As per the regulations, teacher and principal evaluators are to be re-certified each year. This re-certification workshop for teacher and principal evaluators will provide updated information on APPR regulations during the transition period. Participants will review video on the entire evaluation cycle and how to use evidence for change during the post observation conferences.

**Dr. Lois R. Horgan** (formerly Dr. Lois R. Favre): Retired Superintendent of the Bridgehampton UFSD. A passionate educator, dedicated to improved teaching and learning through ongoing data review and informed decision making. A committed leader focused on identifying incremental changes that make a difference in the development of relationships and the creation of communities of learners (leaders, teachers and students) willing to take risks. Dr. Horgan has also served in Westchester County as a Director of Pupil Personnel Services, and as an Assistant Superintendent for Instruction and Curriculum and in Orange County as an Assistant Director of Pupil Personnel Services and as a Middle School Teacher.
**TO REGISTER FOR Eastern Suffolk BOCES WORKSHOPS, REGISTER THROUGH THE ACTIVITY CATALOG**

Check with your district to see if you are a member of Frontline/MyLearningPlan

For Frontline/MyLearningPlan Member Districts AND NON-Frontline/MyLearningPlan Member Districts:

To see available courses and to register:

- Go to the website: [http://webreg.esboces.org](http://webreg.esboces.org)
- Under ‘Search Options’ at the top center, select and check ‘Eastern Suffolk BOCES Professional Development Program’ from the drop down list and click search;
- Workshops are listed in chronological order
- Select the title of the course you would like to enroll in
- Click the ENROLL button at the bottom of the page
- Select the correct login method that applies to you (1) registered user; (2) new user; (3) MyLearningPlan.com user
- After you choose your login method then Enter User Name & Password – select Log in
- Enter and update (if needed) your personal account registration information
- Click Update & Continue
- Select payment method
- Click on the checkbox to agree to the Terms and Conditions regarding registration and/or cancellations – “REGISTRATION AND/OR CANCELLATIONS ARE DUE 10 SCHOOL DAYS PRIOR TO THE EVENT. THE DISTRICT WILL BE BILLED UNLESS CANCELLATION IS RECEIVED.”
- Click SUBMIT
- Select ‘Request Approval’ on the following screen if you are a Frontline/MyLearningPlan district - If you are a Frontline/MyLearningPlan District, and depending on your district, you will need to fill out the next screen titled “Regional Provider Form” making sure to fill out all required information; IF ALL NECESSARY INFORMATION IS NOT ENTERED, A FORM ERROR WILL BE OCCUR AND YOU WILL NOT BE FULLY ENROLLED
- Click SUBMIT once ALL fields are filled out
- If you are NOT a Frontline/MyLearningPlan district, print out the ENROLLMENT FORM and AFTER RECEIVING ADMINISTRATIVE SIGNATURE on this form, fax back to 631-240-8955
- You will receive an e-mail once you are fully registered
- Click RETURN TO MAIN and then LOGOUT to finish the process

**PLEASE NOTE THAT SUBMITTING ONLY AN INTERNAL CONFERENCE REQUEST FORM DOES NOT REGISTER YOU FOR OUR WORKSHOPS/CONFERENCES – IT MUST BE DONE THROUGH THE ESB REGIONAL CATALOG**