Comply Requests – Act 48 Inservice Event (After Specific Event Submit Request and Feedback)

How To – To create this item on your portal, follow the directions below.

1) Log into Comply

2) Requests → Templates

3) Search for and locate the Template called *Act 48 – Inservice Event (After Specific Event Submit Request and Feedback)* → View

4) From the item's detail page, select Actions → Duplicate

5) From the edit compliance item page, customize the item to the unique needs of your school district.

    a. Title – edit to be the specific name of the inservice event. Include date of inservice if appropriate for identification purposes (Example: 2020 August 20 – School Safety).

    b. Description – leave as is or edit as needed

    c. Instructions – leave as is or edit as needed

    d. Person of Contact – add person(s) of contact

    e. What is required of the user? – leave as is (box checked for Completed Questionnaire)

    f. Request Availability – leave as is (Always Available) or edit to select a specific dates of availability

    g. Request Assignment – leave as is (item will be available for everyone) or Add/Manage Group Assignment to specify which groups of users can access item

    h. Approver Request Reminders – leave as is or edit as needed (add additional reminders for approvers)

    i. Approver Email Preference – leave as is (Daily Summary)

    j. Questionnaire – editing questionnaire will occur in step # 8

    k. Resources – leave as is or edit as needed (add links and/or documents)

    l. Approval Stages – add one or more approval stages as needed. Note – Each approval stage must have one or more approvers. If more than one approver is added to an approval stage, you can allow the user to select the appropriate person to submit their request. Upon final approval, Act 48 Hours will be submitted to PERMS.

  m. Tags – add tag as needed

  n. Act 48 Details – complete the following

    1. Act 48 Hours are Applicable – leave marked as Yes

    2. Event Type – leave as is. Event Type is set to Item Based because the Act 48 event details are the same for all end users.

    3. Hours – enter the hours earned for the specific inservice event

    4. Provider – leave as name of school district

    5. Event Name – enter the start date and end date of the inservice event

    6. Activity Type – leave as is

    7. Course Type – select the appropriate course type

    8. Sub-Type – select the appropriate sub-type

    9. Apply to Paraeducators – mark as Yes if paraeducators will be in attendance and if they can earn hours for this event

    10. CEC Performance Based Standard – if this event applies to paraeducators, select the appropriate standard

6) Request Follow-Up

  a. Require follow-up for every request – leave as <u>NOT</u> required

7) Save, Publish, and Close the item

8) From Questionnaire Management → Templates

  a. Locate the Template titled, **Professional Development Feedback Form (Basic)** → Actions → Edit

  b. From the Edit Questionnaire page, customize the form…

    • Title – edit title as needed and be sure to remove template copy

    • Questions – edit questions and add questions as needed

    • When finished Save → Close

9) Locate and return to your item from Requests → Request Management → My Request Supervision to view this available Request.

Note: This Request item is now accessible to users under "Available Requests" and can be completed at will.