

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) 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 one of the following licenses, you will only submit the Tuition Reimbursement form for approval by the Superintendent until you receive your 5-year professional license:

- **Alternative Resident Educator**
- **Career Technical Workforce Development**
- **Resident Educator**