




How to put MLP Hours in TeachPoint

For staff in year 2 and year 3 of recertification

- Go to your school website
- Click on the staff tab and choose TeachPoint
- Sign in to Teachpoint
District =Timberlane Username=firstname.lastname Password=*****
(You can reset this password, if you forgot it click forgot my password)
- Click on the graduation cap  on the left side of the page
- Click the green NEW button on the right hand side
- A pull down menu will appear. Click on Record My Credits.
- The Record My Credits form will appear
- Choose your evaluator from the pull down menu.
- For the Program Title use **MLP for endorsement #1** (Type in your endorsement, example: Elementary Education K-8) If you have more than one endorsement area, you will need to complete and submit this form for each endorsement you have.
- Description: **Content area hours**
- Location: **Your assigned school** (Example Atkinson Academy)
- Start Date: **Year 2 (July 1, 2015) Year 3 (July 1, 2014)**
- Start Time: **6am**
- End date: **July 1, 2016**
- Hours: **Type in your hours you have accumulated for that endorsement area**
- Then choose a tag  to show the hours that go with your recertification endorsement area.
- If you have saved a digital copy of your MLP hours you can also attach that to this form by using the paperclip .
- Save all the evidence you have for the activities incase your evaluator asks for it. (attendance certificates etc).
- After you have completed the form, click **submit** on the top right side of the page.
- Your evaluator will approve the request to “record your credits” (hours).

Hours needed every 3 years for recertification: 75 minimum

Which are comprised of:

Content Area (30 hours)

Job embedded Learning/ Supporting School Goals (45 hours)

(Each additional endorsement needs an additional 30 hours)

October 2016

Link to directions with images:

https://docs.google.com/a/gapps.timberlane.net/document/d/1hCe3gBEi4Ze0WI_khIXd1ANh6AEdOxJ0IkmlgFgXx8/edit?usp=sharing