

Where to find Your Participant Evaluation

- Go to GCRTC's homepage, <http://www.teachers-center.org/>
- Scroll to the bottom of the page and select, Professional Development Planning – MyLearningPlan Registration.
- Once in My Learning Plan, (on the top right) select login.
- Enter your username and password.
- Select the course in your portfolio to evaluate.
- Scroll to the bottom of the course page. Under "Actions" please select, "Participant Response", or "Participant Evaluation", this is the course evaluation that you need to complete before obtaining the certificate.
- After this step is done, please email Amy Carinci at amy@teachers-center.org and I will verify your attendance and "Complete" you in the course.
- If you have difficulties finding your evaluation, the following screencast will walk you through the process: <http://screencast.com/t/CPrie41Tnij>
- Contact Amy Carinci at amy@teachers-center.org or by phone at: [\(518\) 489-0568](tel:5184890568) with any questions.

How to Access and Print Certificate of Completion

- Go to GCRTC's homepage, <http://www.teachers-center.org/>
- Scroll to the bottom of the page and select, Professional Development Planning – MyLearningPlan Registration.
- Once in My Learning Plan, (on the top right) select login.
- Enter your username and password.
- Select the course in your portfolio to evaluate
- Scroll to the bottom of the course page. Under "Actions" please select, "Print Certificate.
- Your certificate is now be available.
- If you have difficulties accessing your certificate, the following screencast will walk you through the process: <http://screencast.com/t/qdA5mHCzDg>
- Contact Amy Carinci at amy@teachers-center.org or by phone at: [\(518\) 489-0568](tel:5184890568) with any questions.