

Action Plan and Knowledge Points for Substitutes

Step 1: Complete the CERT: Action Plan Form

Logon to Frontline Professional Growth at <https://app.frontlineeducation.com/>

You have established your Username and Password.


It is the same for all of the Frontline products including:

- Professional Growth
- Absence Management
- Recruiting and Hiring

Click on **CERT: Action Plan** under Forms on the Navigation screen.

You will need to click on the arrow to expand the drop down menu.

ALL fields outlined in red are “required fields” and must be completed.

- Personal Information:
 - Action Plan Title: Fill in **Action Plan – full name**
Example: **Action Plan - Jenna Kuder**
 - Position: **Substitute**
- Dates for which the Action Plan applies:
 - Beginning Date: date when you write the plan – 10/28/2020
 - Ending Date: 3 years after your beginning date—10/28/2023
- **SMART Goal**— Write one or more goals in the text box. You may choose from these sample goals. **You may ignore the directions on the form about making your goal a SMART goal** and instead use these samples as models:
 - To increase knowledge of current instructional techniques and strategies to facilitate the best classroom environment for all students.
 - To expand knowledge of differentiation strategies to meet the diverse needs of students in the classroom.
 - To increase understanding of instructional strategies, including effective technology tools, to actively engage students in a variety of learning environments.
- **Educator Standards** – Choose one or more standards that match your needs.
- **Plan of Action**
 - **Knowledge** – List the activities for which you will engage to learn new information to help you attain your goal.
 - Enroll in and complete relevant college coursework.
 - Engage in professional learning modules made available from USD 233.
 - Read and review current professional journals and articles to stay informed of new techniques and strategies.
 - **Implementation Activities** – Choose one or more of the boxes.
- **Evidence of Accomplishment** – Choose **Educator Reflection** and **Other**
 - **Type “Transcript of courses completed” and “Knowledge Point Requests for Approved Activities”** in the text box.
- Click on the  button at the bottom of the form
- **Your Action Plan** will be submitted for approval and will appear on your Learning Plan tab in the category “Approved and In Progress” – and remain as you work toward your goal.

Action Plan and Knowledge Points for Substitutes

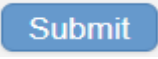
Step 2: Submit for CERT: Knowledge Points

Logon to Frontline Professional Growth at <https://app.frontlineeducation.com>

Click on **CERT: Knowledge Points** under Forms on the Navigation screen.

You will need to click on the arrow to expand the drop down menu.

ALL fields outlined in red are “required fields” and must be completed.

- Activity Information:
 - Activity Title: Fill in a descriptive title of the activity.
Example: Knowledge- **Modules for Using Zoom in the Classroom**
 - Relicensure Category: Select the appropriate category.
Content Standards- Activity was focused on content knowledge- math, science, etc.
Professional Standards- Activity was focused on instructional strategies or techniques
- Knowledge Activity Description: Provide a description of the activity in which you engaged.
- Summary: Identify the new information and concepts you learned from engaging in the activity.
Please note: it is important that you share a complete summary of your new learning.
- Date(s) of Activity:
 - If you engaged in the activity in one time frame-
Select the date.
Enter the start time and end time.
Enter your location (Examples: at home, online).
Please note: Points must be entered in increments of 30 minutes.
 - If you engaged in the activity in more than one time frame-
Use the drop-down to select the number of meeting dates.
Enter the start time and end time of each date.
Enter your location for each date (Examples: at home, online).
Please note: Points must be entered in increments of 30 minutes.
- Number or Hours:
 - Per KSDE regulations, 1 hour of learning = 1 professional development point.
Enter the number of points that matches your learning time.
Example: 1 and ½ hours = 1.5 points
- Goals and Objectives:
 - Select at least one of the objectives.
Please note: most activities will be
“Effective Strategies & Instructional Practices” or
“Management Strategies.”
Please do not mark goals for CLASSIFIED Staff.
- Purposes:
 - You will only mark, “Relicensure Points (Licensed/Cert).
Do not mark any of the other purposes.
- Click on the  button at the bottom of the form.
- **Your Knowledge Points** will be submitted for approval. Once approved they will appear in your portfolio and on your professional development transcript.