

WECA

Monthly Curriculum Development Meetings *(Work Experience Coordinators' Association)*

This meeting is designed for BOCES and School District Work Experience Coordinators. Join your Nassau and Suffolk colleagues for meetings to develop curriculum for the 21st Century W E Coordinator. These monthly seminars will be centered on the following topics:

- Job Preparation for Our Students
- Job Success
- Career Planning Techniques
- Use of Modern Technology in the Work Experience Programs

Best practices in Work Experience programs and Career Planning will be shared on a monthly basis. An agenda is set for each meeting and will include topics of interest to all WEC's. Guest speakers from colleges and the business community will add real world experiences to our meetings. You do not have to be a practicing coordinator at this time to benefit from our meetings. All educators such as Business, Special Education and Counselors are invited to attend.

"Promoting Professional Collaboration for Work-based Learning Success!"

Facilitated by: Susan Gubing, Marypat Grafstein, and Diane Nelson

Thursdays, September 30, 2010

November 4, 2010

December 9, 2010

January 13, 2011

February 17, 2011

April 7, 2011

Please register for each date individually!!

Time: 12:30pm - 3:00pm

Location: Western Suffolk BOCES

Div. of Instructional Support Svcs

31 Lee Avenue, Wheatley Heights, NY 11798

Cost: FREE

To register using My Learning Plan/WebReg, please copy this link into your browser:

<http://www.wsboces.org/webreg>

For registration instructions, please see the reverse side (pg 2) of this flyer.

Need information? dmaxwell@wsboces.org or 631-595-6829

Western Suffolk BOCES Professional Development Web Registration Directions

Check with your district to see if you are a member of My Learning Plan Workshop flyer maps for directions can be found on MLP

For My Learning Plan Member Districts

If you are a member of My Learning Plan, you will be given a user name and password by your district. To see courses and to register, please do the following:

- ⇒ Log onto www.mylearningplan.com
- ⇒ Click on the Western Suffolk BOCES Catalog link

If your district does NOT have a link to the WS BOCES catalog, please copy this link into your web browser

<http://www.wsboces.org/WebReg>

- ⇒ Select the course you'd like to enroll in
- ⇒ When ready, click the "Click to Enroll" button
- ⇒ Click MLP Users (Enter User Name & Password - Log in)
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "Next" button
- ⇒ Click Terms and Conditions button
- ⇒ Print the confirming enrollment form
- ⇒ Scroll down and read the rest of the information on the final screen
- ⇒ You will receive an email when you are registered

For Non-My Learning Plan Districts

Please click on this link to see the WS BOCES catalog.

<http://www.wsboces.org/WebReg>

At the top of the page will be a purple box. The workshops are divided up into programs.

- ⇒ Highlight the program you'd like to search workshops in and "search catalog"
- ⇒ Workshops will be listed in date order
- ⇒ Select the course you would like to enroll in
- ⇒ Click the "click to enroll" button
- ⇒ **Registered Users:** click "I'm a Registered User", then enter your email address and password to log in. Click "update and continue".
- ⇒ **New Users:** Click on "I'm a New User" and complete the form. When finished, click the "Create Account" button.
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "next" button
- ⇒ Click Terms and Conditions button
- ⇒ **PRINT THE CONFIRMING ENROLLMENT FORM. AFTER RECEIVING ADMINISTRATIVE SIGNATURE, Please fax to WS BOCES at 631-623-4915**
- ⇒ Click return to main
- ⇒ Click "logout" button to finish the process
- ⇒ You will receive an email when you are registered.