

Frequently Asked Questions

Enrollment and Eligibility

[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*.

[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. 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. You may receive P-credit towards your salary differential requirements if you are:

- A full-time NYC DOE teacher
- A guidance counselor (**only** applies to Guidance or Special Education courses)

You may also receive Continuing Teacher and Leader Education (CTLE) credit if you are:

- A full-time NYC DOE teacher
- A guidance counselor
- A paraprofessional
- A New York State private or parochial school teacher
- A New York State charter school teacher

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

[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 any further questions regarding CTLE requirements please contact the New York State Education Department (NYSED) at CTLE@nysed.gov or call 518-474-3901.

If you have questions about certification that are unrelated to P-credit or CTLE credit, please contact the Office of Certification via HR Connect at 718-935-4000.

[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 experience issues in creating an account, please email ASPDP@schools.nyc.gov or call 718-935-5753.

[Why am I unable to create an account even after I enter my file number?](#)

First, please check 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; 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](#) sign up as a non-DOE employee.

[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, and ASPDP must approve each reactivation period.

If you have violated ASPDP policies such as plagiarism then your account may have been disabled; please see our [Participant Policies](#) 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.

[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 dropdown menus at the top of the search screen. You can view specific courses categorized by Education Partner, category, components of 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.

[Are courses offered online or in person?](#)

ASPDP offers both online and in-person classroom courses, as well as a limited number of blended classes, which combine both online and in-person sessions. 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](#).

[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 seven 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 that semester’s time window.

[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 click on 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, which will show you a selection of courses. 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 continue to search for courses, or check out and pay by clicking “View Course Cart” (located in the top right corner of the screen).

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, or if you are trying to register for more than 12 credits in a given semester, the website will not permit you to complete your registration.

[How many courses can I take in the same semester?](#)

Participants may enroll in 12 credits per semester. Courses may be offered for 1, 2, or 3 credits depending on the number of hours of instruction, so please check carefully to ensure your desired course load does not exceed the 12 credit maximum.

[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 an in-person or guided online 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.

[How can I contact my instructor?](#)

You can find instructors’ names and contact information in the “Course Details” page when you click on a specific course code in the online course [catalog](#).

[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.



How can I see my grades after the course has ended? Or, why can't I see my grade yet for a course I completed?

Your instructor should submit your grade within two weeks of the end of the semester. Once your grades have been submitted, the ASPDP team may take up to 8 weeks to validate your grade for P-credit. We will email you once your validated grade is ready to view on your ASPDP profile. Click the "Print Transcript" button to view your complete transcript with grades and P-credit validation status.

Grades will be listed as either Pass, Fail or Never Attended. To download a printable copy of your complete transcript with grades and P-credit validation status, click the "Print Transcript" button at the top right corner of your My Courses page.

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?"](#)
[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

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

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

If a course is offered through a 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.

We accept Visa, Mastercard, Discover, and Amex cards on 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. **Your registration will not be complete until you have registered both with ASPDP and with the Education Partner.**

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)

[Will I receive a payment receipt for my classes?](#)

You will receive a confirmation email is sent after the payment is made. Your payment will also be displayed on your credit card's monthly payment under "Volunteer After School Program" or "After School Prof Dev Pg".

If you are interested in obtaining a receipt for your payment to the Education Partner, please contact the partner directly.

[If I do not register with ASPDP may I still receive “P” credit?](#)

No. You will not receive P-credit if you do not register with ASPDP.

Please read the course details and payment information carefully for any courses you wish to take. You must complete your registration with both ASPDP and the Education Partner prior to the registration deadline to receive P-credit.

[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. You can find information about all fees and instructions on how to complete payment on the course details page. 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.

[How do I pay the Education Partner fee?](#)

You will receive a link to the Education Partner website registration on the transaction confirmation page after you complete your ASPDP payment. Additionally, you can find information on all payment instructions on the course details page; click on the hyperlinked course code in the catalog to reach the course details page for each ASPDP class. 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.

Note that some courses do not charge additional Education Partner fees, such as courses led by DOE offices or instructors.

[How can I confirm my payment with the Education Partner?](#)

You should contact the Education Partner administrator for your course for confirmation of your Education Partner payments. You can find the Education Partner administrator contact information in the course details or on the Education Partner profile page (click the hyperlinked Education Partner name in the ASPDP course catalog listing).

[After I enroll, may I transfer to another course?](#)

Yes, but only if you request the transfer 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 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.

[May I withdraw from a class and receive a refund?](#)

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?”

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 withdraw. **Please note that withdrawals are only granted if submitted on or prior to the last day of the class.** If you request to withdraw after the last day of the class, your request cannot be granted.

If you attempt to withdraw from a course after this grace period, no refund will be provided.

You should make refund requests in writing to ASPDP@schools.nyc.gov and copy 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.

ASPDP can only grant refunds of the ASPDP fee. We cannot guarantee that the Education Partner will refund their fees; please check the Education Partner’s registration and fee policies before registering for a course.

[How long will it take to receive my refund if I withdraw from a class within the appropriate time window?](#)

Generally, if approved, **ASPDP fee refunds are processed 7 – 10 business days after you submit all required information.** 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, you must submit refund requests at least one week before the registration deadline of the course.

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.

Will class be cancelled in emergency weather conditions?

For information on 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](#) for course cancellations announced by the Chancellor.

An in-person course session is cancelled due to weather conditions only if:

- Your school/district/BFS office receives notification that after-school activities have been suspended as per a central Department of Education directive.

In the event of either occurrence, you will not be marked absent for a course cancellation announced by the Department of Education, however you 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, including by attending an additional session. Make-up 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

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?](#)"

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. For example, if your name is Jane Doe, your username would be JDoe.

If your 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. You will receive a new temporary password at 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.

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 with updating your profile.

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

Participants are responsible for ensuring they have the necessary hardware/software needed to complete the course prior to registration. We encourage you to check the Education Partner’s website for hardware/software requirements.

We cannot issue refunds 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

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

As of Summer 2008, you can print official transcripts for “P” courses 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, you will see a button that says “Print Transcripts”. 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.

How do I file my salary differential?

You must file your salary differential via the [employee payroll portal](#). Please consult the chart below for deadlines for filing the salary differential application.

Semester 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 2017 semester must file their application by July 30th of 2018 and will receive a retroactive differential from February 1, 2019.

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

[May I use the same course I took for my first differential as credit toward my second differential?](#)

You 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.

[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.

[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 a certificate or 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

[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.

If you take a course through ASPDP then you may apply it to the CTLE requirements. You should ensure that the courses you select 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.

[How many CTLE hours do ASPDP courses count for?](#)

The total number of CTLE hours varies 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.
[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.

[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 both 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.

[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 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.

[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.

[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. You can access and print your ASPDP transcript on the “My Courses” page of the ASPDP website. ASPDP transcripts are CTLE compliant as of Fall 2017. 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. 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 [NYSESED Resources on New Registration and CTLE Requirements](#) or contact the NYSED at CTLE@nysed.gov or 518-474-3901.

Education Partners and Instructors

[How do I become an Education Partner with ASPDP?](#)

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

To offer a course with ASPDP, you must submit a course proposal application for each course that you wish to teach during one of our three submission periods (for Fall, Spring, or Summer). 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.

Please email us at ASPDP@schools.nyc.gov to receive information about our upcoming course proposal deadlines, a course proposal application (including the syllabus template), and instructions on [how to submit the application through FluidReview](#).

[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. Participants pay the Education Partner fees directly to the Education Partner. 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](#).

[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 formatted in ASPDP’s current syllabus template and course profile information through our FluidReview system. New Education Partners are also asked to submit instructor resumes and letters of recommendation.

Application materials can 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.

[How do I set up a FluidReview account to submit my course proposals?](#)

Education Partners may create their own FluidReview accounts for submitting ASPDP proposal applications. Please go to <https://aspdp.fluidreview.com/> and click “Sign Up”. Education Partners who 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.

[When are proposals due?](#)

Proposal submission dates are in March (for the Summer semester), July (for the Fall semester) and October (for the Spring semester). Please email use to request specific deadlines for the next upcoming semester.

[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_Spr2018”.
- 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.

[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/or 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. ASPDP reserves the right to request revisions or reject a course even for a course that has previously been offered based the outcomes of course observations, participant feedback, enrollment data, and other key metrics.

[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 at least five (5) participants to foster collaboration and peer feedback.

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.

[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 to view a list of enrolled students.

[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.



If you would like to request a change to your registration deadline, please contact us before the semester begins.

[What happens if I must cancel my course?](#)

If you wish to cancel your course, please contact the ASPDP team before sending notice to the participants. When classes are cancelled, ASPDP offers participants 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.

[How and when do I submit grades?](#)

Instructors must report final grades online two weeks after the final day of instruction, however we encourage instructors to submit grades as soon as possible so that we may validate grades for P-credit in a timely fashion. 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.

[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:

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