



2017

# Continuing Professional Education Course Booklet



**AIU8** | APPALACHIA  
INTERMEDIATE  
UNIT 8  
CUSTOMIZING LEARNING SOLUTIONS

<http://www.solutionwhere.com/WW/IU08/>

## PROGRAM GUIDELINES: PLEASE READ CAREFULLY!

General	<ul style="list-style-type: none"> <li>◆ Pennsylvania Department of Education Continuing Professional Education graduate-level credits apply for Level II certification and/or master's equivalency. A maximum of 18 credits may be taken toward a master's equivalency.</li> <li>◆ Undergraduate-level courses or courses offered only for contact hours CANNOT be used toward a Level II certification.</li> <li>◆ Act 48 notes that professional educators should take courses related to their areas of certification or their current teaching assignments. Make sure you have your courses approved <b>IN ADVANCE</b> by your school district.</li> <li>◆ Credits taken for salary increases must comply with district policy.</li> <li>◆ Non-teaching and/or uncertified personnel may take classes and must pay the full tuition and any other related fees, but <b>WILL NOT</b> receive credit.</li> </ul>
Guidelines	<ul style="list-style-type: none"> <li>◆ All courses will be offered on a pre-registration basis.</li> <li>◆ Payment for the full amount must accompany the registration.</li> <li>◆ If paying by check, please make payable to: APPALACHIA INTERMEDIATE UNIT 8. A SEPARATE CHECK IS REQUIRED FOR EACH COURSE.</li> <li>◆ Course offerings will be determined on the basis of enrollment. For those courses with limited enrollment, participants are encouraged to register early.</li> <li>◆ Registration Deadline Date: 1 WEEK PRIOR TO THE FIRST DAY OF CLASS.</li> <li>◆ Participants will be accepted into the course through pre-registration with the Intermediate Unit Curriculum Department. No one is permitted to register on site.</li> <li>◆ Confirmation of course enrollment will be made via email ONLY.</li> <li>◆ A member of the Curriculum Department professional staff and/or a member of the CPE Team may observe sessions.</li> </ul>
Course Requirements	<ul style="list-style-type: none"> <li>◆ Each one-credit (graduate and undergraduate) course will offer fifteen (15) clock hours of in-class instruction (e.g., five 3-hour sessions) and requires at least 15 hours of work outside class for a total of 30 hours.</li> <li>◆ One CPE credit will be awarded upon successful completion of the 15-hour course and successful completion of the listed competencies.</li> <li>◆ Participants will be required to demonstrate an acceptable level of competency upon completion of each course.</li> <li>◆ All participants are expected to comply with PDE's policy of 100% attendance for credit.</li> <li>◆ <b>Evaluation forms will be distributed at the last class and they MUST BE RETURNED as part of the requirements for credit.</b></li> </ul>
Cancellation Policy	<p>If by the registration deadline date an insufficient number of participants enrolls for any course that has been advertised, it will be cancelled and refunds will be issued. Within 4-5 days following the registration deadline date, participants will be notified from the Curriculum Department, giving participants an opportunity to enroll in alternate courses.</p>
Refund/Late Fee Policy	<p><b>REFUNDS</b> A full refund (100%) will be issued if this event is canceled by the IU due to low enrollment. A full refund (100%) will be issued if a participant cancels at least one week (7 days) prior to the event.</p> <p><b>NO REFUND</b> No refunds will be issued for cancellations by the participant with less than 7 days' notice, or if the participant simply does not attend. The registration fee will be used to pay for presenter fees, materials, and other costs associated with the CPE course.</p> <p><b>LATE FEE</b> Registrations after the Registration Deadline will include a \$25.00/course late fee in the registration system.</p>
Credit Letters	<ul style="list-style-type: none"> <li>◆ Credit letters will be mailed to each participant. Credit WILL NOT be awarded to any participant repeating a course previously taken.</li> <li>◆ Credit letters must be retained by the participant for application toward certification.</li> <li>◆ Credit letters will not be issued for NON-DEGREE participants.</li> <li>◆ IU8 will report participants' Act 48 credits or hours to PDE.</li> </ul>
Other	<p><u>For additional information, please contact:</u> Kristen Gabrielson, Administrative Assistant for Projects Appalachia Intermediate Unit 8 4500 Sixth Avenue, Altoona, PA 16602 (814) 940-0223 x 1357 <a href="mailto:kgabrielson@iu08.org">kgabrielson@iu08.org</a></p>

Registration for all Spring CPE Courses will be through the IU8 Registration site:

<http://www.solutionwhere.com/WW/IU08/>.



## Appalachia Intermediate Unit 8 Continuing Professional Education (CPE) Credit Courses

### Spring 2017 Onsite Courses

#### ESL Spring 2017 Brochure Information

For questions regarding ESL course requirements/content, please contact Leonard J. Shurin, [lshurin@iu08.org](mailto:lshurin@iu08.org)  
For questions regarding ESL course registration, please contact: M. Lou Girard, [lgirard@iu08.org](mailto:lgirard@iu08.org)

#### ESL (English as a Second Language) Field Experience **(\*Pre-requisites apply – see below)**

##### **(WORLD LANGUAGES)**

All educator preparation programs include some field experiences. Field experiences are defined as a range of formal, required school and community activities participated in by candidates who are enrolled in educator preparation programs. The field experience will include ‘face-to-face’ tutoring, instruction, testing, and interviewing of English Language Learners, while also serving as a resource to content teachers and ELL parents. The field experience will also include teaching in a public, private, or charter school ESL classroom, with dates to be announced as this will vary by instructor and school district. For additional details, please consult the Advisement Form and ESL course syllabus for the exact requirements of the Field Experience.

Please note that Field Experience with an ESL must only be in an ESL classroom. It cannot be, for example, an English or Reading class with ELL(s) in the classroom. In other words, it does not count as ‘Field Experience’ in the teaching of a subject vs. specific ESL instruction.

***(For both current Cohort O participants AND current IU8 CPE participants will meet the following prerequisite: Participants must be actively enrolled in and have completed and passed a minimum of 8 credits through the IU8 ESL Program.)***

<b>CREDIT/COST:</b>	Graduate Level/2 Credits = 60 hours/\$270.00
<b>LOCATIONS:</b>	(1) ESL Summer Camp ( <i>dates/location to be determined</i> ); and/or (2) cooperating mentor public, nonpublic, and charter K-12 schools participating in the 2016-2017 IU8 ESL program.
<b>DATES/TIME:</b>	Dates will vary by individual, but are planned for the time period for completion within the 2016-2017 and 2017-2018 schools. Participants will have one (1) calendar year to complete all Field Experience obligations.
<b>INSTRUCTOR:</b>	Leonard J. Shurin
<b>REGISTRATION DEADLINE:</b>	Registration will be open from January 9 thru 20, 2017

#### Instructional Materials II – Materials and Strategies for English Language Learners

##### **(WORLD LANGUAGES)**

Chapter 4 requires every school district in Pennsylvania to provide a program for each student whose dominant language is not English for the purpose of facilitating the student’s achievement of English proficiency and the academic standards. This course will provide the educator with an overall picture of what an excellent ESL program must have: sound educational and language learning theory, sufficient staff resources, appropriately developed personnel, and periodic evaluations.

<b>COURSE TYPE/CREDIT VALUE:</b>	Graduate Level/2 credits= 60 hours/\$270.00
<b>LOCATION:</b>	IU8 Park Street, Ebensburg, PA
<b>DATES/TIME:</b>	March 7, 14, 21, 28, April 4, 11, 18, 25, and May 2, 9, 2017 (Tuesdays) / 5:00 PM – 8:00 PM (Snow make-up days if necessary: May 16, 23, 2017)
<b>INSTRUCTOR:</b>	Cheri Grimaldi
<b>REGISTRATION DEADLINE:</b>	Registration will be open from February 21 thru March 6, 2017

**Registration for all Spring CPE Courses will be through the IU8 Registration site:**

**<http://www.solutionwhere.com/WW/IU08/>.**



## Spring 2017 Online Courses

**\*\*\*Please note: You will have 7 days from the end of an online course to turn in your Act 48 and evaluation forms to the IU to receive credit for the course you have taken. If these forms have not arrived in the Altoona IU8 office by the due date, credit(s) will not be awarded and a failing grade will be issued. Please see the "Important Information" page for additional information regarding online courses.**

**We also strongly recommend that you use a work email address when creating an account. If you use a yahoo, hotmail, gmail, etc. to create an account, please check your junk/trash folders for IU8 emails and be sure to reroute them to your email Inbox.**

### The Teacher's Toolbox Series: How to Effectively Communicate with Parents

#### (TEACHING AND LEARNING)

This Online 3 credit course will help you learn how to deal with any parent. You will learn how to diffuse anger as well as inspire action. Become proactive in your communication and hold students as well as parents accountable. The course is designed as a self-paced distance learning module. You can learn from the comfort and privacy of your own home. You will be required to read books and articles, watch videos, and provide written responses as well as write a brief essay at the culmination of class. If you want to learn how to talk with parents, then this is the course for you!

**QUESTIONS?** Please Contact Josh Stein at: [steinbusiness@me.com](mailto:steinbusiness@me.com)

**DATES:** February 7 – March 7, 2017

**INSTRUCTOR:** Josh Stein

**CREDIT/COST:** 3/\$400

**REGISTRATION DEADLINE:** Tuesday, January 31, 2017

### The Teacher's Toolbox Series: "How to Moodle. Take Your Classroom Online"

#### (TECHNOLOGY)

Earn credits at your own pace in the comfort and privacy of your own home! Learn why, when and how to use a Moodle site to enhance student achievement. Learning theories and digital citizenship will also be covered. The major objective of this class is for you to have a Moodle site up and running while earning your 3 credits.

**QUESTIONS?** Please Contact Josh Stein at: [steinbusiness@me.com](mailto:steinbusiness@me.com)

**DATES:** March 7 – April 7, 2017

**INSTRUCTOR:** Josh Stein

**CREDIT/COST:** 3/\$400

**REGISTRATION DEADLINE:** Tuesday, February 28, 2017



Registration for all Spring CPE Courses will be through the IU8 Registration site:

<http://www.solutionwhere.com/WW/IU08/>.

## Spring 2017 Online Courses

### The Teacher's Toolbox Series: Building Self Esteem in the Classroom to Achieve Success, Beat Bullying and to Foster a Positive Learning Environment

#### **(RESILIENCY/SAFE SCHOOLS)**

Earn credits at your own pace in the comfort and privacy of your own home! Depression and mental illness are being diagnosed at an ever-earlier age in children. The risk of suicide, bullying and poor academic achievement grows when children lack a realistic and optimistic view of themselves. Research from the Positive Psychology Center, University of Pennsylvania, articles and books published by Martin Seligman PhD. support this need. Positive self-esteem in children can, in Seligman's words, inoculate children from depression and mental illness. Children with better coping strategies and who have learned optimism will be better prepared for academic challenges and to deal with bullying.

**QUESTIONS?** Please Contact Josh Stein at: [steinbusiness@me.com](mailto:steinbusiness@me.com)

**DATES:** March 28 – April 28, 2017

**INSTRUCTOR:** Josh Stein

**CREDIT/COST:** 3/\$400

**REGISTRATION DEADLINE:** Tuesday, March 21, 2017

### The Teacher's Toolbox Series: How to Identify and Combat Bullying in Our Schools

#### **(RESILIENCY/SAFE SCHOOLS)**

Everyone knows bullying is an issue. Hopefully you haven't been forced to deal with it, but you can't just sit on the sidelines and wait for the worst to happen. No! You must take this course so that you can be counted as one of the many who are fighting against bullying in our schools! The course is designed as a self-paced distance learning module. You can learn from the comfort and privacy of your own home. You will be required to read books and articles, watch videos, and provide written responses as well as write a brief essay at the culmination of class.

**QUESTIONS?** Please Contact Josh Stein at: [steinbusiness@me.com](mailto:steinbusiness@me.com)

**DATES:** April 18 – May 18, 2017

**INSTRUCTOR:** Josh Stein

**CREDIT/COST:** 3/\$400

**REGISTRATION DEADLINE:** Tuesday, April 11, 2017

### The Teacher's Toolbox Series: The 21st Century Educator

#### **(TECHNOLOGY)**

Earn credits at your own pace in the comfort and privacy of your own home! Digital Natives have taken over the classroom. What are we going to do about it? This course will explain why and how Educators must adapt. It will also help the modern educator deal with the stress of teaching and your workload to avoid burnout and maximize enjoyment!

**QUESTIONS?** Please Contact Josh Stein at: [steinbusiness@me.com](mailto:steinbusiness@me.com)

**DATES:** May 2 – June 2, 2017

**INSTRUCTOR:** Josh Stein

**CREDIT/COST:** 3/\$400

**REGISTRATION DEADLINE:** Tuesday, April 25, 2017

Registration for all Spring CPE Courses will be through the IU8 Registration site:

<http://www.solutionwhere.com/WW/IU08/>.

## IMPORTANT INFORMATION



### Late fee:

Registrations after the Registration Deadline will include a \$25.00/course late fee in the registration system.

### When a course is cancelled:

We will send you an email to notify you that a specific CPE course for which you have registered is cancelled due to low enrollment or another reason. We will then send a reimbursement check to you.

### When a course is going to be held (Saturday courses only in an IU8 facility):

Please note that the doors of IU8 facilities will lock automatically 15 minutes after course start time.

### If you fail a CPE course:

If you fail a CPE course as determined by the instructor, you will be notified by the instructor. You will then have 30 days to contact the IU8 Curriculum Department to appeal the course grade. If you do not appeal within this 30-day window, the failing grade will be submitted to the PA Department of Education and will not be changed. Course tuition will not be refunded for failed course.

### Act 48 hours:

Credit letters will be mailed to each participant. Credit WILL NOT be awarded to any participant repeating a course previously taken. Credit letters must be retained by the participant for application toward certification. Credit letters will not be issued for NON-DEGREE participants. IU8 will report participants' Act 48 credits or hours to PDE.

(\*Please note: IU8 has 30 days to report credits or hours to PDE.)

### Online Courses:

You will have 7 days from the end of an online course to turn in your Act 48 and evaluation forms to the IU to receive credit for the course you have taken. If these forms have not arrived in the Altoona IU8 office within the 7-days, forms will be sent via certified mail to your residence. **A \$30 late processing fee and the forms** must then be returned to the IU **via certified mail** to the Altoona IU8 office within 7 days. If not received by this time, credit(s) will not be awarded and a failing grade will be issued.

### Transcript Request:

If you have misplaced your transcript or need additional copies visit <http://www.iu08.org/domain/159> and click on the "Transcript Request Form" to open it. Print this form out, complete all fields and then mail to the address below with a check or money order.

APPALACHIA INTERMEDIATE UNIT 8  
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