



KALPA is the system Kalamazoo Public Schools uses to track professional development hours for each individual teacher and administrator throughout the district. Building and district level professional development is entered into the system by the Professional Development office. Once those sessions are in the system, staff can navigate the system and add sessions to their personal plan. At the end of every school year, the Professional Development office submits each teacher's plan to the state.

LOGGING INTO KALPA

Navigate to the KALPA website at: www.kalpapdms.com

The login screen will appear.

The District ID is: 39010

Your login name is: your last name, first and middle initials - (no spaces)

Your password is: the last four digits of your social security number

- Select *Enter Your Learning Path*.
- On the left, select *Registration*.
- Select *All Available Offerings*.
- Enter in keyword(s) or course ID number and select *Search*.
- Check the appropriate box next to your session and select *Register*.
- After registering, select *Main View* on the left navigation bar. You will then return to your plan.
- Under the Status column, select offerings that indicate *Registered*. A pop up menu will appear. Select *I attended this course* and *Update*.

These instructions are also available by going to the KPS website at www.KalamazooPublicSchools.com and using the navigation bar on the left side, select the following:

- For KPS Staff
- KPS Professional Development
- KALPA

If you would like more information on PD Guidelines, a document is available on the Michigan Department of Education website at:

http://michigan.gov/documents/PDGuidelines_Adapted_for_REP-9_140938_7.05.doc

QUESTIONS

If you have questions regarding KALPA or professional development, please call Linda Pfarr at 337-0190 or Vicky Leatherman at 337-0186.