



Frequently Asked Questions (FAQ)

What is E-TIPS?

- Educators using **T**echnology to **I**mprove the **P**erformance of **S**tudents
- E-TIPS is a menu of training opportunities in accessible technology
- E-TIPS is a way to recognize educators for excellence in teaching using the principles of universal design for learning
- E-TIPS is a network of MCPS educators who support each other in the use of accessible technology by sharing electronic curriculum materials

What are E-TIPS Hours?

You earn one E-TIPS Hour for each hour of accessible technology training you attend from a menu of eligible classes. Eligible classes include some 2 or 3-hour workshops and some 15-hour CPD courses. You can also earn E-TIPS hours for completing [E-TIPS projects](#).

Do E-TIPS hours expire?

No.

Who is eligible to earn E-TIPS Hours?

All MCPS educators are eligible including general education teachers, special education teachers, ESOL teachers, specialists, paraeducators and therapists. E-TIPS workshops are open to support staff members who work in the classroom or media center and to those who wish to acquire such a position. The emphasis in this training is using technology to help students succeed.

How do I become an E-TIPS educator?

By earning E-TIPS Hours you will be putting accessible technology strategies to work with students. E-TIPS educators share accessible curriculum materials with their colleagues and benefit from each others' experience. When you have earned 75 E-TIPS hours, you will receive special recognition as an E-TIPS educator.

What are the rules for earning CPD credit, stipend, and E-TIPS Hours for attending classes and how do they overlap?

- E-TIPS workshops taught after school may be eligible for stipend pay. If you choose to receive stipend pay, you can still earn E-TIPS hours. If you take an E-TIPS workshop during the school day, you cannot earn a stipend, but you can always earn E-TIPS hours.
- E-TIPS workshops include class assignments. If you choose to complete the assignment, you will earn additional E-TIPS hours.
- Some 15-hour CPD courses are also designated as E-TIPS classes. They meet for 5 sessions of 3 hours each and earn 15 E-TIPS hours as well as 1 MSDE credit. Stipends are never offered for CPD classes.

Who offers E-TIPS classes?

All HIAT courses and workshops are eligible for E-TIPS Hours. [InterACT](#), the [Office of Organizational Development](#), and the [Technology Consulting Team](#) also offer workshops that qualify for E-TIPS Hours.

How do I register for E-TIPS workshops?

All registration is through the [PDO](#).

How do I find E-TIPS workshops?

To easily find classes that qualify for E-TIPS Hours, log into the PDO, type "tips" in the "Course Title" field, and click "Find Courses." Look on the [HIAT training page](#) for descriptions of all the classes taught by HIAT.

How are E-TIPS workshops different from other professional development sessions?

E-TIPS classes are not just how-to computer classes. They are classes that focus on instructional strategies using technology to support all students. They give you a chance to network with other educators in MCPS and create and share electronic materials that support the MCPS curriculum.

What are the requirements for the assignment?

The instructor will provide you with an assignment to put what you have learned into practice. Depending on the time constraints and pace of the class, you may have time to work on your assignment before you leave the workshop. Send your assignment to the course instructor by the deadline (usually one week from the time of the class). Once your assignment has been received, you will receive a certain number of E-TIPS hours depending on the assignment.

Wow, but 75 hours sounds like a lot!

All good things require a concerted effort, but it all starts with the first step. There's no time limit to accomplishing this. Just come to a class to learn and share your expertise with others. Or look at [other ways of earning E-TIPS hours](#).

How can I keep track of the E-TIPS hours I have earned?

You can use this [handy chart](#) (pdf) to keep track of your hours, if you like. Your hours will be tracked by the HIAT office. If you have questions about your E-TIPS hours, you may e-mail [Kathleen Hamm](#). Please include the dates and titles of the classes in question.

I still have questions. Who can I ask?

[Email](#) or call us at 301-657-4959.