

Professional Learning Units
(PLUs) LEA Sign Off

2020-21

Last Updated On: March 8, 2021

Contents

A. Introduction	3
B. Accessing the PLU Sign-Off Module	4
C. Signing off PLUs	7
D. Additional things to keep in mind as you sign off:	8
1. Do all educators need PLUs signed off?	8
2. How about educators who are on leave of absence? Do I need to sign off on them? (New for 2021)	9
3. Who are the educators that I must report on Leave of Absence (New for 2021)?	9
4. What are aspirational benchmarks? (New for 2021)	9
5. Met vs. Met+	10
6. Sign Off Information	10
E. Other resources	11

A. Introduction

This document provides the information necessary for the Superintendent/designee to sign off on PLUs for certification renewal for educators employed in their LEA. This includes a brief summary of the procedure to complete the sign off, step-by-step screenshots and frequently asked questions.

Beginning January 1, 2020, educators need to complete PLUs as part of certification renewal requirements. Most educators will need LEA sign-off to confirm that PLUs have been completed. Educators employed by your LEA cannot renew their certificates until their PLUs requirements have been met. Therefore it is important that LEAs monitor this application for any educators flagged as needing PLUs.

The process for tracking the completion of PLUs is entirely at the discretion of the LEA.

If an educator requires PLUs for renewal, but the LEA has not signed off indicating that the educator has completed the PLUs, they will be alerted with the following message when they attempt to renew their certificate online in My eCert:

The screenshot shows a web interface with a yellow header bar containing the text "Select available option(s) below." Below this, there are two options, each with a checkbox. The first option, "Renew my certificates", is marked as "Not Available" in an orange box and has an information icon. A red message box is overlaid on this option, stating: "We have not received confirmation from your district of employment that you have met the required Professional Learning Units (PLUs) to renew your certificate(s). Please contact your local district of employment and have them submit this information to RIDE." The second option, "Add new certificates (beta)", is also marked as "Not Available" in an orange box and has an information icon. At the bottom of the interface are two buttons: "Cancel" and "Continue".

Data for this report is based on work assignment reported in Personnel Assignment Submission (PAS). Educators who are employed at your LEA, but are incorrectly reported in the PAS will not come up for sign off despite having certificates up for renewal. This could happen due to the following:

1. Educator has worked in your LEA, but was not reported in the PAS.
2. Educator was reported in the PAS but was marked as 'Long Term Substitute'. This flag may have accurate in a previous year, but is no longer the case.
3. Educator was reported as working in a One Year Assignment, but is actually in a regular position.

B. Accessing the PLU Sign-Off Module

1. The PLU Sign Off Module is available within the Personnel Data Collection (PDC) system in eRIDE. To access eRIDE, go to <https://www.eride.ri.gov/> using a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Safari and enter your user name and password.

The screenshot shows the eRIDE login page. On the left is a blue sidebar with a list of links: e-RIDE Home, State Reporting, School & District Profiles, Statistical Reports, Schools Directory, RIDE Staff, Data Dictionary, Data Calendar, Report Cards, Information Works!, Trainings/Workshops, RIDE Web Site, and eRIDE Login. The main content area has a header with the Rhode Island Department of Elementary and Secondary Education logo and the title 'Information Services'. Below the header is a 'Welcome to eRIDE!' message followed by a paragraph about the No Child Left Behind Act and eRIDE's purpose. There is a login form with fields for 'User Login:' and 'Password:', a 'Login' button, and a 'Login/Password Lookup' link. To the right of the login form is a 'SECURED BY Geotrust' badge showing a date of 14-Jan-13 14:58 GMT. Below the login form is a link to 'Teacher Certification'. At the bottom, it says 'eRIDE is developed by Rhode Island Department of Education. For further information please email helpdesk@ride.ri.gov. Public URL: <http://www.eride.ri.gov/>. There are currently (45) Active Users'.

- ✓ You will **need an eRIDE account** to access the PDC module. Your LEA's data manager has the ability to generate eRIDE user accounts and grant the access to the PDC module.
 - ✓ If you have an eRIDE account, but **do not know your password**, please visit <https://www.eride.ri.gov/users/PasswordRetrieve.asp>.
2. Once you log in to eRIDE, you will see a listing of applications that you have access to. Click on the icon available to you titled – Personnel Data Collection.




The screenshot shows the eRIDE user profile page. The left sidebar is the same as the login page. The main content area has a header with the Rhode Island Department of Elementary and Secondary Education logo and the title 'Information Services'. Below the header is a 'Welcome to eRIDE!' message. The user profile is displayed for 'elan10'. It includes fields for Name, Email, Phone, and District/Office, with corresponding values: PDC Tester, elizabeth.landry@ride.ri.gov, 401-222-8995, and Providence. There are links for 'Edit my Profile' and 'Change Password'. Below the profile information is a section titled 'YOUR eRIDE portal for Providence' which states: 'You have been given special access to the following database applications for your district/school. Simply click on the application icon to submit, update and manage your data.' At the bottom of this section is an icon of three people and the text 'Personnel Data Collection'.

- ✓ If you have an eRIDE account but do not see the PDC module upon login, please contact your LEA data manager for access.


3. On the landing page of the PDC system, click on **Professional Learning Units (LEA Sign-Off)**:

Select an Application


Select an icon below to continue to that application.




Personnel Assignment Submission: Personnel Assignment Submission data includes data describing each assignment for all staff members that are currently employed in districts and schools. This important data collection is used for various purposes at RIDE, including accountability reports, teacher certification renewals, and the ESSA Report card. It is important that this data is kept up-to-date.



Professional Learning Units (LEA Sign-off): Educators need Professional Learning Units (PLU) as part of certification renewal requirements. Starting with the certificates expiring in 2020, most educators will need a District / LEA sign-off on whether professional learning credits have been met. Not sign-off on this data results in educators not being able to fully renew their certificates. So it is important that LEAs monitor this application for any educators flagged as needing PLU credits.



Educator Attendance Collection: Educator Attendance data includes information for every school day for every educator describing the educator's attendance. This data is used for various accountability measures, such as the ESSA report card, which provides a star rating for every school and district based on many metrics, including teacher chronic absenteeism. Educator absences need to be reported on this application regularly.





Educator Evaluation Collection: Educator Evaluation systems in Rhode Island aim to establish a common vision of educator quality within a district and emphasize the professional growth and continuous improvement of individual educators' professional practice. District educator evaluation models and procedures in Rhode Island have changed significantly over time and continue to evolve based on feedback and best practice, all in pursuit of ensuring that evaluations provide meaningful, actionable information to inform changes in practice. Educator Evaluation data includes components of the evaluation scores and the final effectiveness rating of all educators evaluated.


4. Start at this page for your LEA. This displays the names and certification IDs of all the educators who are employed at your LEA and reported in the Personnel Assignment Submission (PAS), have certificates expiring this year, and require PLU sign off.


Instructions [Export Data](#)


The following educators in your school or district have certificates expiring soon. A PLU status needs to be provided to allow these educators to renew their certificate(s). To do this, (1) select one or more educators below; (2) select the appropriate PLU status to apply from the drop-down; lastly, (3) click the button to set status. Rows change colors as you complete this form.

District 

Expiration Year  2020 ☐ Hide completed

School  All Schools

Display  Educators Needing PLU Sign-Off

Mark Selected Educators As ... 

Select a Status to Mark First

The next page contains a detailed description of all parts of the screen.

View educators by school, or view All Schools

View status of each row

Action: Check this box to show only those names that are pending sign off

Number of educators needing PLU sign off

Action: Check these boxes to select educators, or click 'Select All' above the column

Action: Select the dropdown to set the PLU completion status

Names and CertificationID of educators

Educators' assigned school(s)

Instructions

The following educators in your school or district have certificates expiring soon. A PLU status needs to be provided to allow these educators to renew their certificates. To do this, (1) select one or more educators below; (2) select the appropriate PLU status to apply from the drop-down; lastly, (3) click the button to set status. Rows change colors as you complete this form.

District: Expiration Year: 2020 ☐ Hide completed

School: All Schools Display: Educators Needing PLU Sign-off

Mark Selected Educators As ... Select a Status to Mark as ...

Select All Educators Needing Status: 16/16 Last Updated: Never

CertID	Name	Status	School(s)
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	

Displaying 16 Rows

Met indicates educators have all required PLUs; "Met+", implies they have also attained additional aspirational benchmarks.

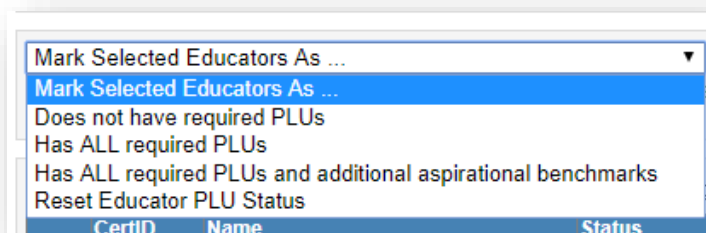
5. Here is where you can manage all the tasks related to PLU sign off in your LEA. You can:
 - a. View a list of all the educators working in your LEA who need PLUs signed off in order to renew.
 - b. Filter the list by school, or view all schools.
 - c. Select educators and set their PLU completion status to one of the following:
 - a. Met: Has all required PLUs
 - b. Met+: Has all required PLUs and additional [aspirational benchmarks](#)
 - c. Not Met: Does not have required PLUs
 - d. Reset the status in the event of an error.
 - e. Click on the educator's name to view the detail screen with certificates held, used and name and date stamp of PLU sign off.
 - f. Use Control-F to search for a particular user.

C. Signing off PLUs

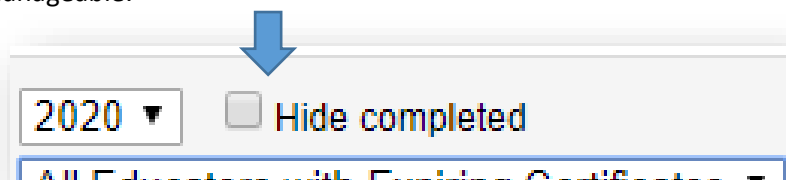
1. The list of educators will also show the status in the middle column – saying ‘Needs Action’. In addition, the grid background comes up without any color.
2. As you complete the sign off for educators on this list, the status will change, and with it the background color will change as well.

CertID	Name	Status	School(s)
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Met	
<input type="checkbox"/>		Met	
<input type="checkbox"/>		Needs Action	
<input checked="" type="checkbox"/>		Met+	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Needs Action	
<input type="checkbox"/>		Not Met	
<input type="checkbox"/>		Needs Action	

3. Educators may be marked as:
 - a. Met: Has all required PLUs (light green)
 - b. Met+: Has all required PLUs and additional aspirational benchmarks (dark green)
 - c. Not Met: Does not have required PLUs (red)
4. To mark educators:
 - a. Click on the check boxes to select educators (one by one, or click Select All)
 - b. Select the status in the dropdown above titled ‘Mark Selected Educators As’
 - c. Click on the ‘Mark Selected Educators’ next to it to set the status
 - d. Accept the confirmation pop-up box on the screen



5. Check the Hide Completed checkbox to filter out the completed rows. This will help keep the list manageable.



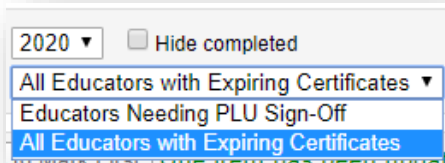
D. Additional things to keep in mind as you sign off:

1. Do all educators need PLUs signed off?

While all educators in your LEA may participate in some professional learning as outlined in your professional learning plans (PL Plans), not every educator in your LEA will need to complete PLUs for certificate renewal. PLU are required based on the educator's continuous employment in a regular position for the entire duration of the certificate(s) being renewed.

To this end, business rules running in the background make that determination. However, it is possible that an educator's work assignment was reported incorrectly. LEAs needing to make adjustments to the educators' current work assignments can do so in the PAS. This is available from the [landing](#) page of this section.

In your sign-off list, you can toggle the list to show all educators who have expiring certificates, regardless of them requiring PLUs for renewal.



Those educators who do not need PLUs for renewal will be displayed without a checkbox as no action is necessary.

	CertID	Name	Status	School(s)
<input type="checkbox"/>			Needs Action	
<input type="checkbox"/>			Met	
<input type="checkbox"/>			Met	
<input type="checkbox"/>			Needs Action	
<input type="checkbox"/>			Needs Action	
<input checked="" type="checkbox"/>			Met+	
<input type="checkbox"/>			Needs Action	
<input type="checkbox"/>			Needs Action	
<input type="checkbox"/>			Not Met	
<input type="checkbox"/>			Needs Action	
<input type="checkbox"/>			Needs Action	

2. How about educators who are on leave of absence? Do I need to sign off on them? (New for 2021)

Prior to 2021, educators who are on leave of absence for one or more years were just deleted from the Personnel Assignment Submission (PAS). This led to a problem when educators had completed the required number of PLUs and were otherwise eligible to progress from an Initial (3-year) certificate to a Professional (5-year) certificate, but were unable to do so ONLY due to not having sufficient years of work history.

Starting in 2021, educators who are on a *leave of absence* for the **entire** school year must be reported in the Leave of Absence Verification module. This will count such educators as maintaining their work history and will allow them to progress on their certificates upon completion of the required prorated number of PLUs

When educators are reported in the Leave of Absence Verification in the PAS, they will appear on the list of educators needing sign off. Such educators will be marked with an asterisk (**) to denote that they are on a leave of absence.

3. Who are the educators that I must report on Leave of Absence (New for 2021)?

Starting with the school year 2020-21, any educator who is on a leave of absence for the entire school year (*from the start of the school year in September through the end of the school year in June*), must be reported in the Leave of Absence Verification module. Such a leave of absence may be paid or unpaid, and reporting is necessary regardless of when the educator's certificate expires.

With regards to renewal of full certificates (Initial, Professional, or Advanced), [certification regulations](#) state that:

If the applicant was employed in a publicly funded educational setting but was on leave for one (1) or more years, a prorated number of units will be submitted....

Therefore any certified educator, employed in your LEA and is on a Leave-Of-Absence starting in school year 2021 and after, must be reported.

4. What are aspirational benchmarks? (New for 2021)

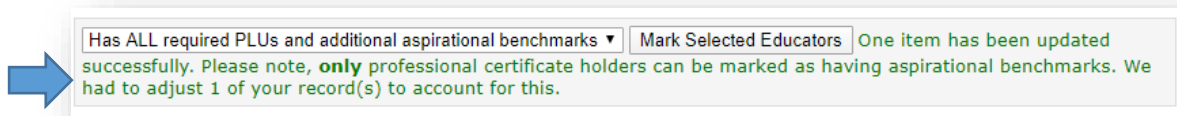
The five aspirational benchmarks are:

- Attainment or renewal of National Board Certification
- Conferral of an advanced degree in a related subject or content area, from an accredited institution of higher learning
- Receipt of state (RIDE) or national recognition such as the Milken Award, State Teacher of the Year, Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST)
- Issuance of additional RIDE certification in one of the [Expert Residency Shortage Areas identified by RIDE](#)
- Completion of National Institute of School Leadership (NISL) training program (New for 2021)

5. Met vs. Met+

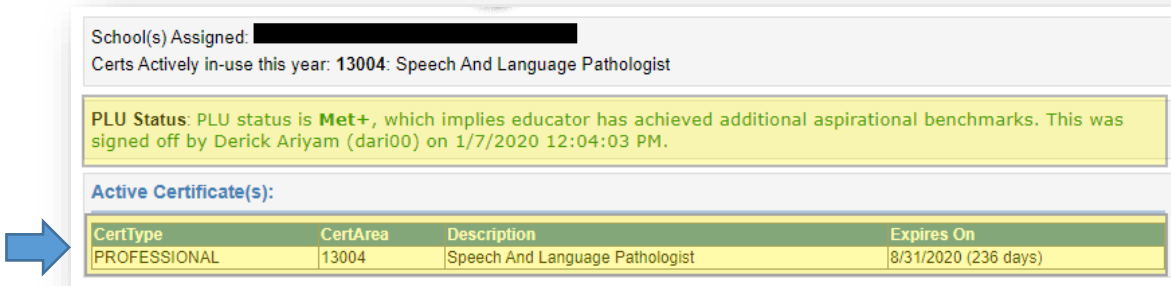
Educators who complete an aspirational benchmark in addition to the required PLUs **while holding Professional (5YR) certificates** are the only ones who can be marked as 'Met+'. Educator who hold only Initial (3YR) certificates cannot be marked as 'Met+'.

In the event that an educator is marked 'Met+' incorrectly, the system will set them to Met status and the screen will alert you accordingly. Educators marked as 'Met+' will be required to upload evidence of the aspirational benchmark acquired.



6. Sign Off Information

You can see who signed off on the educator's PLUs, a timestamp, as well as all certificates held by the educator by clicking on the educator's name and reviewing the detail screen.



E. Other resources

For information about certification renewal, please go to the certification webpage at:

<https://www.ride.ri.gov/certification>

For more details on Professional Learning, you can also visit:

<https://www.ride.ri.gov/TeachersAdministrators/ProfessionalLearning.aspx>