

Education Partner and Instructor Policies

All instructors and education partners should familiarize themselves with the Education Partner and Instructor Policies. All education partners and instructors will be held responsible for complying with these policies.

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Course Proposal Applications

All course proposal applications must be submitted through [FluidReview](#), ASPDP’s proposal management system.

Anyone interested in offering a course for “P” credit must submit a syllabus and a course profile survey, and follow any other requirements set out by the After School Professional Development Program (ASPDP) for that semester’s application cycle, including requirements specific to new education partners. 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.

We encourage all course providers to review the Course Proposal Rubric carefully before writing a course proposal. ASPDP uses this rubric to evaluate all course proposals, and you can find a copy under Instructor Documents after logging into the ASPDP website. 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. Please note that a course that is rejected may only be re-submitted one more semester for consideration.

P-credit in-service courses must be designed 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.

Course Dates and Hours

ASPDP will consider courses that offer 36 hours of instruction for 3 credits; 24 hours of instruction for 2 credits; or 12 hours of instruction for 1 credit. Currently, we are not able to offer more than 3 P-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 – the sections must be identical in course content. Education partners should submit separate proposal applications for courses taking place in the same semester that are similar in content/course structure but not identical.

All 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 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.
- 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 catalogue with education partners prior to public posting; education partners who wish to change their registration deadline should reach out to ASPDP before the semester begins.

Education partners and instructors are responsible for communicating proactively to any registered participants who have not completed their registration with ASPDP prior to the registration deadline so that participants may be eligible for "P" credit. If participants register with the education partner 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

ASPDP charges a course fee for each course. External education partners (non-DOE instructors) may choose to charge a separate fee, which typically range from \$0-350. Education partners should indicate their course fee on the proposal submission, and should not exceed \$350 per course. Education partners are responsible for collecting their payment from participants.

ASPDP will include both the ASPDP course fee and the education partner’s fee in the course details on our website as applicable. Education partners should clearly advertise *both* fees in their outreach to potential participants. We ask education partners to share links to the specific payment pages for each class that they offer through ASPDP to minimize confusion for participants. We also ask education partners to include the following language on their websites to clarify the payment structure:

To be eligible for NYC DOE P-credits for these courses, participants must register and pay an ASPDP fee directly through ASPDP. Participants must visit <http://schools.nyc.gov/teachers/ASPDP> to complete the registration, where participants can either create an account or log on to their existing ASPDP account, then visit the course catalog to find and enroll in the course. **Any participant who does not complete this enrollment process on the ASPDP website by the registration deadline will not be eligible for P-credits.** Please email ASPDP at ASPDP@schools.nyc.gov should you need more information.

Please see the chart below for more information about course fees that ASPDP has set for participants who wish to be eligible for P credit, depending on the number of credits of the class. Note that these fees are separate from the education partner fee that education partners may charge for their classes.

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
2 credits	\$150	\$90
3 credits	\$225	\$125

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](#)”.

Please note: ASPDP will only refund or transfer participants who voluntarily withdraw from their course if the withdrawal is completed at least one week prior to the course registration deadline. Any participant who withdraws after that date will not receive a refund or transfer.

ASPDP Review Process

Proposal Review

Only P-credit in-service courses which have been reviewed and approved by ASPDP may be offered through ASPDP. All courses will be regularly reviewed to ensure that they meet the policy and educational priorities of the DOE, and ASPDP

may 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, education partners are still required to submit an updated syllabus through [FluidReview](#) 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, depending on the outcomes of course observations, participant feedback, enrollment data, and other key metrics.**

Course Observations

ASPDP representatives regularly visit in-person and online classes offered through ASPDP. We reserve the right to make unannounced visits. Therefore, instructors must notify ASPDP in advance of all potential course changes. Online course providers will be asked to provide a log-in for course reviewers to access all online content, including current online discussion forums, at least one week prior to the start of the course.

Our staff will review the attendance sheets, course outline, 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.

Course Policies

Enrollment and Cancellations

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 properly enrolled with our program. Participants who do not register with ASPDP by the registration deadline **will not receive P-credit.**

For all P-credit in-service courses taught by **education partners** (all non-NYC DOE instructors including not-for-profit organizations, for-profit organizations, cultural institutions, etc.), we recommend a minimum of five (5) participants in order to ensure that all participants have rich opportunities for discussion and peer collaboration. If registration is consistently below these numbers over multiple semesters, the course may no longer be offered through ASPDP. ASPDP reserves the right to cancel any course that does not meet this enrollment minimum. If a course is cancelled, participants will be offered the opportunity to receive a refund or transfer their ASPDP course fees to a different course within the same semester. **Education partners should honor participants' requests for refunds or transfers if the class is cancelled.**

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"](#).

Attendance for In-Person Classes

All instructors must provide a sign-in sheet for each session and retain copies for seven (7) years. In the event that your course is audited, proof of attendance records may be required. It is strongly advised that all instructors collect attendance sheets daily and take a roll call at the beginning and the end of each class.

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 a course; participants who do not attend the first or final class will receive a failing grade.**

Please note that 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.

Extensions

ASPDP permits instructors to grant extensions to participants at their discretion. Please note that 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 when participant grades have been updated.

Course Changes

Education partners and instructors must notify ASPDP via e-mail prior to any course adjustments or cancellation. The director of ASPDP must approve all course cancellations or changes. If a course is cancelled, ASPDP will notify participants directly, who will be offered the opportunity to receive a refund or transfer their course fees to a different class. Participants will be notified about course cancellations at least one week prior to the start date of the class, barring unforeseen circumstances.

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

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. As stated in the [Participant Policy](#), any participant in violation of the academic integrity policy will receive a failing grade and no P-credit for their course, and will not be permitted to take further classes with ASPDP.

Requirements for Instructors

Participants must receive the ASPDP course syllabus and assignment list. Each instructor should remind participants to complete ASPDP's feedback survey, which is distributed by the ASPDP team toward the end of the 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.***

Final 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. Follow directions carefully to save grades on the ASPDP website and notify ASPDP (see [FAQs](#), "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 all grades are reported, the ASPDP team 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.

Course Marketing

ASPDP reserves the right to review marketing materials, including but not limited to e-mail outreach, social media posts, and advertisements on websites. ASPDP will support education partners by sharing information about ASPDP classes through DOE channels and on the ASPDP website.

All marketing for classes should clearly display both the fee for the education partner, if applicable, and the **ASPDP course fee**. Any discounts or coupons offered for the education partner fee should be clearly marked as such and participants should be made fully aware that the discounts only apply to the education partner fee. **Advertisements 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.

Customer Support

All education partners must provide ASPDP with either an email or phone number at which participants may reach them. Education partners should be prepared to respond to participant inquiries within 48-72 hours and provide assistance with any issues participants might encounter during registration or during the course.

Building/Security Arrangements

Education partners and instructors are responsible for making building and security arrangements. 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 their courses are in session, and space should be coordinated through the principal and custodian.

Policies for Full-Time, Active NYC DOE Pedagogical Employees (*applicable for full-time NYC DOE instructors only*)

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. Courses with fewer than 18 participants will be cancelled and participants will be given 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.

- As noted above, 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 and that they are not intending to charge participant fees for the class, except for materials fees, if applicable, that are not to exceed \$50 per participant. (Please see “Materials Fees” section below for more information.)
- NYC DOE instructors may 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.
- 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 ranges from \$0-350 per participant. NYC DOE instructors may not charge a participant fee since they will be paid by ASPDP. Please see [“Course Fees”](#) for more information.
- 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.

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 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.

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:
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