

Introduction to Professional Learning for New Teachers FAQ

1. Who can register for the Introduction to Professional Learning for New Teachers?

Here are the three criteria participants must meet in order to be eligible to attend:

- 1) You are a **new teacher**, meaning you are entering your first year in a position at a DOE school – or– you are an **experienced teacher but new to the NYC Department of Education (DOE)**, meaning you’ve taught in other districts, cities, states, or in a non-public school setting. New hires in all grade levels and content areas who hold Transitional, Initial, or Professional Certificates are welcome.
- 2) You have **secured a teaching position** for the 2015-2016 school year.
- 3) You have **submitted a complete application to the DOE’s [Online Teacher Application](#)**.

Assuming you meet these criteria, you will receive an email inviting you to register. The email will contain a link that will direct you to the registration platform. The platform is the same as the platform you used to apply to the DOE. Once you log in, you will be directed to the registration page.

2. Where and when is the Introduction to Professional Learning for New Teachers?

This valuable experience is scheduled for August 24th-27th, 2015 and will occur at three different locations. Two locations are in downtown Brooklyn and one is in lower Manhattan. Specific details about locations and session information will be available to participants once they log into the registration platform.

3. Is this the same thing as a New Teacher Orientation?

Most New Teacher Orientations are stand-alone events that primarily emphasize “need to know” information for new hires. This experience is designed to do much more than that. The Introduction to Professional Learning for New Teachers is a milestone event in DOE teachers’ careers because it marks the beginning of a continuous learning journey that will stretch far beyond Year 1. The DOE is deeply committed to engaging teachers at every stage of their career.

4. What if I can’t make it to the Introduction to Professional Learning for New Teachers?

All presentation materials and key handouts will be made available online in early September, so new hires who were not in attendance will have a chance to access and peruse the content at their convenience.

5. Is attendance mandatory?

While it’s not mandatory, it is *highly encouraged* that new hires attend. There are many benefits to attending, including:

- Comprehensive introductions to a wide range of topics pertaining to new teachers, developed and facilitated by DOE experts
- Attending a New Hire Fair staffed by key offices from the DOE and the United Federation of Teachers
- Meeting and building relationships with other new teachers across the city

6. Will I be paid for attending?

No; the Introduction to Professional Learning for New Teachers week occurs prior to new hires' effective date of employment (September 8, 2015).

7. Will there be food?

No; the host sites have strict rules about bringing food into their classrooms and meeting spaces, so we cannot provide refreshments on site. Please note that water is allowed. Also, all three locations are in close proximity to coffee shops, cafes, and restaurants so participants have easy access to food during meal times.

8. What should I wear?

This is a casual event. You may wear comfortable attire.

9. What types of sessions will be presented during the Introduction to Professional Learning for New Teachers?

[Click here](#) to read more about each of these sessions. Recommended sessions for each certification area will be available on the registration portal. There will also be a **New Hire Fair** at one of the locations on Monday, Tuesday, and Thursday afternoons from 12 – 5pm. New hires can stop by to talk to representatives from the DOE's Division of Human Resources and the UFT, get questions answered, pick up helpful HR resources, and learn about all the benefits associated with being a DOE employee.

10. How many sessions can I register to attend?

Participants can attend up to **two sessions a day** (one morning session and one afternoon session) and up to **four sessions total**.

11. Does my Principal know about the Introduction to Professional Learning for New Teachers?

Principals have been made aware of this event through multiple communication channels. We do recommend you let your Principal know you're planning to participate.

12. I registered to attend sessions but now I'm unable to come. What should I do?

Thanks for letting us know that you can't attend. It helps us keep our numbers as accurate as possible. To cancel your registration for one or more sessions: log back into the registration portal, find the session(s) you're no longer planning to attend, and click the corresponding button to change your registration status. If you'd like to choose a new time/date to attend that session, you'll need to email NewTeacherSupport@schools.nyc.gov and request to re-register for that session. Please include the name of the session in your email.

13. What should I bring?

If you registered in advance, we will check you in when you arrive. You do not need a ticket. You'll be given a folder to collect handouts from facilitators—you won't leave any session empty-handed! We recommend you also bring paper or a device for note-taking. Please note: due to bandwidth capacity, we cannot guarantee you'll have internet access at every location. Make sure your plan for note-taking doesn't rely on an internet connection.

14. What time should I arrive at my site?

Morning sessions begin at 9 am and afternoon sessions begin at 1 pm sharp. You should plan to arrive **30 minutes early** to check-in, find your room, and get settled so facilitators are able to begin—and end--on time. Please note: **participants and walk-ins arriving more than 30 minutes late to a session will not be granted entry.**

15. I'm a new hire and not registered for any sessions, but I'd still like to come to New Teacher Week. Can I attend as a walk-in?

Walk-ins can be accommodated at any of the three sites provided that there are still seats available. Make sure to arrive by **8:30 am** for the morning sessions and **12:30 pm** for the afternoon sessions so we have time to register you appropriately. Let the staff members on site know you're a walk-in and they will direct you to the appropriate table.

16. Where can I find more information about the Introduction to Professional Learning for New Teachers?

Check our [website](#) for details and updates throughout the summer. More information is also available to new hires on the registration portal.