

**Baltimore County Public Schools
Continuing Professional Development (CPD)
FAQs for Participants**

<http://www.bcps.org/offices/dpd/ContinuingProDev-Registration.html>

- 1. What does CPD stand for?**
CPD stands for Continuing Professional Development.

- 2. What is the purpose of CPD credit?**
Continuing Professional Development (CPD) experiences provide opportunities for Maryland educators to earn credits necessary for renewal of certification. In BCPS, credits may also count towards salary advancements.

- 3. How often does BCPS offer CPD courses?**
BCPS offers CPD courses during the spring, summer, and fall sessions.

- 4. Who can participate in a CPD course?**
Current and retired BCPS' employees can participate in courses free of charge. Non-employees can register and participate for \$25 per credit. Some courses may be designated for BCPS' employees only.

- 5. How much does it cost to take a BCPS' CPD course?**
CPD courses offered by BCPS are free of charge for current and retired BCPS' employees. Non-employees must pay \$25 per credit to participate in any course.

- 6. What courses are offered?**
Interested participants can view a complete list of course offerings and register using the BCPS Online Registration System at <http://www.bcps.org/apps/registration/>.

- 7. Can I take more than one course at a time?**
Yes.

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- 8. When are CPD course offered?**
CPD courses are generally offered Tuesday, Wednesday, and Thursday evenings beginning at 4:30 p.m. Select courses are offered online or at alternate times.
- 9. What day and time are courses held?**
Please refer to the information in the Online Registration System for exact meeting times and locations.
- 10. How do I register for a BCPS' CPD course?**
Interested participants can register using the BCPS' Online Registration System at <http://www.bcps.org/apps/registration/>.
- 11. What happens if I register and then cannot participate in a course?**
If you are unable to participate in a course, please go to the BCPS Online Registration System and "Unregister."
- 12. How will I know if a course is full?**
The BCPS' Online Registration System will indicate if a course is full.
- 13. Do I still have class if BCPS is closed or closes early for inclement weather?**
If BCPS is closed or closes early for inclement weather, then classes are cancelled.
- 14. Do I still have class if BCPS is closed or closes early due to heat-related conditions?**
If the class is held on a BCPS site and the system closes early for heat-related conditions, CPD classes/meetings are cancelled.
- 15. Do I still have class if BCPS is closed for students but open for staff?**
Yes, classes will be held as scheduled.
- 16. What happens if I have to miss a class?**
Please contact the course instructor if you are going to miss a class. Course participants are expected to attend all classes and complete all assignments. However, extenuating circumstances arise. Course participants are permitted to miss a maximum of one class per one-credit course, two classes per two-credit course, and three classes per three-credit course and still be eligible for credit.

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- 17. What happens if I do not successfully complete a course?**
If all course requirements are not met, credit will not be issued. To receive credit, participants must re-register and complete all sessions of the new course
- 18. Can a CPD course be canceled?**
CPD courses can be canceled due to low enrollment or at the discretion of the coordinator.
- 19. How long after a course comes to an end does it take for me to receive my signed credit report form?**
Credit reports forms are issued approximately four to six weeks after a course ends.
- 20. How do I get my credit report form?**
One copy of the credit report form is sent through interoffice mail to the school or office indicated by the participant. All copies of the credit report form for non-employees will be mailed to the participant's home address.
- 21. How does the Office of Certification know that I completed a course?**
For BCPS' employees, the original credit report form is sent to the Office of Certification. At the same time, a copy is sent to the employee.
- 22. Whom do I contact with questions concerning my certification or salary lane change?**
Contact the Office of Certification at certunit@bcps.org or 410-887-4147.