

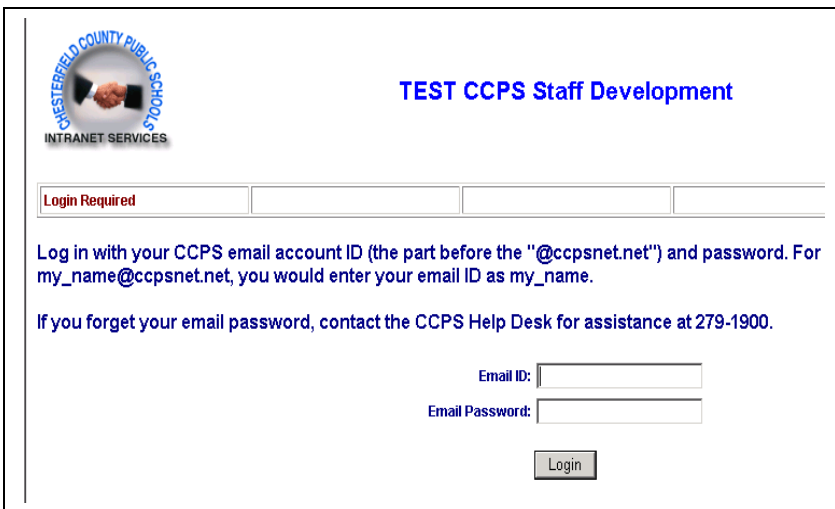
**HOW DO I REGISTER FOR A CCPS STAFF DEVELOPMENT WORKSHOP OR CLASS?**  
**GO TO THIS INTERNET ADDRESS – YOU MAY ACCESS THIS FROM HOME (SOME HOME FIREWALLS HAVE TO BE ADJUSTED TO COMMUNICATE WITH YOUR PC.)**

<https://homer.chesterfield.k12.va.us/sdr/login.cfm>

You must have a ccpsnet.net email address to access the system.

**CHECK THE LICENSURE PAGE ON THE INTRANET FOR VITAL RECERTIFICATION INFORMATION. ALL QUESTIONS ABOUT LICENSURE MUST BE EMAILED TO DR. JUDI SWINGEN IN THE CCPS LICENSURE OFFICE. LOOK ON THE LICENSURE PAGE OF THE INTRANET FOR LISTING FOR ACTIVITIES PRIOR TO 2004-2005.**

Type in the following URL: <https://homer.chesterfield.k12.va.us/sdr/login.cfm>



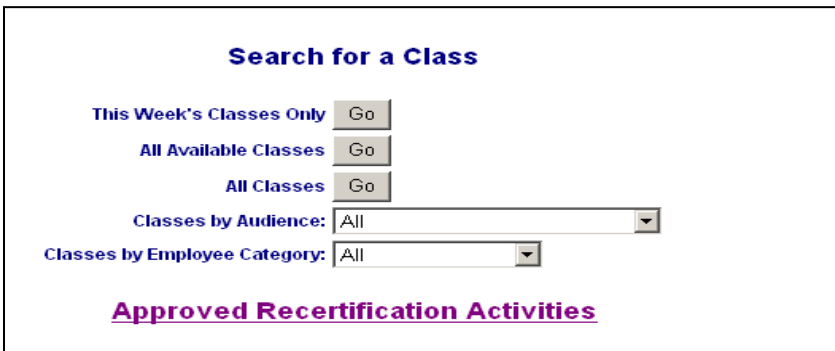
When you complete email ID and email password, click Login **ONCE**.

Log on for the first time from a school or central office computer.

If you have a problem, please email [prof\\_dev@ccpsnet.net](mailto:prof_dev@ccpsnet.net).

Do not call your specialists.

After completing the first process, users may log in from school or work and from home.




When you click a category, the word doesn't remain in the window, but if you scroll down you will see the results

<a href="#">SU168-1</a>	<a href="#">Star Student Beginner Class</a>	8/26/2004 8:00 AM	8/26/2004 10:00 AM	10
<a href="#">SU172-1</a>	<a href="#">Starbase Student Attendance for New Clerks Only</a>	8/26/2004 8:00 AM	8/26/2004 11:00 AM	10
<a href="#">FA157-3</a>	<a href="#">Elementary Classroom Management</a>	9/23/2004 3:45 PM	9/23/2004 6:15 PM	34
<a href="#">FA111-1</a>	<a href="#">Microsoft Publisher for Office Users</a>	9/28/2004 9:00 AM	9/28/2004 12:00 PM	20
<a href="#">FA182-1</a>	<a href="#">Integrating English/Lang. Arts Tools in Classroom</a>	9/29/2004 3:30 PM	10/13/2004 5:30 PM	22
<a href="#">SU170-1</a>	<a href="#">Odbc Beginner Class</a>	9/30/2004 9:00 AM	9/30/2004 11:00 AM	22
<a href="#">FA170-1</a>	<a href="#">Odbc Beginner Class</a>	9/30/2004 1:00 PM	9/30/2004 3:00 PM	22
<a href="#">FA119-1</a>	<a href="#">Administrative Uses of Outlook</a>	10/4/2004 8:30 AM	10/4/2004 11:30 AM	22

A search of all available classes\courses listed here by DATE

Click on the title to see the details and to register.



## CCPS Staff Development

[My Profile: Carolyn Boyce](#)    [My History](#)    [My Schedule](#)    [Class](#)

### FA113-1 Elementary Software Bundle Cla

**Description:** Come learn how to integrate the sixteen (16) exciting software titles provided for elementary students. You will learn how to integrate the four content areas using the programs. From curriculum standards to be engaged in learning and improve student achievement.

**Location (Room):** Robious ES (Computer Lab)

**Start:** 10/7/2004 4:00 PM  
**End:** 10/28/2004 6:00 PM

**Instructors:** Brenda Price, Laurie Surles, Peter Hochsprung, K Schrotenboer

**Seats:** 22 (Remaining: 22)

**Prerequisite:** Windows

**Employee Category:** Administrator, Teacher

**Audience:** K-5

	Points	Option	Auth
Recertification:	8	10	3

. Clicking on Elementary Software Bundle gives you this screen. If this is the one you want, click Register ME. You will get an email, and a reminder five days before first meeting.

### My Scheduled Classes

For complete class information click its link under "Title".

Class Number	Title	Start	End	Status	
FA157-3	<a href="#">Elementary Classroom Management</a>	9/23/2004 3:45 PM	9/23/2004 6:15 PM	Open	<a href="#">Withdrawal</a>
FA158-2	<a href="#">Secondary Parent/Teacher Communications Workshop</a>	10/19/2004 3:45 PM	10/19/2004 5:45 PM	Open	<a href="#">Withdrawal</a>
FA159-1	<a href="#">Elementary Parent/Teacher Communications Workshop</a>	10/20/2004 8:00 AM	10/20/2004 4:00 PM	Open	<a href="#">Withdrawal</a>
FA117-1	<a href="#">Microsoft Access Made Easy for Office Users</a>	12/6/2004 9:00 AM	12/7/2004 12:00 PM	Open	<a href="#">Withdrawal</a>

Click on My Schedule in the Menu and you will be provided with a listing of your scheduled classes, Log in, go to My Schedule; see the withdrawal in blue to the right of each class? Click on that and you are removed from the class!!!! Any class you do register for and fail to appear without withdrawal is labeled in RED as No Show **when you view "My History"** and remains on your Professional Development History.

Items appear in My History after the class is completed and the Specialist hosting the training marks attendance.

PLEASE NOTE!!!!!! This CCPS Professional Development Online Registration System is a record keeping/tracking system for recertification, coordinated with Dr. Judi Swingen. Attendance history is documented and can be printed. **REMEMBER, IF YOU NEED TO GET APPROVAL FOR ATTENDING AN ACTIVITY OUTSIDE OF CCPS, YOU MUST SUBMIT THE REQUEST FOR APPROVAL FORM PRIOR TO OR AS YOU ARE A PARTICIPANT. FOR ANY ACTIVITIES SENT THROUGH TO DR. JUDI SWINGEN AND THE LICENSURE COMMITTEE FOR APPROVAL – THE PARTICIPANT MUST MARK COMPLETED WHEN THAT ACTIVITY HAS BEEN COMPLETED.**

## How to maintain your recertification points history in the CCPS registration and recordkeeping system.



**GO TO THE INTERNET ADDRESS BELOW – EVERYONE HAS ACCESS FROM HOME (SOME HOME FIREWALLS HAVE TO BE ADJUSTED TO TRUST THE WEBSITE.)**

<https://homer.chesterfield.k12.va.us/sdr/login.cfm>

You may use the link on the ccpsintranet, but that will not work from home.

There is a link on <http://chesterfield.k12.va.us> as well under Teachers/Staff.

Check the Licensure page on the intranet for vital recertification information. ALL questions about licensure Must be emailed to Dr. Judi Swingen or Amy Babcock in the CCPS Licensure Office.

INTRANET SERVICES

Login Required

Log in with your CCPS email account ID (the part before the "ccpsnet.net") and password. For my\_name@ccpsnet.net, you would enter your email ID as my\_name.

If you forget your email password, contact the CCPS Help Desk for assistance at 279-1900.

Email ID:

Email Password:

Login

Login as the directions on the screen tell you. If you run into problems, email [prof\\_dev@ccpsnet.net](mailto:prof_dev@ccpsnet.net)

**Search for a Class**

This Week's Classes Only

All Available Classes

All Classes

Classes by Audience:

Classes by Employee Category:

[Approved Recertification Activities](#)

This is the first screen you see after the login screen. If you need to add something to your history (not a class that you registered for on sdrweb), click on Approved Recertification Activities.

**Search for Activities**  
2005 - 2006

If your recertification activity is not listed, you need to submit it to the Recertification Review Committee.

Available Activities:

By First Character of the Activity (click the character):  
[A](#) [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [L](#) [N](#) [P](#) [S](#) [T](#) [U](#) [V](#) [W](#)

By any part of the title (enter up to 15 characters then click "Find")

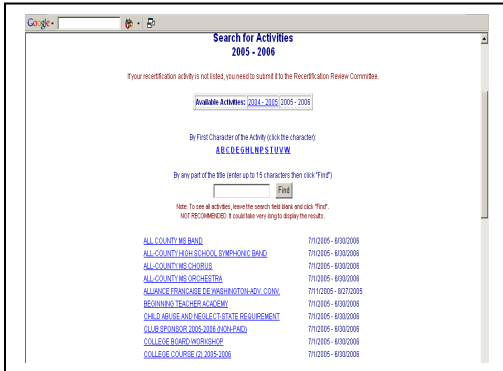
Note: To see all activities, leave the search field blank and click "Find". NOT RECOMMENDED. It could take very long to display the results.

This is the search screen for this section. The non-underlined year is the present one.

Notice that the 2008-09 and previous years activities have been archived. To update items from a previous school year, you would click on the appropriate year, and then follow the instructions on the screen. Unsure of the title? - Click **Find** in the correct year Activities are listed here alphabetically.

**REMEMBER, IF YOU NEED TO GET APPROVAL FOR ATTENDING AN ACTIVITY OUTSIDE OF CCPS, YOU MUST SUBMIT THE REQUEST FOR APPROVAL FORM PRIOR TO OR AS YOU ARE A PARTICIPANT. THE FORM IS FOUND ON THE LICENSURE PAGE OF THE INTRANET. SCHOOL ACTIVITIES ARE TO BE PROCESSED FOR APPROVAL THROUGH THE LICENSURE OFFICE AS WELL.**

**HOWEVER, FOR ANY ACTIVITIES SENT THROUGH TO DR. JUDI SWINGEN AND THE LICENSURE COMMITTEE FOR APPROVAL – THE PARTICIPANT MUST MARK COMPLETED WHEN THAT ACTIVITY HAS BEEN COMPLETED. PLEASE SEE BELOW!!!**



Find title of the activity you need in this alphabetical listing. There is some time lapse between committee meetings and the activities being added to the program. The committee meets once a month during the school year. After you've sent something for approval, wait a month to search. Because of the volume, forms are only returned if the activity is turned down.

**Behavior Management Training**

**Description:** Training provided by Special Education Department to assist

**Start Date:** 8/2/2004

**End Date:** 6/18/2005

	Points	Option	Auth
Recertification:	1	10	1

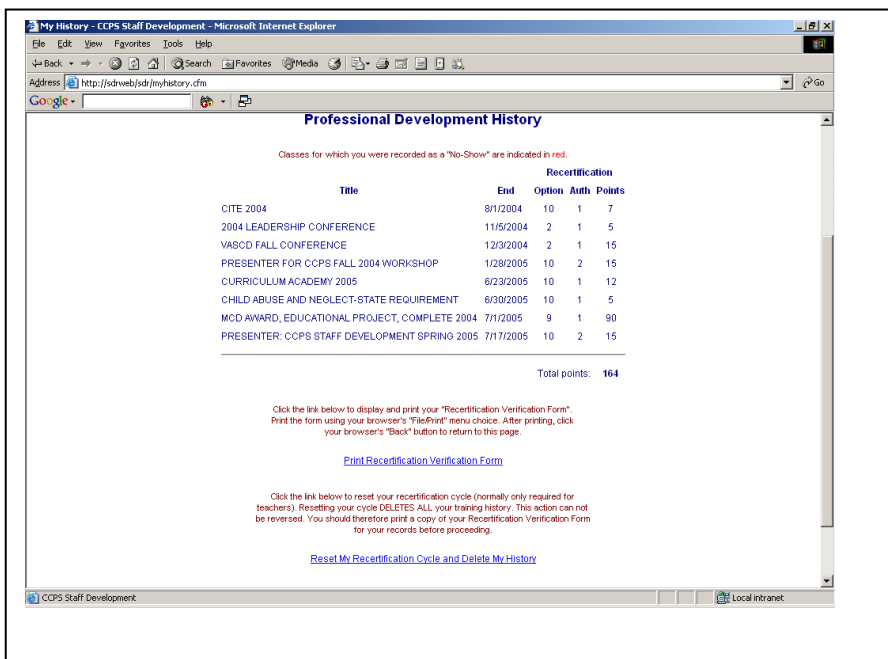
**Verification required for completed activities**

Search this list to mark your participation **AFTER completing the project**. Click on the activity. Click the **Completed** button. When you click Completed, data for that activity is recorded on My History for you.

If you need something deleted, email [prof\\_dev@ccpsnet.net](mailto:prof_dev@ccpsnet.net)

You will note that in RED appears the phrase Verification Required for Completed Activities. This is the usual documentation that has always been required in the file you provide your building administrator when you are ready with your form for filing for Recertification – agenda, program, work packet, certificate of attendance, etc. – something to show you were there.

When you click Completed, the screen takes you to your Professional Development History. What will show? Any class for which you registered online and attended, AND any activity that you added in the above manner.



Here is a sample of a My History Page. Please note what shows are classes for which you were marked present (by specialists' office) and/or the items that you have marked completed on the Approved Recertification Activity pages

Also pay attention to the instructions below the listings in your history.

**Here are the directions on the History screen. You follow them WHEN you are ready for recertification, or at the end of each school year in order to meet guidelines of your building.**

Click the link below to display and print your "Recertification Verification Form". Print the form using your browser's "File/Print" menu choice. After printing, click your browser's "Back" button to return to this page.

[Print Recertification Verification Form](#)

You DO NOT get an administrator's signature every time you take something. The signature is required at the end of your five years for renewal of your certificate.

When you are ready to put your records together for recertification, follow the directions on this page, print the recertification Verification form, fill in your information, and turn that page in to your admin, and all verification materials you need.

-----  
Once you have completed a recertification cycle, and have turned in all forms and items to Dr. Swingen, then AND ONLY THEN can you clear your record to START a new cycle. When you **These directions appear at the bottom of the history page.**

*"Click the link below to reset your recertification cycle (normally only required for teachers). Resetting your cycle DELETES ALL your training history. This action can not be reversed. You should therefore print a copy of your Recertification Verification Form for your records before proceeding.*

Reset My Recertification Cycle and Delete My History “

**When you click on the line above, this page appears:- It actually means what it says.**

<a href="#">My Profile: Ruth Williams</a>	<a href="#">My History</a>	<a href="#">My Schedule</a>	<a href="#">Class Search</a>	<a href="#">Logout</a>
<a href="#">Admin Functions</a>	<a href="#">Courses</a>	<a href="#">Registrations</a>	<a href="#">Attendance</a>	<a href="#">Reports</a>

**THIS IS YOUR FINAL WARNING:** You are about to delete all of your history in order to reset your recertification cycle. If you click the "Reset Cycle/Delete History" button ALL of your Professional Development history will be immediately and permanently deleted. This action can not be reversed. If you have not already printed a copy of your Recertification Verification form for your records, click the "Cancel Reset/Delete" button to return to the My History page so you may print a copy of your form.

If you are unsure of how to proceed or do not fully understand the implications of resetting, contact Staff Development or your Recertification contact in HR for assistance.

Reset Cycle/Delete History

Cancel Reset/Delete