



MIDDLETOWN TEACHER CENTER

441 East Main Street • Middletown, NY 10940

Phone: 845-326-1320 • Fax: 845-326-1319

Email: middletowntc@yahoo.com • Website: www.middletowntc.org

Policies and Procedures

Registration Information

1. Teacher Center Inservice Courses and Workshops

- Registration for inservice courses is done electronically at www.MyLearningPlan.com.
- Your timely registration ensures you a place in a workshop.
- In order for the Teacher Center to verify your attendance at a workshop for salary credit, payment in full is required prior to the start of the workshop.
- Cash or check is accepted. Checks should be made out to *Middletown Teacher Center*. Payment may be dropped off at the Teacher Center or sent via inter-office mail. Please make sure to print out the enrollment form from MLP and send it along with your payment.

2. Teacher Center sponsored Graduate and Post-Graduate programs

A. New York Institute of Technology/NYIT

- Registration for NYIT courses is done electronically at www.MyLearningPlan.com.
- The administration fee for each course is due upon registration. Checks for \$110.00 should be made out to *Middletown Teacher Center*.
- Tuition payment is due, along with the NYIT registration form to the Teacher Center at least four weeks prior to the first class. NYIT registration forms and credit card forms can be found on the MTC website. If paying tuition by check, checks should be written out to NYIT.

B. Mercy College & NYSUT ELT

- Registration for Mercy College courses is done electronically at www.MyLearningPlan.com.
- The administration fee for each course is due upon registration. Checks for \$110.00 should be made out to *Middletown Teacher Center*.
- Tuition payment is due, along with the NYSUT ELT registration form to the Teacher Center prior to the first class. NYSUT ELT registration forms and credit card forms can be found on the MTC website. If paying tuition by check, checks should be written out to NYSUT.

C. Long Island University/LIU

- Registration for LIU courses is done electronically at www.MyLearningPlan.com.
- The administration fee for each course is due upon registration. Checks for \$110.00 should be made out to *Middletown Teacher Center*.
- LIU registrations forms will be mailed separately to students from the MTC office.
- LIU will bill students directly for tuition payment.

Tuition and eligibility for financial aid is determined by the respective colleges.

The Teacher Center reserves the right to cancel inservice, graduate and post-graduate courses for which there is insufficient enrollment or due to other special circumstances. Registrants will be notified and reimbursed registration and administrative fees as soon as this decision is reached. Administrative fees are **NON-REFUNDABLE** or **TRANSFERABLE** unless the course is cancelled or salary credit is denied by the School District.

Salary Credit

Salary credit in the Middletown School District is granted for professional development activities held outside of the regular work day, in accordance with individual contract stipulations. Employees must obtain prior approval in order to receive salary credit. When you register for a course/workshop through MyLearningPlan, prior approval is automatically sent to your administrator for credit approval.

Attendance is required for at least 80% of the class time in order to receive salary credit for inservice courses and workshops held outside the regular school day.

Note: Employees of other school districts should adhere to their districts' procedures for salary credit.

Course/Workshop Evaluations

Evaluations are to be completed at the end of each course/workshop. Your comments and suggestions will be considered and are appreciated. Changes to programs will be made accordingly.

Emergency Closings

The Teacher Center follows the closing schedule of the Middletown School District. In case of school closing, courses scheduled for that day will be automatically canceled and will meet on the next regularly scheduled date. The instructor and participants will arrange a make-up date for the missed class. Please call **845-326-1320** for information on emergency cancellations. If a class has to be canceled for any reason, the Teacher Center will contact you as soon as we become aware of the situation. Please check phone messages at your work site and/or home as well as your email. We will send notifications to your MyLearningPlan email account.

Please note: Our office must have your cell phone number or another working daytime phone number in order to contact you in an emergency.