trouble resetting your password after using the Forgot Password function, please email us at ASPDP@schools.nyc.gov.

29. How do I update my email address/home address/name on my ASPDP account?

To update your ASPDP account information, hover over your name in the top right corner of the page and select "[My Account](#)" from the drop down menu. To update your email address, address, or phone number, enter the new information and press "Save". If you experience any difficulty please email ASPDP@schools.nyc.gov with your current file number/user ID and the information that you wish to change.

If you need to make a change to your name, please email ASPDP@schools.nyc.gov with your current file number/user ID and the information that you wish to change and we will assist you with the changes.

30. What should I do if I have technology problems with an online class?

Participants are responsible for checking with the course provider to ensure they have the necessary hardware/software needed to complete the course. Participants are also encouraged to check the Education Partner's website for hardware/software requirements. It is the responsibility of all participants to verify that they have the hardware and software required for all online courses prior to registering for courses.

Refunds will not be issued for hardware/software issues. If you experience any other difficulties with technology components as part of your class, please [contact the instructor directly](#).

Transcripts, Certificates, and Salary Differential

31. How can I find a transcript of my “P” in-service courses?

As of Summer 2008, official transcripts for “P” courses can be printed out by participants directly from the ASPDP website. To print your transcript, please log in to the ASPDP website and click on “[My Courses](#)” on the homepage. On the top right of the screen, a button that says “Print Transcripts” will appear. Once you click on this button, a second screen will appear with an Internet Explorer Security warning. After you click “Allow,” your transcript will display in Adobe Acrobat program form.

If you are experiencing issues on the website, we recommend that you download a free version of [Microsoft Internet Explorer](#) or [Mozilla Firefox](#) for the best browser compatibility; you will also need [Adobe Reader](#) to view posted documents.

Please note that we only maintain records for courses completed dating back seven years. For us to locate a course file prior to that, please provide your name, file number, the exact course title, course code semester, and the year you took the course.

32. 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?

Participants should print their own transcripts from the ASPDP website (see directions above). Information on certification for NYC DOE employees may be found [here](#). If you are not a full-time DOE employee, you must print your transcript and submit it to New York State Education Department. Please visit <http://www.nysed.gov/> or contact (518) 473-4501 for further assistance.

When applying for a salary differential, participants do not have to submit the transcript to the Office of Salary Services as they have access to the ASPDP transcripts. However, participants do need to submit a salary differential application. For more information on the salary differential application, please visit [this webpage](#).

33. These are my last credits before I file for my salary differential. What are the deadlines for filing?

Please consult the chart below for deadlines for filing the salary differential application.

Term of 30+ Completion	File By	Differential Retroactive From
Fall	July 30	February 1
Summer	February 28	September 1
Spring	December 30	July 1

For example, a participant who completes their salary differential credits in ASPDP’s Fall 2016 semester must file their application by July 30th of 2017 and will receive a retroactive differential from February 1, 2017.

If you have additional questions about the salary differential process, you may contact the Office of Salary Services at (718) 935-2643.

34. May I use the same course I took for my first differential as credit toward my second differential?

NYC DOE employees may use a course just once toward your salary differential. It does not matter if it is applied toward the first, intermediate or second differential.

35. May I use ASPDP courses for license certification?

ASPDP courses cannot be applied to license certification. For questions regarding license certification, please contact the Office of Certification at (718) 935-4842.

36. How can I print my certificate(s) or get a replacement certificate?

ASPDP no longer issues certificates for completing a course. However, you may print your transcript directly from the ASPDP website using the directions in this document. See [“How can I find a transcript of my "P" in-service courses?”](#)

For courses taken prior to Summer 2008, you may request a replacement certificate in writing by sending your full name, file number, phone number, and current address, along with the course name, code number, and the semester you completed the course. Each replacement certificate is \$5.00 payable by money order to "ASPDP." If you wish to pick up a certificate you need to make an appointment by emailing ASPDP@schools.nyc.gov or calling 718-935-5753.

Your request and money order should be mailed to:

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

NYSED CTLE Requirements

37. Is ASPDP an approved New York State CTLE provider? Which courses are approved?

Yes, ASPDP is an approved Continuing Teacher and Leader Education (CTLE) sponsor with the New York State Education Department (NYSED). Holders of professional classroom teaching certificates, educational leadership certificates, and Level III teaching assistant certificates may use ASPDP courses towards the 100 hours of CTLE requirements.

All ASPDP courses can be applied to the CTLE requirements. You should ensure that the courses you select to fulfill the CTLE requirements will support your classroom practice in the certificate title that you hold. Only ASPDP courses taken after July 1, 2016 (Summer 2016 semester and later) can be counted towards the CTLE requirements. Courses taken prior to Summer 2016 may still be used towards the salary differential requirements.

For more information on the CTLE requirements, please refer to the [NYSED Resources on New Registration and CTLE Requirements](#) or contact the NYSED at CTLE@nysed.gov or 518-474-3901.

38. How many CTLE hours do ASPDP courses count for?

The total number of CTLE hours will vary by the number of P-credits earned through the course. Each credit from ASPDP equates to 12 CTLE clock hours. Therefore, a 1-credit course will earn 12 hours, a 2-credit course will earn 24 hours, and a 3-credit course will earn 36 hours. Course hours and credit information can be found on the course details page for the course or on your [ASPDP transcript](#) after registering for the course.

39. Will the course(s) I have previously have taken with ASPDP count towards CTLE requirements?

Any ASPDP course taken during or after the Summer 2016 semester can be counted towards the CTLE requirements. Courses taken prior to Summer 2016 cannot be used towards the CTLE requirements but may be used towards the salary differential requirements.

40. Can I use the same credits for both the salary differential and the CTLE requirements?

Yes. Any course registered for P-credit with ASPDP can be applied to the NYC DOE salary differential requirements and the NYSED 100 hours of CTLE requirements.

For more information about the salary differential application, please contact the Office of Salary Services at 718-935-2643. For more information on the CTLE requirements, please refer to the [NYSED Resources on New Registration and CTLE Requirements](#) or contact the NYSED at CTLE@nysed.gov or 518-474-3901.

41. Do you offer courses that fulfill the CTLE language acquisition requirements?

Yes. ASPDP offers multiple courses that meet the CTLE language acquisition requirements, as specified by the New York State Education Department, that 15% of the required CTLE clock hours be dedicated to language acquisition addressing the needs of English language learners, or 50% for those holding professional certification in the certificate title of English to speakers of other languages (all grades) or a holder of a bilingual extension.

To easily browse ASPDP courses that meet the CTLE language acquisition requirements, filter by selecting “English Language Learners” from the Category dropdown menu in our [online course catalog](#).

For more information on the CTLE requirements, please refer to the [NYSED Resources on New Registration and CTLE Requirements](#) or contact the NYSED at CTLE@nysed.gov or 518-474-3901.

42. Do I need to register with ASPDP in order for the courses to count towards the CTLE requirements or can I just register with the Education Partner?

If the Education Partner is an [approved CTLE sponsor](#), you may choose to register for the course solely through the Education Partner to count the hours towards the CTLE requirements. Note that this only applies to the CTLE requirements. You **must** register with ASPDP for P-credit to use the credits toward the salary differential requirements.

If the Education Partner is **not an approved CTLE sponsor**, you must register with ASPDP and the Education Partner for P-credit to be counted towards the CTLE requirements.

43. How do I obtain a record of my CTLE hours completed and how do I submit the hours to NYSED?

Your ASPDP transcript will serve as your record of your completed CTLE hours through ASPDP courses. You can access and [print your ASPDP transcript](#) on the “My Courses” page of the ASPDP website. ASPDP is working to update our transcript to align with CTLE reporting requirements, and we will notify participants when this update is complete. *Please contact ASPDP@schools.nyc.gov if you need a record of completed CTLE hours before this time.*

As per the NYSED, certificate holders must attest to the completion of the 100 hours prior to re-registration. You must also be responsible for retaining records of completed CTLE, and must provide documentation if requested showing that you have complied with the CTLE requirement.

For more information on the CTLE requirements, please refer to the [NYSED Resources on New Registration and CTLE Requirements](#) or contact the NYSED at CTLE@nysed.gov or 518-474-3901.

Education Partners and Instructors

44. How do I become an Education Partner with ASPDP?

To be considered as a potential Education Partner with ASPDP, please email us at ASPDP@schools.nyc.gov. You will receive information about our upcoming course proposal deadlines, a course proposal application (including the syllabus template), and instructions on [how to complete the application through FluidReview](#). Once we review your proposal(s), we will share feedback and let you know whether your proposal has been accepted, rejected, or whether we have requested revisions in order to reconsider the application.

Education Partners may either be external organizations (e.g. non-profits, cultural institutions) or internal, full-time NYC DOE instructors.

45. Do Education Partners get paid for teaching ASPDP courses?

Only active, full-time NYC DOE employees in pedagogical titles are eligible to teach as NYC DOE instructors and receive a DOE stipend, and they may not be affiliated with an external Education Partner. NYC DOE instructors may not charge additional participant fees beyond those for materials, for which there is a \$50 maximum.

External Education Partners may set their own registration fees in addition to the required ASPDP fees, and are not paid directly by NYC DOE. For more information on participant fees, see [“What are the fees for ASPDP courses and how do I pay them?”](#) For more information on DOE stipends for eligible NYC DOE instructors, see the [Education Partner and Instructor Guidelines](#).

46. What do I need to submit as part of my application to become an Education Partner?

For each application, you will be asked to include a syllabus in ASPDP’s current syllabus template and to submit course profile information through our FluidReview system. New Education Partners are also asked to submit instructor resumes and letters of recommendation. Application materials and instructions including a syllabus template will be provided in [FluidReview](#); these materials can also be found on our [website](#) once logged in as an instructor or Education Partner administrator, under the “Education Partner Documents” or “Instructor Documents” in the Resources drop down menu. Please be sure to use the most up-to-date application materials when submitting your proposal.

47. How do I set up a FluidReview account to submit my course proposals?

Education Partners may create their own FluidReview account for submitting ASPDP proposal applications. Please go to <https://aspdp.fluidreview.com/> and click on “Sign Up”. Education Partners that have previously submitted courses will find their names under a drop down list; first-time partners may select “New” as their Education Partner name.

If you experience issues creating or logging into your ASPDP FluidReview account, please contact us at ASPDP@schools.nyc.gov for assistance.

48. When are proposals due?

Proposal submission dates vary. For the upcoming semesters, the deadlines are as follows:

Spring 2017 Semester: 2/13/17 – 6/23/17
Application period opens: 9/30/16
Proposals due: 10/14/16
Catalog available: 1/3/17

Summer 2017 Semester: 7/5/17 – 8/18/17
Application period opens: 2/24/17
Proposals due: 3/10/17
Catalog available: 5/30/17

Fall 2017 Semester: 9/5/17 – 1/2/18
Application period opens: 6/9/17
Proposals due: 6/23/17
Catalog available: 8/28/17

49. Are there any requirements for how I submit my proposal documents?

Yes. Please utilize the following naming conventions for all documents. These will help us process and review your applications in a timelier manner. We may ask you to re-submit documents if they do not follow the guidelines below:

- Each document title should be structured as follows: “TypeofDocument_ClassTitle_SemesterYear.” For example, the syllabus for a course that is titled “Common Core in ELA: Instructional Shifts for Effective Implementation, Grades 6-8” could be abbreviated “Syllabus_CCELA6-8_Spr2016”.

- Use abbreviations to keep file names shorter. Do not exceed 40 characters in file names, including spaces.
- All documents should be submitted in Microsoft Word (.doc). Please do not submit documents as PDFs.

50. Why is my course proposal being reviewed again even though it was previously approved/ why must I re-submit a previously approved course proposal?

Even for courses that have previously been approved and offered, Education Partners are still required to submit an updated syllabus with new course dates and any other changes highlighted prior to the proposal deadline for the semester in which they wish to repeat the class. The ASPDP Advisory Committee reserves the right to request revisions or reject a course even for a course that has previously been offered based on the outcomes of course observations, participant feedback, enrollment data, and other key metrics.

51. What is the enrollment minimum for a course?

While there is no enrollment minimum for ASPDP courses taught by Education Partners (non-DOE instructors), we recommend a course enrollment minimum of five (5) participants.

For courses taught by active, full-time NYC DOE pedagogical employees, the course enrollment minimum is eighteen (18) participants; ASPDP pays these instructors directly for teaching the class and they do not charge an additional Education Partner fee. Please see the [Education Partner and Instructor Guidelines](#) for more information about policies for NYC DOE instructors. Be sure to reach out to ASPDP before submitting your proposal application if you have questions about your eligibility.

ASPDP enrollment minimums exist to ensure that all courses foster robust participant discussion and peer feedback. For more information, please see the [Education Partner and Instructor Guidelines](#).

52. How do I check my class enrollment?

Instructors may view class enrollment by logging into their ASPDP accounts and clicking the Reports button on the homepage or selecting [Participant Report](#) from the “Reports” drop down menu at the top of the page. This report will take you to the ASPDP Participant Report Screen, where you can select the semester and the course for which you would like to see enrollment.

Once you have selected the course, press the “Generate Report” button and a list of enrolled students will be generated.

53. How is my registration deadline determined?

In-person courses and online courses that do not run for the full semester have registration deadlines set the day before the course starts, unless otherwise requested by the Education Partner. The deadline for self-paced online courses that run for the full semester have registration deadlines set midway through the semester in order to give participants sufficient time to register for the class and complete course requirements.

54. What happens if I or ASPDP must cancel my course?

ASPDP reserves the right to cancel any course that does not meet our recommended enrollment minimums. ASPDP is committed to providing courses that facilitate robust participant discussion, and monitors courses that have consistently low enrollment over multiple semesters. Please see [“What is the enrollment minimum for a course?”](#) for more information about enrollment.

When classes are cancelled, participants will receive notification from ASPDP and will be offered the option of receiving a refund or transferring their fee to another class in that same semester. Education Partners are asked to honor participants’ requests for refunds or transfers due to course cancellations.

55. How and when do I submit grades?

Instructors must report final grades online two weeks after the final day of instruction. Instructors are required to keep copies of the grades for seven (7) years after the completion of the course.

To submit grades, instructors should log in to the ASPDP website and click the [“Course Participants”](#) button on the homepage. Instructors should then search for their courses by semester; once a course is selected, instructors may enter grades for an individual participant or update grades in bulk.

To update the grade for an individual participant, click the box in the “Grade” column for the participant, select the appropriate grade from the drop down menu, and then press “Save” at

the bottom of the screen. A “Confirm Save” pop up box will appear; press “Yes” to save the changes.

To update grades in bulk, select the checkbox next to “Bulk Update”, and checkboxes will appear next to the participants’ names. Select the participants for whom you’d like to update grades, or select the checkbox in the header row to select all participants. Next, select the grade from the dropdown menu that you would like to apply to the selected participants, and press “Apply.” A “Confirm Save” pop up box will appear; press “Yes” to save the changes.

56. Where can I find more resources for Education Partners?

ASPDP Education Partners are encouraged to join our online [WeTeachNYC community](#) for access to more resources and opportunities for discussion between Education Partners and the ASPDP team. Please email the ASPDP team at ASPDP@schools.nyc.gov to set up your account.

For more information, please contact our office:
After School Professional Development Program
65 Court Street, Room 224, Brooklyn, NY 11201
ASPDP@schools.nyc.gov
718-935-5753