

# Education Partner Policies

## Contents

- Education Partner Policies
- Course Proposal Applications
  - Course Dates and Hours
  - Registration Deadlines
  - Course Fees
  - Building/Security Arrangements
  - Course Seats
- ASPDP Review Process
  - Proposal Review
  - Course Observations
- Policies
  - Course Marketing
  - Customer Support
  - Enrollment
  - Cancellations
  - Attendance for In-Person Classes
  - Refunds
  - Extensions
  - Course Changes
  - Grades
  - Academic Integrity
  - Academic Survey
- Additional Policies for Full-Time, Active NYC DOE Pedagogical Employees (applicable for full-time NYC DOE instructors only)

## Course Proposal Applications

### When to Submit

**ASPDP reviews course proposal applications only during open submission periods.** ASPDP holds three open submission periods, one for each semester (Fall, Spring, and Summer). If you wish to offer a year-long course, then you must submit the application two semesters prior to the start of the course (e.g. applications for courses that start in Fall 2018 should be submitted during the Spring 2018 review cycle). Applicants must submit course proposal applications through [FluidReview](#), ASPDP's proposal management system.

### What to Submit

P-credit courses must be aligned to ASPDP's mission and vision: to help NYC DOE educators meet their professional learning needs, support their progress toward career goals, develop their instructional practices in specific components of Danielson's Framework for Teaching, and lead to improved student learning.

You should submit a syllabus and a course profile survey, and follow any other requirements listed in FluidReview for that semester's application cycle, including requirements specific to new education partners. Once we review your proposal(s), we will share feedback based on this rubric and let you know whether your proposal has been accepted, rejected, or whether we have requested revisions in order to reconsider the application ("revise and resubmit"). You may only resubmit rejected courses once; if ASPDP rejects the course more than once, it cannot be resubmitted again.

To better understand how ASPDP evaluates course proposals, please review the **Application Guide** and **Course Proposal Rubric** carefully. For up-to-date application materials and more information on how to use FluidReview, please visit the ASPDP [WeTeachNYC community](#); request access to our community and website by emailing [ASPDP@schools.nyc.gov](mailto:ASPDP@schools.nyc.gov)

## Guidelines for Course Hours and Dates

Courses may offer between 12 and 36 hours of instruction and coursework. Courses with 36 hours of instruction will be offered for 3 credits; 24 hours for 2 credits; or 12 hours for 1 credit. Currently, we are not able to offer more than 3 credits per class, and proposals should not require participants to complete more than 36 hours of work. Participants may take a maximum of 12 credits per semester.

Education Partners may offer more than one section of a course within a semester when the sections are identical in course content, and should indicate their intention to offer multiple sections on the Course Profile Survey in FluidReview during the course application process. Education Partners should submit separate proposal applications for courses taking place in the same semester that are not identical in content/course structure.

All in-person course meetings must take place after contractual school hours and must not interfere with significant DOE events such as parent/teacher conferences. Please see the [DOE school calendar](#) to ensure there are no conflicts.

## Registration Restrictions

If you wish to limit course registration to a particular group of educators or pre-screen participants, please email us after your proposal approval; you will be given an access code to distribute to participants when they register for the course on the ASPDP website

## Registration Deadlines

ASPDP sets standard registration deadlines for all accepted courses.

- For in-person courses and online courses that do not run the full semester, the registration deadline is the day before class begins, unless an earlier deadline is requested by the education partner.
- For online courses that run the full semester, the registration deadline is set halfway through the semester.

ASPDP will share the upcoming semester's course catalog with Education Partners and instructors prior to public posting; if you wish to change your registration deadline please reach out to us before the semester begins.



**Education Partners should proactively communicate ASPDP deadlines on their websites and in their communications.** If participants register with you but do not complete their registration with ASPDP prior to the registration deadline, they will not be eligible for P credit for that class.

## Course Fees

Non-DOE Education Partners may choose to charge a course fee. Your course fee should be noted on the proposal submission, and should not exceed \$350 per course. If you charge a fee for your course then you are responsible for collecting the payments from participants.

ASPDP also charges participants a course fee based on the number of course credits. ASPDP will include both the ASPDP course fee and the Education Partner’s fee (if applicable) in the course details on our website.

<b>Number of Credits for Class</b>	<b>ASPDP Fee for Classes Taught by NYC DOE Instructor</b> ( <i>all-inclusive fee</i> )	<b>ASPDP Fee for Classes Taught by Non-DOE Education Partner</b> ( <i>education partner may charge separate fee</i> )
1 credit	\$75	\$45
2 credits	\$150	\$90
3 credits	\$225	\$125

Education Partners should clearly advertise both fees in their outreach to potential participants. To minimize confusion for participants, we also ask education partners to include the following language on their websites to clarify the payment structure:

- **NYC DOE Teachers:** To receive full CTLE and salary differential credit for this course you must register with ASPDP [on their website](#). If you do not complete the ASPDP registration by the registration deadline then you will not be eligible for P-credits towards your salary differential. If you have questions about P-credits/the salary differential, please email [ASPDP at ASPDP@schools.nyc.gov](mailto:ASPDP@schools.nyc.gov) for more information.

**Active, full-time NYC DOE instructors do not set a separate education partner fee as they will be paid a standard DOE stipend at the end of the semester.** For more information about policies for full-time NYC DOE employees in pedagogical titles, please see [“Policies for Active NYC DOE Pedagogical Employees”](#).

## Building/Security Arrangements

Education Partners and instructors are responsible for making building and security arrangements for in-person courses. ASPDP will not pay for building permits and/or security coverage. If you plan to use a DOE site, you are responsible for locating a site that operates during the time and days your courses are in session, and space should be coordinated through the principal and custodian.

## Course Seats



Instructors may set the total number of seats for their courses. If an instructor wishes to add more seats once the course is full, they are responsible for informing ASPDP **before the registration deadline**. ASPDP will not increase the course seats unless we receive an email directly from the instructor or Education Partner administrator.

## ASPDP Review Process

### Proposal Review

ASPDP only offers courses that have been reviewed and approved by our team. We use a rubric to evaluate proposals to ensure that they meet the policy and educational priorities of the NYC DOE. When you submit a new course for our review, you will receive feedback based on our evaluation rubric. We may ask you to revise your proposal before accepting it, or the proposal may be accepted with no revisions, or rejected. The ASPDP team may also choose to discontinue a course at the discretion and/or recommendation of the Chancellor or the Director of the After School Professional Development Program.

Even for courses that have previously been approved and offered, you must submit an updated syllabus through [FluidReview](#) with updated course dates and any other changes highlighted. **ASPDP reserves the right to request revisions or reject a course even for a class that has previously been offered, depending on the outcomes of course observations, proposal review, participant feedback, enrollment data, and other key metrics.**

For more information and guidance on the proposal review process, please request access to the Education Partner community on [WeTeachNYC](#).

### Course Observations

The ASPDP team regularly observes courses to ensure that the course syllabus that was approved during the proposal process is effectively implanted. You should provide access to online courses for ASPDP representatives; we also reserve the right to make unannounced visits to in-person courses. Instructors must notify ASPDP in advance of all potential course changes.

Our staff will review the attendance sheets, course outline, discussion forums, handouts, and assignment list, which should be available for review at all times. Course evaluators may ask to review completed final examinations/projects from participants. Instructors may also be asked to submit samples of work from participants and/or evidence of instructor feedback.

Education Partners should be prepared to review and use course observation data shared by our team to make improvements and adjustments to courses in order to ensure that all courses maintain their level of quality. You may be asked to revise your course syllabus or instructional practices based on observation data.

## Policies

### Course Marketing



ASPDP uses a combination of online ads, email marketing, blog posts, and features in DOE newsletters to market our course catalog to teachers. We encourage our Education Partners to use similar methods to promote their specific courses.

**All marketing for classes should clearly display both the Education Partner fee, if applicable, and the ASPDP course fee.** Any discounts or coupons offered for the Education Partner fee should clearly indicate that the discounts only apply to the Education Partner fee. **Marketing should also include the ASPDP registration deadline** so that participants know that they are only eligible for P-credit if they register before this date.

ASPDP reserves the right to terminate partnership if we observe repeated instances of misleading marketing materials, including but not limited to e-mail outreach, social media posts, and advertisements on websites.

## Customer Support

All Education Partners must provide a customer support phone number and/or email address for participants. Education Partners should be prepared to respond to participant inquiries within 48 business hours and provide assistance with any issues participants might encounter during registration or during the course. If you repeatedly fail to adequately address participant inquiries or issues, ASPDP may dissolve partnership agreements.

## Enrollment

Education Partners should check their rosters against the enrollment rosters on the ASPDP website to ensure that all participants who wish to receive P-credit have enrolled with our program as well. **Participants who do not register with ASPDP by the registration deadline will not receive P-credit.**

We recommend an enrollment minimum of five (5) participants to ensure that all participants have rich opportunities for discussion and peer collaboration. If registration is consistently low over multiple semesters, the course may no longer be offered through ASPDP.

All P-credit in-service courses taught by **active, full-time NYC DOE employees in pedagogical titles, not affiliated with an external education partner**, require a minimum enrollment of eighteen (18) participants. Courses with fewer than 18 participants will be cancelled, and participants will be given cancellation notice and fee refunds. For more information on requirements for active, full-time NYC DOE pedagogical employees, please see the section on [“Policies for Active NYC DOE Pedagogical Employees”](#).

## Cancellations

If you must cancel your course, please notify ASPDP before contacting participants. If a course is cancelled for any reason, participants will be offered the opportunity to receive a refund or transfer their ASPDP course fees to a different course within the same semester, and we request that you provide refunds to registered participants as well.

## Attendance for In-Person Classes

In order to meet New York State Continuing Teacher and Leader Education (CTLE) credit requirements, instructors should keep detailed registration and attendance records for all courses. Please note time of arrival, lunch, and time of departure in attendance logs.

Participants who accumulate more than the maximum hours of absence and/or who do not complete make-up work for hours *missed will not receive credit for the course and are not eligible for refunds*. **A participant may never miss the first or final session of an in-person course; participants who do not attend the first or final class will receive a failing grade.**

It is at the instructor's discretion to grant excused absences. Participants may not miss more than a total of six (6) hours for three (3) credit courses, four (4) hours for two (2) credit courses, and two (2) hours for one (1) credit courses. **In all cases, participants are expected to make up course work in order to receive full credit for courses.**

Acceptable reasons for absence include the following

- Line-of-Duty injury
- Serious illness or surgery
- Death in the family
- Jury Duty
- Licensure Examinations
- Parent/Teacher Conferences

Instructors should note tardiness if participants arrive to a session more than 15 minutes late. Instructors do not need to adjust attendance in the ASPDP website for participant lateness or absences that amount to fewer than the maximum hours noted above.

## Refunds

ASPDP can only offer refunds of our course fees in specific circumstances. Participants may receive a refund of their ASPDP fee if:

- They withdraw from the course at least one week before the registration deadline
- Their course is cancelled

Education Partners may set their own refund policies and should inform ASPDP of any policies when filling out the yearly Education Partner Profile survey. If you cancel a course, we ask that you refund all participant fees. For more information on ASPDP's refund and transfer policies, please see the Participant Policies or our FAQs.

## Extensions

Instructors may grant extensions to participants at their discretion. However, extensions may not exceed two weeks past the final day of the course. Instructors are responsible for informing ASPDP of any extensions granted and sending notification of the participant grades within two weeks of the semester's end.

## Course Changes

Education Partners and instructors must notify ASPDP via e-mail prior to any course adjustments (such as modification of course content, instructor or course dates) or cancellation. The director of ASPDP must approve all course cancellations or changes.

If a session is cancelled, the instructor must make arrangements for participants to make up the time missed.

## Grades

**Education partners must enter final grades on the ASPDP website no later than two weeks after the final day of the course.** We encourage submitting grades as soon as possible so that we can validate the P-credits in a timely fashion.

Follow directions in the FAQs to save grades on the ASPDP website and notify ASPDP (see [FAQ](#) “How and when do I submit grades” for more information). After updating grades, please check the attendance roster to ensure that grades were saved successfully.

Once you have entered all grades after the end of the semester, we will review and validate grades for participants. Note that this process may take 8-10 weeks after the end of the semester, but will not impact participants’ eligibility for salary differential as differential will be applied retroactively.

Instructors are required to keep copies of the grades for seven (7) years after the completion of the course.

## Academic Integrity

All instructors are responsible for maintaining ASPDP’s academic integrity policy for participants. Instructors who witness and/or encounter any form of cheating or plagiarism must report the infraction to ASPDP along with supporting documentation. Cheating includes using the work of another person as if they were one’s own without giving proper source credit, submission of work completed either in part or in whole by someone else, collaborating with another participant on assignments that are meant to be completed individually, etc. As stated in the [Participant Policies](#), any participant in violation of the academic integrity policy will receive a failing grade and no P-credit for their course, and may be barred from taking courses through our program.

## ASPDP Survey

Each instructor should remind participants to complete ASPDP’s feedback survey, which we email directly to participants at the end of their course. This survey is designed to provide feedback to the instructor and ASPDP regarding course content and format. ***If you plan to distribute your own survey in class, please make sure participants know that they will still be required to complete the online survey emailed from ASPDP.***

Data from the ASPDP survey will be shared with Education Partners approximately two months after the end of the semester. We encourage you to use the participant survey data to revise your course as needed.

## Additional Policies for Full-Time, Active NYC DOE Pedagogical Employees

### Definition of “NYC DOE Instructor”

Only active, full-time NYC DOE employees in pedagogical titles, not affiliated with an external education partner, may be considered DOE instructors. NYC DOE pedagogical employees who are eligible for a stipend have chosen to teach classes outside of their typical responsibilities and their assigned work hours as described in their job descriptions.

## Enrollment

As noted under “[Enrollment and Cancellations](#)”, all “P” in-service courses taught by active, full-time NYC DOE pedagogical employees require a minimum enrollment of eighteen (18) participants. We will cancel courses with fewer than 18 participants at least one week before the registration deadline, and give participants the opportunity to receive refunds or transfer their ASPDP fees to an open class in the same semester.

## **Pedagogical Compensation**

Please note the following policies for active, full-time NYC DOE pedagogical employees who are eligible for stipends from the NYC DOE.

- Only active, full-time NYC DOE employees in pedagogical titles may be considered DOE instructors, and may not be affiliated with an external education partner.
- NYC DOE instructors must indicate that they are currently active, full-time NYC DOE employees in pedagogical titles on their proposal applications in FluidReview.
- NYC DOE instructors may not charge participant fees for the class, except for materials fees that are not to exceed \$50 per participant, if necessary. (Please see “Materials Fees” section below for more information.)
- Eligible NYC DOE instructors teaching courses that reach the enrollment minimum will receive one payment of \$2400 per course for presenting 36 hours of instruction (3-credit class), \$1600 per course for a 2-credit class, or \$800 for a 1-credit class. The stipend is processed after completion of the semester.
- The NYC DOE cannot pay retired teachers or other former DOE employees who are not currently working as active, full-time NYC DOE pedagogical employees to teach “P” in-service courses.
- NYC DOE instructors may not teach more than three (3) courses per term without special permission from the Director of ASPDP.
- Instructors who co-teach a course share the instructional hours and compensation with their colleague and need special permission from the Director of ASPDP.
- ASPDP will only open one section of any course taught by a full-time NYC DOE instructor that meets over the same dates. In the event that a course must be limited in size due to a fixed amount of supplies, space, or equipment, a second section may be added if permission is granted by the director of ASPDP. The second section of the course must also reach a minimum enrollment of eighteen (18) participants.
- NYC DOE Supervisors (Assistant Principals, etc.) are not encouraged to teach “P” in-service courses and may not be eligible for stipends.
- ASPDP does not pay stipends to non-DOE instructors and education partners. Our education partners may set their own fee for participants to take the class, which typically range from \$0-350 per participant. Please see “[Course Fees](#)” for more information.

## **Materials Fees**

NYC DOE instructors may collect up to \$50.00 per participant in fees for ASPDP course materials. Instructors must complete a Pre-Authorization to Collect Materials Fees form (may be found under Instructor documents on the ASPDP website) submitted to ASPDP along with the proposal application in FluidReview. These materials must be consumables used by the participants (e.g. books, hand-outs, arts supplies) and may not include equipment or materials for a school. The Pre-Authorization Form should be itemized by participant rather than the entire class of students so that each participant is only paying for his or her own supplies.





**After School Professional Development Program**  
[ASPDP@schools.nyc.gov](mailto:ASPDP@schools.nyc.gov)

Material fee reimbursements may be collected from participants in cash or as a check. They cannot be used for any other purpose and a full accounting with original receipts must be submitted to ASPDP within one week after the last day of the course.

**For more information, please contact our office:**

**After School Professional Development Program**  
**65 Court Street, Room 224,**  
**Brooklyn, NY 11201**  
[ASPDP@schools.nyc.gov](mailto:ASPDP@schools.nyc.gov)  
**718-935-2716**