

Office of Professional Learning Policy and Procedures

In-service Credit

Learning takes place every day in a variety of ways, however, in order for a participant to receive inservice credit, the professional learning must be qualified. Qualified professional learning is pre-approved by the Office of Professional Learning and:

- Align with and support a High Quality Master Inservice Plan component
- Include all four components of the Professional Development System Evaluation Protocol

Participants are awarded one (1) inservice point for every clock hour of participation in a successfully completed, qualified professional learning activity. All participants involved in training and professional development activities for which they expect to earn inservice points are required to demonstrate increased competency via one or more valid means of measurement, appropriate to specific objectives of a component and/or course.

One (1) semester hour of college credit is equivalent to 20 points of inservice credit, so a three semester-hour course would be equivalent to 60 inservice points.

For Educators, courses that earn college credit cannot also earn inservice points. Courses taken from accredited colleges/universities may be used for renewing professional certificates. When an educator renews a professional certificate, both college transcripts and inservice records are used. Any questions regarding the use of college credit for renewing a professional certificate should be directed to Human Resources.

The Continuing Education Unit (CEU) is a nationally recognized method of qualifying the time spent in the classroom during professional development and learning activities. The primary purpose is to measure and officially recognize the effort an individual has put into “noncredit” enrichment and development coursework for an individual’s job or profession. CEUs can be converted to inservice points as long as:

- There are specific workshop objectives describing what learners are expected to know, understand and do after the learning,
- There is documentation (such as a certificate of completion with verification of hours) that the objectives were successfully completed during the training,
- There is evidence that the learning has been transferred to the participant’s specific job as per Florida’s Professional Development System Evaluation Protocol

1.0 CEU = 10 In-service points. 0.1 CEU = 1 In-service point.

The Department of Professional Learning does not have the authorization to award CEUs or to change inservice points into CEUs.

Submitting In-service Credit

Inservice credit earned at district or school/sponsored activities is entered into the Professional Growth System upon successful completion by the section Facilitator. Participants do not need to submit a request form.

Professional learning completed outside of the district requires an Inservice Request. Complete the request online, using the Professional Growth System, within 30 working days of completion of those activities. The learning must meet professional development protocol standards to qualify for in-service points. The learning must include/support the planning, learning, implementation and evaluation areas of protocol.

11/01/2016

Inservice must be completed by June 30 of each year for recertification purposes.

Training Hour

Training hour are earned by attending a learning opportunity. These opportunities are tracked for attendance purposes only. They have not been designed to meet HQMIP or protocol requirements. Training hour points do not qualify for teacher recertification or the support Learn & Earn program.

Recertification

State of Florida teaching certificates can be renewed with inservice credit, college credit, or a combination of both of these.

Beginning July 1, 2014, an applicant for renewal of a professional educator's certificate must earn at least one college credit or equivalent inservice points (20 hours) in the teaching of students with disabilities (SWD).

Contact Human Resources for additional information regarding recertification.

Transfer of Credit

An individual may transfer inservice points earned during employment in another school district to MCSD. To accomplish this transfer of credit, the individual must contact the district of previous employment and request an Inservice Teacher Education Transfer Record be sent to the Department of Professional Learning.

In-service Record

The official In-service Record is maintained in MyPGS. The Transcript will display all credit earned.

Registration

Professional Learning courses and sections will be advertised through the Professional Growth System. Employees should review the catalog for upcoming opportunities and register accordingly.

Course section participant maximums may be determined based on location, funding, resources or facilitator preference. Enrollment restrictions may be applied but courses are usually filled on a first-enrolled, first served basis. At the discretion of the facilitator, courses having 10 or less participants may be canceled at or prior to the start date. Cancellation notices will be announced as early as possible.

Registration is required for all professional learning. Therefore, walk-ins who have not registered are not guaranteed a seat.

Three "no shows" (without notification), within a one year period, may result in a revocation of auto registration.

Designing Professional Learning

Professional learning courses that qualify for inservice credit will:

- Align with and support a High Quality Master Inservice Plan component

- Include all four components of the Professional Development System Evaluation Protocol

To qualify a course for inservice points, a Course Request must be submitted and approved in the Professional Growth System. The course must be approved prior to adding course section(s).

Aligning the course to a High Quality Master Inservice Plan component ensures that each course being offered supports FLDOE and District goals and objectives. The course must meet the general objective and one or more of the specific objectives. It must also give consideration to the assigned purpose, learning method, implementation method and evaluation method listed within the component details. Course materials will be maintained in the course moodle.

Including the elements of the Professional Development System Evaluation Protocol (protocol) ensures that high-quality, purposeful professional learning is provided. Protocol is divided into three levels: district, school and educator. Each level consists of four main strands: planning, learning, implementation and evaluation. Courses must incorporate the following:

Planning

Identifies the data, plan or district/state requirement used to determine the need for the course (i.e. needs assessment, performance data, student or SIP data).

Learning

Identifies how the learning will be gained.

Implementation

Identifies how the learning will be implemented and supported.

Evaluation

Identifies how the learning will be evaluated for its impact to staff and students.

District Trainer/Facilitator

Professional learning is delivered by an approved district trainer/facilitator or an approved consultant/guest/vendor. To be considered as a district trainer/facilitator, the following requirements must be met:

1. The trainer/facilitator must have a recommendation from leadership.
2. The trainer/facilitator will successfully complete Facilitator level 1 training.

District trainers/facilitators may be monitored, through observation and survey review, to ensure high quality professional learning. Level 2 Facilitator training may be recommended based on performance review.

Trainers/facilitator **do not** earn inservice points.

Charter Guidelines for Attendance

Training activities shall be made available to Charter employees. The Charter shall pay all of the additional costs associated with such training activities at the same rates and reimbursement currently charged to the School District of Manatee County (SDMC).

The Charter teachers may participate in training conducted by the SDMC and the SDMC teachers may participate in training conducted by the Charter. New teachers who are employed by the Charter may participate in the SDMC's beginning teacher program. In such event that there is a cost associated with the program, the charter shall pay the SDMC for the SDMC's actual costs of providing such training to the Charter teachers and vice versa, as applicable.

The Charter shall identify at least one Course Creator to manage courses being added to the Professional Growth System. Charter employees shall be added to the Professional Growth System through an automated, nightly import. Charter employees with an incomplete demographic record will not be added until the record is complete. The Office of District Support shall be responsible for making sure our Charter demographic records are accurately maintained.

Other Users

Training activities shall be made available to retired staff, non-active staff, contracted partners, private school employees, substitutes and general public. Priority for attendance is given to current, active employees. Participants must register through the Professional Growth System by contacting the Office of Professional Learning. Administrative fees may apply.