

Administrative Directive Title: In-Service Credit for Certified Employees	AD Number: 5.113.1	Adopted: November 2006 Former Descriptor: PER14
Policy References: Board Policy 5.113 - Professional Growth and Development		Revised: 2/13; 6/14; 9/18; 11/24

1 In-service education is defined as a program of planned activities designed to increase the competencies
 2 needed by all licensed personnel in the performance of their professional responsibilities. In this context,
 3 "competencies" are defined as the knowledge, skills, and attitudes, which enable personnel to carry out
 4 their tasks with maximum effectiveness.

5 The in-service points must be completed and recorded in the SchoolStation database by the last day of
 6 the current school year.

7 Licensed personnel may begin earning points for the upcoming year after the last day of school for the
 8 current year.

9 Teachers participating in in-service education activities provided through the local staff will earn one (1)
 10 point for each hour of the session. Teachers participating in sessions of education conferences which
 11 qualify as in-service education (excluding business sessions, meals, and travel) will earn one (1) point
 12 for each hour of the sessions-provided that they are in addition to the hours of a regular work day for
 13 which salary is received.

14 Teachers participating in a group meeting in which curriculum development occurs will earn one (1)
 15 point for each hour of activity. Members of the textbook selection committees will earn one (1) point for
 16 each hour spent in this activity.

17 Teachers participating in preparation for and the conducting of an approved in-service activity
 18 (workshop) will earn one (1) point for each hour of the activity. An equivalent point will be earned for
 19 preparation. Activities on days that are set aside for faculty meeting dates may not receive in-service
 20 credit unless prior approval for a special program is obtained and sanctioned between the Instruction
 21 Department and the building principal.

22 No in-service points may be claimed for university courses for credit.

23 No in-service credit can be awarded for duties and learning that occur during the workday for which the
 24 employee is being paid.

25 Teachers participating in missionary work that involves educational or instructional activities may NOT
 26 use these experiences to count for annual in-service credit. Additionally, PD credit is not given for
 27 activities that are not designed to increase the competencies of educators such as setting up a classroom
 28 or sponsoring/volunteering for non-educational activities, such as working a concession stand.

29 Teachers supervising field trips and student activities outside the school day may NOT use these
30 experiences to count for annual in-service credit.

All certified and classified staff will be required to complete 12 hours of professional development. The only exception to 12 hours is if the hire date is later in the school year. Please refer to the chart below:

PD Hours Required According to Hire Date

August	12 hours	January	6 hours
September	12 hours	February	4 hours
October	10 hours	March	4 hours
November	10 hours	April	2 hours
December	8 hours	May	2 hours

PD Session Qualifications:

Outside work hours, teaching and learning focused

Required 12 Hours:

Certified Staff: All teachers, including Counselors, ESL, Academic Interventionist, SPED/Resource, SLP, Coaches, Psychologists

Classified staff: PD hours turned in to and tracked by Principal

Presenters:

Extra PD time given for planning as follows: 1 hour for shorter sessions, 2 hours for half day or 3 hours for full day sessions

Please indicate who presented if applicable

PD Forms and Sign-in sheets submitted to Instruction Dept:

As soon as session is completed

Sign-in sheet to include printed name and signature

If emailed, form needs to be on white paper for printing purposes

Requesting PD Session to be entered:

Include Session Title, Synopsis if needed, Date, Location, Time, Presenter, Number of Participants, and Zoom link if needed

Reports/Completion Timeline:

Sent out periodically, but especially March, April, & May

Deadlines for completion:

- Summer 2024 PD sessions: submitted or entered by 10/4/2024
- All PD completed by 3/28/2025: submit or enter by 4/2/2025
- 5/27/2025, final day to submit forms: ALL PD for 2024-2025 school year should be submitted

**After reviewing the May report, any staff that has not completed the required 12 hours will have their pay deducted*

MISC: If a staff member's name changes, they will be required to sign in with their former name (or include their former name on the sign-in sheet) until their license is updated through the State Department. Once their name is changed on their teaching license, they should inform HR, who in turn will inform the Instruction Dept. It can then be changed in Schoolstation.