

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 sixty (60) days 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 sixty (60) days will not be processed, except for extenuating circumstances. This will take into effect June 30, 2021.

Adoption date: March 23, 2006

Revised: August 25, 2011

Revised: October 21, 2021

**PROFESSIONAL STAFF DEVELOPMENT EXHIBIT
INSERVICE CREDIT APPLICATION**

Please complete and return the following information to the Superintendent of Schools when applying for prior approval of inservice credit consideration.

Note: This form must be submitted and approved prior to the start of the professional development activity.

Name _____

Current Teaching Assignment/School _____

Name of Learning Experience _____

Name of Facilitator, Professional Organization or NYS Accredited Institution providing this experience _____

(Note: NCTRC offerings do not require an application.)

Brief Description of Learning Experience *(Include the purpose, objective or focus of the experience, NYS Standards alignment, expected Professional development outcomes)*

Date(s) of Experience _____

Proposed Contact Hours (15 hrs. = 1 credit) _____

I understand that the awarding of inservice credit is in lieu of any payment for participation (registration fees, use of substitute, etc.) and for work outside of the school day.

Signature of Applicant _____ Date _____

Signature of Director of Curriculum _____ Date _____

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_____ Approved _____ Not Approved Date _____

Signature of Superintendent _____

Copy to: Personnel File and Staff Member

Adoption date: March 23, 2006

Revised: January 2016

**PROFESSIONAL STAFF DEVELOPMENT
INSERVICE CREDIT SUMMARY**

In order for inservice credit, within one (1) month of completion of the pre-approved learning experience for inservice credit, this form must be completed and returned along with a copy of the approved Inservice Credit Application to the Superintendent of Schools. Submissions later than one (1) month will not be processed, except for extenuating circumstances.

Name _____

Current Teaching Assignment/School _____

Name of Learning Experience _____

Date(s) of Experience _____

Description of Learning Experience *(Include Professional Development outcomes, Reflections on application to professional responsibilities, Self-evaluation/assessment of involvement in the experience.)*

Contact Hours Completed (15 hrs. = 1 credit)

I certify that I understand that the awarding of inservice credit is in lieu of any payment for participation (registration fees, use of substitute, etc.) and for work outside of the school day.

Signature of Applicant _____ Date _____

Signature of Director of Curriculum _____ Date _____

-----FOR SUPERINTENDENT'S OFFICE USE ONLY-----

Awarding of Inservice Credit

Inservice Credit(s) Granted _____ (15 hrs. = 1 credit)

Superintendent of Schools _____ Date _____

Copy to: Personnel File and Staff Member