The NEW ACSI/FACCS/CGACS Master Inservice Program

Go To ACSI Master Inservice Online Program <u>www.schoolmission.net</u> Click on Teacher Inservice Training for Teachers and Staff Please call me if you would like more instructions 1-877-765-1116 (office) and 877-765-9116 (Fax). Email: barry.morris@wmcarey.edu

This important upgrade of our inservice program has several goals:

- 1) Reduce the amount of postage cost for member schools;
- 2) Reduce the amount of paper reports being stored by schools;
 - Provide online inservice reports for all teachers;
- 4) Allow teachers immediate access to improve the accuracy of the reports;
 - 5) To simplify the responsibilities of each inservice coordinator.



Select your webpage: Administrator (Total School) and Teacher (Individual Report)



EACH ASSOCIATION (ACSI, FACCS, AND CGACS) HAS ITS OWN HOMEPAGE.

On the homepage you will find downloadable files for your program.

Print out **Florida Teacher Certification Instructions** and give to any teacher wishing to begin the certification process. Request a SPECIAL DOE fingerprint card and Initial Certificate Application from Dr. Morris. Other fingerprint reports are not accepted by the Department of Education.

Component Listing – This form gives you the correct number for any particular inservice program you are requesting points.

PECD Program (PECD FAQS, PECD Manual, PECD Verification Sheet, Clinical Educator Summative Checklist) – These files are to be used when taking a teacher through the PECD Program. Only accredited schools can conduct the PECD program.



When you were enrolled in the program, the administrator received a school code and pin number. **STEP ONE:** The administrator enters the system, enrolls all the faculty and staff, and begins applying for inservice points.

STEP TWO: When you have enrolled all your teachers, then you give them their teacher code and pin number. This allows each teacher to check his/her own record online to insure its accuracy.

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This is the administrator's schoolpage. You have 14 menu options. Your first task is to enroll all your faculty and staff. The system will automatically assign a teacher number and pin number to everyone in your faculty and staff.

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Application Reports Not Yet Approved	
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Altamonte Christian School Application for Inservice Points				
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Course Description Number of School Participants Instructor's Name Instructor's Position Site of Inservice Activity Beginning Date Ending Date Submit Query	This is your application for inservice points. When you have completed an activity, you fill out this form and submit it for approval. You can find the correct component number using the Component List. If you are uncertain, then leave the component blank. I will fill it in. Number of inservice points is the exact number of contact hours with the trainer. There are no homework hours. Be sure to keep accurate records of the number of hours each teacher			
Done 2 Start G & S & S & S & S & S & S & S & S & S &	attended in any particular inservice activity. It is the job of the Inservice Coordinator to maintain the highest quality of inservice offerings.			