

PROFESSIONAL STAFF DEVELOPMENT REGULATION
Request for Inservice Credit — Procedure and Guidelines

The following procedures and guidelines will be followed in determining the acceptability of inservice or other continuing education credits (including online course work) and their application to the adjustment of a teacher's salary column:

- Graduate Level courses as per Article XXVIII, Section B
- Undergraduate Level courses received after a B.S./B.A. is awarded with prior approval of Superintendent
- Inservice and Continuing Education credits based on contact hours (in lieu of payment for participation and work outside school day)*
- Contact hours to include participation in:
 - Peer coaching, as agreed upon with the Assistant Superintendent for Instruction, Building Administrator and/or Superintendent, may include the following:
 - Technology Coaches
 - Mentor Teachers
 - Special Assignment Teachers
 - Workshop/inservice presenters
 - Learning Experiences
 - Pilot Teachers, product subject to peer review
 - Curriculum Development
 - Pilot Projects, product subject to peer review as determined by goal-setting as part of annual professional evaluation (with prior approval)

* **(in lieu of payment for participation and work outside school day)**

Inservice credits: fifteen (15) contact hours equal one (1) credit and with prior approval of the Superintendent.

Continuing Education credits: fifteen (15) contact hours equal one (1) credit and with prior approval of the Superintendent; online course work must be offered by a New York State Education Department approved institution.

In the case of School Nurse Teachers, Registered Nurses and Nurse Practitioners credit equivalencies: fifteen (15) contact hours equal one (1) academic semester hour, fifteen (15) continuing education contact units equals one (1) academic semester hour.

The applicant shall submit information regarding the context of the activity, its duration, source of opportunity and its relevance to the professional development of the applicant prior to granting approval (Inservice Credit Application form). The Inservice Credit Application form (9280-E.1) must be submitted and approved prior to the start of the professional development activity.

Within one (1) month of the completion of the professional development activity, the applicant shall submit a summary of the activity (Inservice Credit summary (9280-E.2) Submissions later than one (1) month will not be processed, except for extenuating circumstances.

Adoption date: March 23, 2006

Revised: August 25, 2011