



**Department of  
Education**

**BUREAU OF NONPUBLIC SCHOOL REIMBURSABLE SERVICES**  
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**M E M O R A N D U M**

**To:** Nonpublic School Principals  
**From:** Eric Lynn, Instructional Program Specialist—Title IIA  
**Re:** Title IIA In-service Courses, Summer 2009  
**Date:** April 20, 2009

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The New York City Department of Education, Bureau of Nonpublic School Reimbursable Services, will be offering In-service workshops that will be implemented at the various sites on the dates and times indicated in this catalogue. Please be advised that enrollment in these workshops and courses is limited and will be filled on a first-come, first-served basis. *The No Child Left Behind (NCLB) Act of 2001*, Title IIA Professional Development Program, provides assistance for this initiative.

The target audience for this initiative will be talented nonpublic school teachers and administrators who wish to expand their knowledge of pedagogy skills and best practices.

Requests for enrollment as well as principal affirmation of requests for enrollment for Summer 2009 in-service courses and workshops will be conducted **ONLINE beginning the week of April 20, 2009. Registration will end Friday, May 15, 2009 at 3:00 PM. Please note that this deadline is for requesting an enrollment as well as having requests affirmed online by your principal. If you are a principal requesting enrollment, you must still affirm your request for enrollment using the school login and password on Protraxx.**

To request enrollment for courses, log in to the website at: [www.protraxx.com](http://www.protraxx.com)

Title IIA professional development courses will be implemented at the various sites on the dates and times indicated in this catalogue. Please be advised that enrollment in these workshops and courses is limited and will be filled on a first-come, first-served basis.

**Only those participants who have been accepted will receive notification, via email, confirming their registration in a Title IIA in-service workshop or course.**

**Enrolling in Activity Classes Online**

To request enrollment in activities (in-service courses and workshops) offered, you must be registered user. Utilize the following steps in order to register/logon.

## **HOW TO REQUEST ENROLLMENT IN A WORKSHOP:**

1. Log on to [www.protraxx.com](http://www.protraxx.com)
2. Click on *Online Catalog*
3. then click, *New York City Bureau of Nonpublic School Reimbursable Services*

### **New User**

This is for participants who have not taken a class through this system before and have not yet entered their personal information. You only register (create an account) once. Your personal information will remain secure and private.

- Click '**REGISTER**' in the new user area to create and account. Once you have created an account you may proceed as a registered user.

### **Registered User**

- Enter username and password, click 'login here'
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## **Enrollment Request Procedures (continued)**

### **Requesting Enrollment in Activities**

Search the catalog of offerings by scrolling through the list sorted in alphabetical order by subject area. Each activity class being offered will list the following:

- **Activity Code** – The 11-digit code identifying this activity class.
- **Sub Title** – Course or workshop number and other information such as days of the week, online, etc.
- **Description** – A description of the activity class.
- **Session Count:** The number of sessions and the dates that this class will meet are included. Participants are expected to attend all associated dates. If the class is an ONLINE class then you will see one date with a location of ONLINE.
- **Schedule:** The dates, times, and locations of each session will be listed here. If the schedule has one date with a location of ONLINE, then that class is an ONLINE class.

**Enroll Now** – Click here to request enrollment in the activity class of your choice.

To continue searching for activity classes, click [Back to Activity Class Catalog](#).

### **STATUS**

- |            |   |
|------------|---|
| PENDING-   | You have successfully enrolled in an activity. Your school's administrator must affirm your enrollment. |
| APPROVED-  | Your enrollment has been affirmed by your school's administrator  |
| CONFIRMED- | The Title IIA office has confirmed your participation in the workshop/course you selected.              |

## **AFFIRMATION**

Your principal/administrator must affirm your enrollment by logging on to [www.protraxx.com](http://www.protraxx.com) with the school's assigned username and password. **USE PREVIOUSLY ASSIGNED USERNAME AND PASSWORD.**

**Once you request enrollment in a course it will be PENDING until your status is affirmed by the school principal. At this time your request status will be approved at the school level. Your request for enrollment is not fully approved until you get a confirmation email with the enrollment status of CONFIRMED from the Title IIA office.**

Username and password assignments may be obtained by the principal/administrator emailing [Lshang@schools.nyc.gov](mailto:Lshang@schools.nyc.gov). The subject line should read: **ADMINISTRATOR'S USERNAME AND PASSWORD.** Also include the following information: Name/Title, School/BEDS code

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## **Title IIA Cancellation Policy**

It is expected that anyone registering for a course or workshop will attend since not participating will result in another applicant being excluded from a given course. Please do not sign up for courses or workshops you **do not intend** to participate in. ***You will be allowed to cancel one course per semester without a penalty as long as there is a legitimate reason. Please note that a history of cancellations constitutes cause for enrollment requests to be denied.***

### **To Cancel Attendance in a Title IIA Course or Workshop:**

If you are unable to attend a course or workshop, please use the following guidelines:

#### **A) Procedure to use up until 48 hours before the class starts:**

1. Contact the Title IIA office by emailing [lshang@schools.nyc.gov](mailto:lshang@schools.nyc.gov) .
2. Go to [www.protraxx.com](http://www.protraxx.com). Select Online Catalogues located on the top right hand corner.
3. Select Bureau of Nonpublic School Reimbursable Services catalogue and log in.
4. On the right side of the page you will see a section called "User Information" in the middle of a yellow box.
5. Click on the link for "Enrollment Management."
6. You will now see a list of all the classes you are enrolled in.
7. Click on the word "Withdraw" next to the class you want to withdraw from and you will be removed from the course or workshop.

#### **B) Procedure to use if you need to cancel up until the day before the workshop or course:**

1. Contact the Title IIA office by emailing [lshang@schools.nyc.gov](mailto:lshang@schools.nyc.gov) .
2. In the event email is unavailable, you must fax the Title IIA office at 718-935-5902 to inform us of your cancellation.

The consequence of not informing us using the above guidelines is that you will be **prevented from participating** in the Title IIA Professional Development Program for the **upcoming year**.

### **Cancelled Workshops and Courses**

If a course or workshop that you requested enrollment in is cancelled, you will be allowed to substitute a course or workshop in its place within the registration period. When you are emailed the cancellation notice, you will be provided with information on available courses and workshops.

If you have any questions please email Lisa Shang at [Lshang@schools.nyc.gov](mailto:Lshang@schools.nyc.gov), or call (718) 935-4975.

Thank you for your cooperation.

Encls.

c. Caren Zayde Moncher

John L. Byrne

Nonpublic School Standing Committee