



Department of Professional Learning

ESP

Graduate Study Planning

*Policies and Procedures for
Professional Growth for ESP*



TO: All ESPA Staff Members
FROM: Gabriella Stetz Jackson, Ed.D.
Director of Professional Learning
gabriella.stetz@d214.org | 847.718.7454

SUBJECT: DISTRICT 214 GUIDELINES FOR PROFESSIONAL GROWTH

The Professional Learning Department is pleased to support the continued professional growth of our ESP staff.

Per the Educational Support Personnel Agreement (pages 23-24):

Tuition incentives will be provided to employees when taking courses to continue their education and to provide professional growth in their present assignment and/or another District 214 position.

Program Guidelines:

- A. Employees in full-time ESP assignment with at least **one year** of full-time ESP district service will be eligible to participate in the program.
- B. Tuition support will be provided for up to six (6) semester hours of credit per semester and up to twelve (12) semester hours in the summer which may be taken at fully accredited colleges or universities or approved institutions of learning.
- C. Tuition support will be contingent upon successful completion of the course(s) and will be reimbursed at a rate of **up to 75% of tuition, not to exceed \$250 per semester hour of credit**. Tuition reimbursement will only be provided during the term of employment.
- D. For full-time employees in the district (with at least one year of full-time district service), with a portion of their assignment being ESP, the rate of tuition reimbursement will be based on the percent of the ESP assignment, following guidelines B & C according to the following formula: Tuition (based on guidelines in B) times up to 75% (based on guidelines in C) divided by the percent of ESP assignment equals the rate of reimbursement.
- E. The program will be administered by a committee consisting of three Board representatives and three Association representatives. ESPA committee members will be determined by the Association. The decision of the committee is final and not grievable.
- F. This committee will be responsible for determining eligibility, reviewing each tuition reimbursement request, and approving/denying said request.
- G. The Board shall budget \$30,000 for tuition reimbursement annually.
- H. An employee who has received tuition reimbursement and then voluntarily separates from



employment within one (1) school year following the school year in which an approved course was completed shall repay the full amount of such tuition reimbursement. Payment shall be through payroll deduction to the fullest extent possible. Otherwise, payment shall be due within thirty (30) days of the employee's receipt of a notice of repayment to the District. The District shall be entitled to recover its reasonable costs and attorney's fees if it initiates legal action to collect overdue re-payments.

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Reimbursement Guidelines

Reimbursement Guidelines include:

1. The maximum number of approved semester hours for fall and spring is 6. The maximum for summer is 12 semester hours.
2. College coursework must be taken from an accredited institution and meet all standards cited on the agreement and policies.
3. The tuition reimbursement seasons are as follows. Courses approved for reimbursement that end AFTER these deadlines will be reimbursed at the next reimbursement season.

Summer	courses end before September 1
<i>Maximum Credit Hours:</i>	12 credit hours
<i>Grades and Proof of Payment Due in ProTraxx:</i>	November 15
Fall	courses end before January 1
<i>Maximum Credit Hours:</i>	6 credit hours
<i>Grades and Proof of Payment Due in ProTraxx:</i>	March 1
Spring	courses end before June 1
<i>Maximum Credit Hours:</i>	6 credit hours
<i>Grades and Proof of Payment Due in ProTraxx:</i>	June 8

4. Contact your *Professional Learning Building Rep* to open your Graduate Study Plan:
 - a. Franca Cirrincione – x7732 | franca.cirrincione@d214.org | EGHS, RMHS, WHS, VAN, INA
 - b. Jackie Martino – x7734 | jackie.martino@d214.org | BGHS, JHHS, PHS, TAFV, FVEC

Reimbursement Codes / Rates:

These codes are subject to adjustment based on the PDF committee determinations for reimbursement:

1. **ESP - 75%** - up to 75% reimbursement, not to exceed \$250 per credit hour
2. **IU - U214 (formerly Internal University)** - \$295 per credit hour

ESP - Graduate Study Plans - Navigating ProTraxx

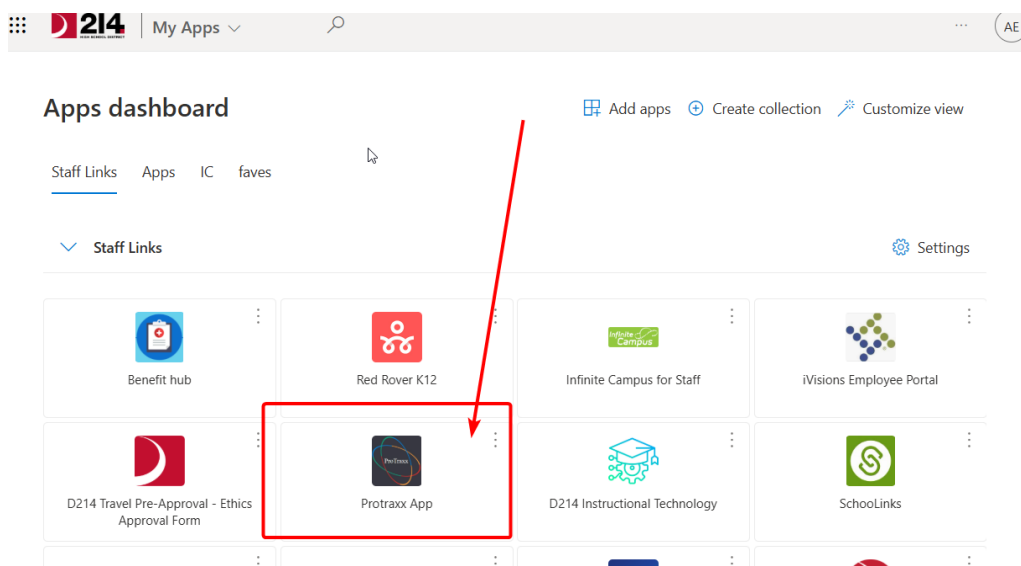
Please use the following bookmarks to navigate through the steps and directions for starting and completing your graduate studies:

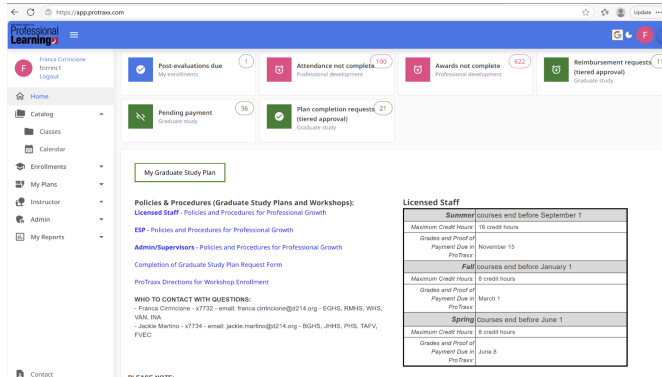
- [ESP, Administrators, Supervisors Directions for Adding a Course and Applying for Reimbursement](#)
- [Requesting Reimbursement Upon Course Completion](#)

ProTraxx - ESP, ADMINISTRATORS, SUPERVISORS INSTRUCTIONS FOR ADDING A COURSE FOR REIMBURSEMENT

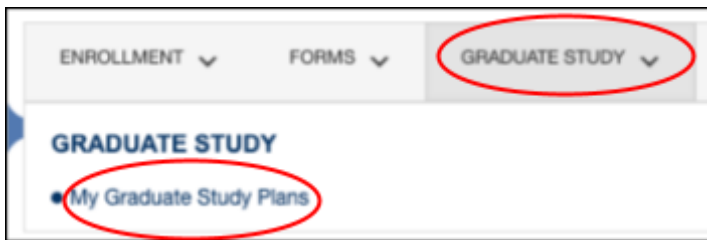
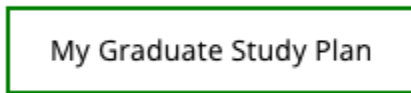
As an ESP, Administrator, or Supervisor, you will now have one “plan” which lists all courses taken.

1. You'll need to start at the district app portal <http://portal.d214.org>; you can bookmark it if you like.
 1. Users must enter their credentials, which are the D214 email address and password.
 2. After a successful login, the portal will show all the district apps.
 3. Users can search for Protraxx or try to locate the icon:
 4. Click on the icon, and you will be authenticated automatically

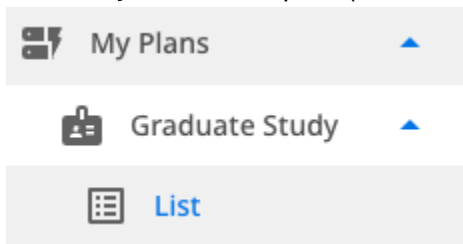




2. Click on **“Graduate Study”** and **“My Graduate Study Plans”**
(If this is a new plan, click on **“Create Plan”** enter your purpose & **“Create Plan”** again)



3. Click on your current plan (it will be the OPEN plan):



4. To add a course to your plan, click on Create Course:

Graduate Study Plan Courses

Action

Action	Course Name	Course Number	Type	Status	Credits	Reimbursement Status	Online	3 Hour	Documents	Location	Start Date	End Date
	Gclooney course 2	1212		APPROVED	1.00	Payment Processed	No	No	1	USM	08/13/2025	08/13/2025
	gclooney course 1	gc1		APPROVED	3.00	Payment Requested	Yes	No	1	USM	08/05/2025	08/05/2025

Rows per page: 50 1-2 of 2

5. Fill in the details of your course. Once you are ready, click **“Create Course”** at the bottom of the screen to move on to the next step:

Course Information

Course Name* Course Number*

Start Date* End Date*

Credits* Cost Per Hour*

☐ Online Course ☐ Out-of-State Institution

School* Subject Area*

None Selected None Selected

Description

Normal B I U G A M E

Compose an epic...

Comment

Normal B I U G A M E

Compose an epic...

Create Course Back to Graduate Study Plan

6. Click on **1) Select Group** and **2) Select Reviewer(s)** (choose Div Head/Supervisor). Click on reviewers and choose your immediate supervisor.

Course Documents

+ Add Document

Add Document

Attach any relevant information tied to your Course. For example receipts and proof of certificate. Files will be uploaded in the document section at the bottom of the page.

Document Title

Document Description

Upload File

Cancel Upload

NOTE: If the registration season is not open for registration - you will not be able to submit the course, it will stay in the “Draft Status”.

Reimbursement Information

Tiered Approval

1). Select Group

First Reim Level - Immediate Supervisor

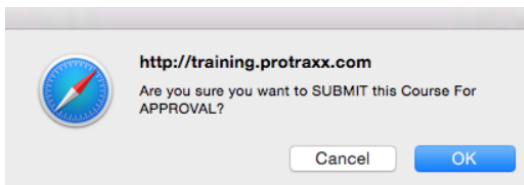
2). Select Reviewer(s)

Select Reviewer(s) to send to

SUBMIT THIS COURSE FOR REIMBURSEMENT APPROVAL

Credits	Approved Credits	Cost Per Hour	Season	Status
1.00		\$250.00		
Max Reimbursement Amount	Reimbursement Percentage	Reimbursement Amount	Date Approved	
Amount Paid	Date Processed	Grade		
Note	Second Payment	Second Payment Date Processed		

8. Click **“OK”** to submit:



If you need to enter another course, go back to **step 5**. If you are finished, you may log out or click on **Back to Grad Study Plan** to see your entire plan.

What happens next?

An email will be sent to your Division Head or immediate supervisor who will send it along the approval process to the API. After Gabriella Stetz Jackson approves it, you will receive an email stating the course has been approved. If you receive an email that your course has been denied, it will tell you why, and what you may need to do to get approval (like forgetting to attach course descriptions).

After Completing a course, use the following directions to submit for reimbursement:

[ProTraxx - Requesting Reimbursement Upon Course Completion](#)

Contact information for the Professional Learning Program Assistants:

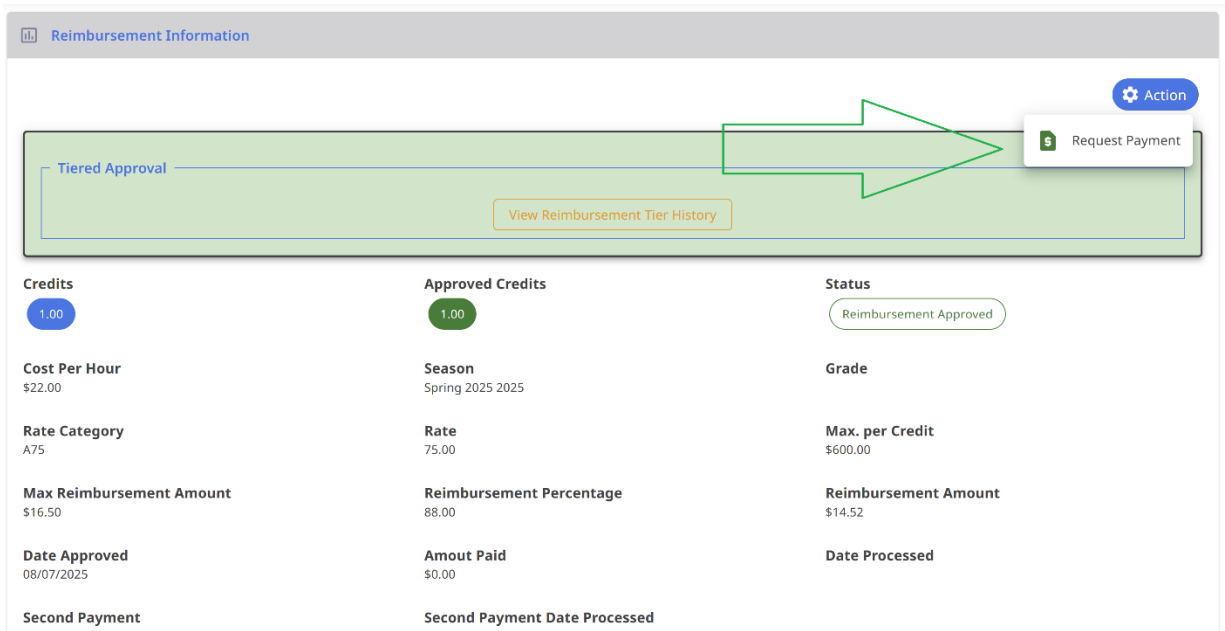
Franca Cirrincione - x7732 | EGHS, RMHS, WHS, VAN, INA

Jackie Martino - x7734 | BGHS, JHHS, PHS, TAFV, FVEC

Requesting Reimbursement Upon Course Completion

After the course(s) are complete these are the steps to complete the reimbursement process.

1. Login into your ProTraxx - <https://app.protraxx.com/login>. Select the course(s). Click on “**Request Payment**” (green button) for the course(s) you are requesting payment for. Make sure to only click on current courses.



2. Upload the required documents (see instructions below):

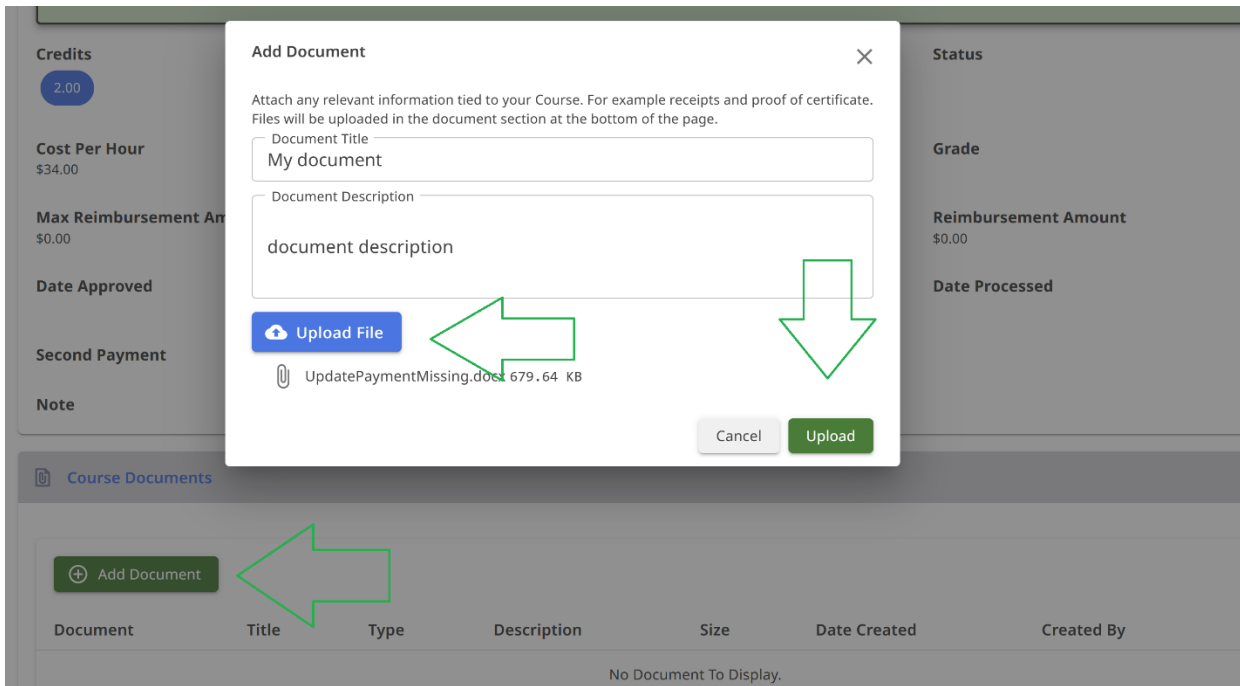
Make sure your name and the institution name is showing on all required documents.

- **Proof of completion** - unofficial transcript listing the course(s) number, credit hours, and grade(s) of the course(s) completed. A screenshot of your final grade with your institution and your name on it will also be accepted. **Documents need to be saved in a PDF format.**

- **Proof of payment** - Bill of institution for the course(s) with tuition and fee(s) broken down with your course(s) and proof of payment

****FOR ONLY U214 Course(s)** - NO action required - only click on the “**Request Payment**” button is required

Upload Instructions: Under your course, scroll down to “**Upload Course Documents**” choose “Upload File”



Add Document [X]

Attach any relevant information tied to your Course. For example receipts and proof of certificate. Files will be uploaded in the document section at the bottom of the page.

Document Title
My document

Document Description
document description

 Upload File

 UpdatePaymentMissing.docx 679.64 KB

Cancel Upload

Course Documents

 Add Document

Document	Title	Type	Description	Size	Date Created	Created By
No Document To Display.						

When all the steps are complete, we will then start processing the reimbursement.

Reimbursement for coursework (Quincy or otherwise) can take up to three pay periods - depending on when reimbursement is required and when the payroll deadlines happen.



U214 Registration

The Department of Professional Learning is dedicated to creating a robust system of professional learning that leverages the knowledge and skills of District 214 staff. All U214 courses are designed and taught by D214 staff members.

- U214 courses can be used for relicensure in ISBE/ELIS.
- ALL U214 courses qualify toward the three-hour vertical advancement requirement.
- If you are close to completing your +30 or +60, U214 is a great and affordable option. The cost is \$295 per credit hour and reimbursement is \$250 for each credit hour!
- ALL U214 courses are guaranteed approval on your plan.

Please use the following bookmarks to navigate through the steps for U214:

[Registering for a U214 Course and Enter Course on Your Graduate Study Plan](#)

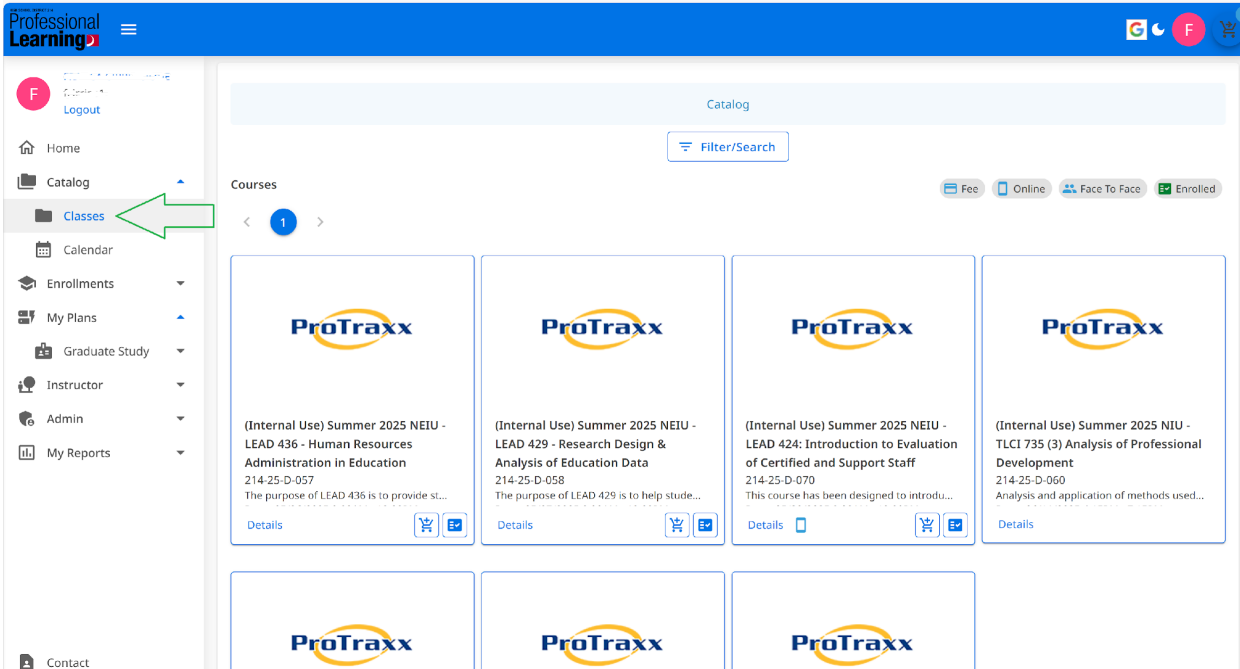
[U214/Quincy - Setting up an Account](#)

[First Time Taking a Course? Submit an Application](#)

[After U214 Registration Closes - Add Your Course in Your Quincy Account](#)

ProTraxx - REGISTERING FOR A U214 COURSE

1. Log in to <https://app.protraxx.com/login>
2. Click on the “Catalog” tab and scroll down to the “Classes”. If you don’t see this – click on “my eztraxx” first.



3. Scroll down and choose the course in which you would like to enroll. Make sure you choose the correct course. (The course may be listed in 2 different Topic Locations, just choose one – it doesn’t matter which one.)
4. Click “Details” link to open a specific PD activity:

Courses

< 1 2 3 >



Data Analysis and Visualization with Power BI
999-22-051-002
 This course is part of the Microsoft Power BI...
Date: 10/22/2021 9:00AM - 12:00PM
 [Kindergarten 1], Connecticut

Details  

Introduction to Python Programming
999-24-216-001
 This course provides an introduction to Python programming...
Date: 08/09/2023 9:00AM - 10:00AM
 [Protraxx Learning Center], [Thompsonville], N/A

Details  



5. View Class page displays options to “Enroll” individually and “Add to Cart” for multiple enrollment transactions:

Home > Class Catalog > View Class

[Add To Cart](#) [Enroll](#)

 **Creating Positive Classrooms: A Comprehensive Training in Effective Classroom Management**



Join our transformative training, "Creating Positive Classrooms," a comprehensive program designed to equip educators with the skills needed to establish and maintain a positive and conducive learning environment. Throughout this series, participants will engage in dynamic sessions covering a range of topics, from setting clear expectations to addressing behavioral challenges effectively.

Participate in this training to not only elevate your classroom management skills but also to create a positive and inspiring space that enhances student success and well-being.

Objectives

- Foster a Positive Classroom Culture:** Develop strategies to create a positive and inclusive classroom culture, enhancing student motivation and cooperation.
- Establish Clear Expectations:** Learn how to communicate and reinforce clear expectations for behavior, providing a structured foundation for effective teaching and learning.
- Implement Proactive Management Strategies:** Explore proactive techniques to prevent behavioral challenges, allowing educators to focus more on teaching and less on managing disruptions.

Build Strong Student-Teacher Relationships: Understand the importance of building positive relationships with students, fostering a supportive and trusting learning environment.

Optimize Instructional Time: Discover time-efficient methods for managing transitions, assignments, and other classroom logistics, maximizing instructional time.

Address Behavioral Challenges Effectively: Acquire a toolkit of strategies to address and manage behavioral challenges, promoting a positive and conducive learning atmosphere.

Enhance Student Engagement: Explore techniques to enhance student engagement, making lessons more captivating and meaningful for all learners.

Class Details			
Session Type Single Session	Code 048	Class Status OPEN	Seat Count 1
Year Code 2024-2025	Topic 048 Peer Coaching	Max # of Awards 10	Min # of Awards 2

Enroll Payment Course

Home > Class Catalog > View Class

Add To Cart Enroll

Course Test for Payment based Courses

ProTraxx Sets of components that simplify and automate the process of creating reports and documents in C# for diverse technologies.

Objectives (appears on Sets of components that s

Enrollment

PAYMENT TYPE BILLING ADDRESS BILLING INFO FINALIZE

☒ MEMBER - \$450.00

Next

Details Fee Based

Session Type
Single Session

Year Code
2025-2026

Type
Online

Subject Area
[Arts], [Assessment]

Target Audience
[All Staff], [Health Teachers]

Seat Count
1

Min # of Awards
0

Area of Focus
[School Goal Setting]

Experience Level

Assessment Area

Payment Options

Payment Type

Price

Enter Address information and School

Home > Class Catalog > View Class

Add To Cart Enroll

Enrollment

PAYMENT TYPE BILLING ADDRESS BILLING INFO FINALIZE

First Name
Derek

Last Name
Clinton

School/Organization Name
ProTraxx

Address 1
29 BOSTON POST ROAD

Address 2

Country
United States of America

State
Connecticut

City
MADISON

Postal/Zip Code
06443

Next

Details Fee Based

Session Type
Single Session

Year Code
2025-2026

Type
Online

Subject Area
[Arts], [Assessment]

Target Audience
[All Staff], [Health Teachers]

Seat Count
1

Min # of Awards
0

Area of Focus
[School Goal Setting]

Experience Level

Assessment Area

Payment Options

Payment Type

Price

Enter Credit Card Information

Home > Class Catalog > View Class

Add To Cart Enroll

Cour

ProTraxx

Objectives (appears on Sets of components that s

Details

Session Type
Single Session

Year Code
2025-2026

Type
Online

Subject Area
[Arts], [Assessment]

Target Audience
[All Staff], [Health Teachers]

Enrollment

PAYMENT TYPE BILLING ADDRESS BILLING INFO FINALIZE

Payment Method

☒ Credit Card ☐ Invoice (PO, Check, Cash)

Name on Card
Jerry Hart

Card Type

☒ Visa ☐ Master Card

Card Number
4111111111111111

MM
1

YY
2030

CVV2
123

Next

Payment Options

Optional – Add Graduate Study Plan

Home > Class Catalog > View Class

Add To Cart Enroll

Cour

Course Test

ProTraxx

Objectives (appears on Sets of components that s

Details

Fee Based

Session Type
Single Session

Year Code
2025-2026

Type
Online

Subject Area
[Arts], [Assessment]

Target Audience
[All Staff], [Health Teachers]

Enrollment

PAYMENT TYPE BILLING ADDRESS BILLING INFO FINALIZE

☒ Add to Graduate Study Plan

Graduate Study Plan
Derek B Clinton - Admin

Cost Per Hour*
124

Credits*
3

Subject Area*
Administration & Supervision

School*
USM

Enroll

Seat Count
1

Min # of Awards
0

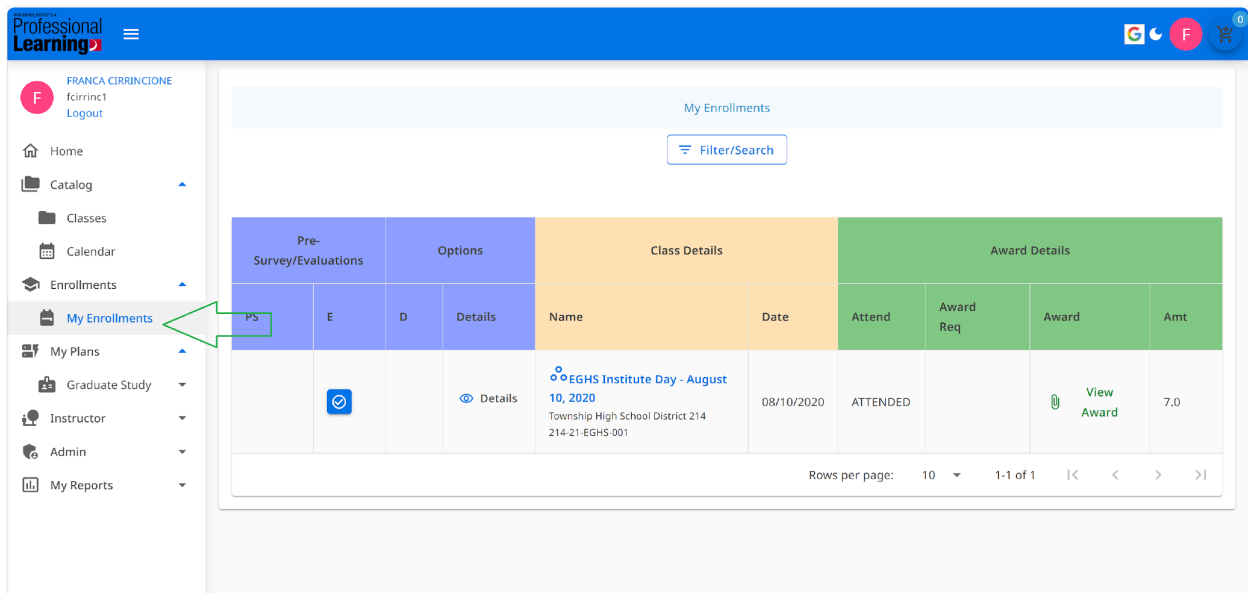
Area of Focus
[School Goal Setting]

Payment Options

Payment Type Price

6. If you add to graduate study plan you will be redirected to your plan so you can submit the graduate study course.
7. If you are not adding to the graduate study plan you will be redirected to the enrollment management screen.

My Enrollments/Awards



Pre-Survey/Evaluations		Options		Class Details		Award Details			
PS	E	D	Details	Name	Date	Attend	Award Req	Award	Amt
				EGHS Institute Day - August 10, 2020 Township High School District 214 214-21-EGHS-001	08/10/2020	ATTENDED			7.0

8. After you receive your receipt and confirmation. **Now enter your U214 course(s) to your graduate study plan.**
9. Lastly when the PL registration closes enter your course(s) on Quincy ([U214/Quincy - Instructions for Setting Up an Account](#)).
10. After completing a course, use the following directions to submit for reimbursement:
[ProTraxx - Requesting Reimbursement Upon Course Completion](#)

U214/Quincy - Instructions for Setting Up an Account:

***Read this first – Once you receive notice that a course will run, you will also need to register for courses with Quincy as well - this step enables you to receive a transcript from Quincy.**

In addition to registering with Quincy please make sure you have first enrolled and paid for the U214 course(s) ([ProTraxx - Registering For U214 Course](#)) and then also enter your U214 course(s) on your graduate study plan. The last step is to register with Quincy on the student portal.

In order for Quincy to provide a final grade and transcript it is necessary to register the U214 course(s) on the Quincy website.

- 1) If you have an account with Quincy and know your log-in information; you can register for courses by logging into the [portal](#) and following the instructions on **page 2**.
- 2) If you have taken courses in the past, but do not remember your log-in information, send an email with your name (and ID # if possible) to pde@quincy.edu
- 3) If you don't have an account or have not taken a U214 course for the past few years or are "new" then submit the ["PDE Online Application"](#) (see instructions below)

First time taking a U214 course - submit an application

Here are the instructions to submit an application:

Please make sure to use your D214 email address so you are identified as a D214 employee.

1. Go to my.quincy.edu
2. Click "**Academics**" on the top ribbon
3. On the left side of the page, under Academics, click ["PDE Enrollment Form"](#)
4. Click on ["PDE Online Application"](#)
5. Fill out the application and press "**submit**"

After you submit the ["PDE Online Application"](#) and it is processed, a "welcome email" will be sent to you. After receiving the "welcome email", finish setting up your account. This is when you are able to add your classes. When adding your classes make sure to be on your Quincy student portal.

Note: It will take a few days for the "welcome email" to be sent. Please do not submit a second application.

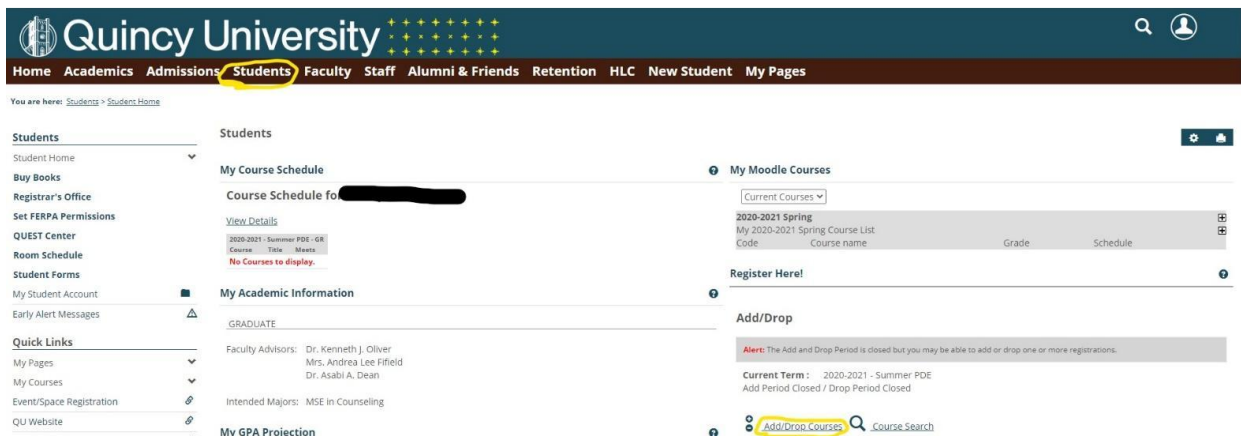
You should only need to fill out the form one time. Please, save your username and password in a secure location. You will need it the next time you take courses with U214/Quincy.

After U214 Registration Closes:

***Read this first – Once you receive notice that a course will run, you will also need to register for courses with Quincy as well - this step enables you to receive a transcript from Quincy.**

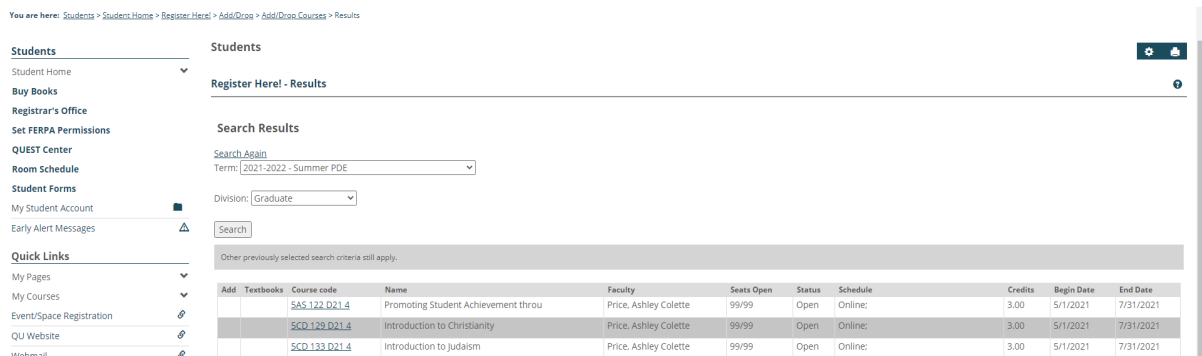
Instructions for Registration:

- 1) Log onto the portal: <https://my.quincy.edu/>
- 2) Select the “Students” tab
- 3) Click on “Add/Drop Courses”



The screenshot shows the Quincy University portal. The 'Students' tab is selected in the top navigation bar. On the left sidebar, 'Add/Drop Courses' is highlighted under the 'Students' section. The main content area shows 'My Course Schedule' and 'My Moodle Courses' sections. The 'Add/Drop' section has an alert: 'Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.' Below this, the 'Current Term' is listed as '2020-2021 - Summer PDE' and 'Add Period Closed / Drop Period Closed'. The 'Add/Drop Courses' button is highlighted in the bottom right of the main content area.

- 4) Select the term, for ex. “2025-2026 Fall PDE” with the division “Graduate”
- 5) Press “Search”. Here you will be able to select your course(s)



The screenshot shows the search results page. The 'Search Results' section is active. The search criteria are: Term: 2021-2022 - Summer PDE, Division: Graduate. The search results table is as follows:

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
☐		SAS.122.D21.4	Promoting Student Achievement throu	Price, Ashley Colette	99/99	Open	Online:	3.00	5/1/2021	7/31/2021
☐		SCD.129.D21.4	Introduction to Christianity	Price, Ashley Colette	99/99	Open	Online:	3.00	5/1/2021	7/31/2021
☐		SCD.133.D21.4	Introduction to Judaism	Price, Ashley Colette	99/99	Open	Online:	3.00	5/1/2021	7/31/2021

- 6) Checkmark the “Add” box by each course you would like to take.
- 7) When each course has been selected, click “Add Courses” on the bottom.

**Please note the screenshots on the directions show where to click but not necessarily the correct term.*



If you are having any login issues or web related questions please contact Quincy:

IT HELP DESK at 217-228-5250 or Email: helpdesk@quincy.edu

Professional Learning Resources and Contact Information

Resources:

Additional resources may be found in the Professional Learning folder in the [District Staff Information folder](#)

Contact the Professional Learning department for any questions:

Gabriella Stetz-Jackson, Ed.D. - *Director of Professional Learning*

gabriella.stetz@d214.org | p. 847.718.7454

Franca Cirrincione - *Professional Learning Program Assistant* (EGHS, RMHS, WHS, VAN, INA)

franca.cirrincione@d214.org | p. 847.718.7732

Jackie Martino - *Professional Learning Program Assistant* (BGHS, JHHS, PHS, TAFV, FVEC)

jackie.martino@d214.org | p. 847.718.7734

Lindsay Bucciarelli - *Teaching and Learning / CTEP Coordinator*

lindsay.bucciarelli@d214.org | p. 847.718.7739