

## **Frontline Education – Professional Growth User Information Sheet**

**Step 1:** Open the invitation email to set up access to Professional Growth if you haven't done so already.

**Step 2:** Go to Mid-East's website ([www.mideastctc.org](http://www.mideastctc.org)) and click on the "Professional Growth (LPDC)" link under the "Staff" dropdown box.

Sign in using the username and password information that was created from the invitation email.

**Step 3:** In the navigation box, click on "My Info" to view your user profile.

**Step 4:** Under "My Info" in the navigation box, click on "My Portfolio" to view CEUs and/or credits that have been approved. You must click on each activity to see what type of activity it was (CEU request, tuition reimbursement request, etc.).

**Step 5:** Under "Forms" in the navigation box, you can complete the following forms and submit for approval when necessary:

- Special Activities Log
- CEU Request
- Special Projects Pre-Approval
- Tuition Reimbursement
- IPDP – Administrators
- IPDP – Teachers

**If you currently hold a Resident Educator/Alternative Resident Educator license, you will only submit the Tuition Reimbursement form for approval by the Superintendent until you receive your 5-year professional license.**