

HUMAN RESOURCE DEPARTMENT

Understanding and Benefiting from In-service,
Grad and Seminar on Ed Credits

Today's Goals

Present an overview of the HR Dept– It's role and function

Review Teacher Certification Changes

Discuss State Ed's Teach Website

Review procedures for Grads, In-service, seminar's in Ed

Step 15 to 16

HUMAN RESOURCE DEPT.

- **Mission Statement:** The Human Resource Department plays a critical support role in the day to day operations of the school district. The Human Resource Department supports the Administrative Staff in the recruitment, selection and hiring of the teaching and support staff. The Human Resource Department works closely with the entire staff in the implementation of Union/district initiatives, bargaining agreements and Board of Education Policies, which requires fair labor practices, due process proceedings, mediation and conflict resolution, ongoing staff development, management of in-service credits, educational seminars and graduate credits and the maintenance of confidential personnel records.
- **staff:**
- Dave Seaver— Director of Human Resources
- **Secretaries:**
- Sue O'Brien ——— Coordinates Teaching Staff Services—including Grad and In-service credits
- Michele Marr— Coordinates Support Staff Services
- Steve Clikeman —Teacher Eval, Supervises BOCES Sub Calling Service,
maintains prospective employees files
-
- South Colonie does not discriminate on the basis of gender, race, color, national origin, handicap or age. Inquiries concerning this policy of equal opportunity should be made to the Title IX and Section 504 Coordinator, Mr. David D. Seaver at the District Office, 102 Lora lee Drive, Albany, NY 12205, (518) 869-3576. The selected applicant will be subject to a fingerprinting supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

HR –Duties and Responsibilities

ADA—Americans with Disability Act

EEOC--Equal Opportunity Commission

HIPPA--*Health Insurance Portability and Accountability Act*

FERPA—Family Educational Rights & Privacy Act

Title IX--Gender Equity

FOIL--Freedom of Information Law

Fair Labor Standards—Federal, State, county and local laws governing Employment

FMLA—Family Medical Leave Act

Labor Relations—Labor Management meetings

Contract negotiations, contract interpretation

Civil Service Law

NY State Education Law

Selection and Recruitment

Orienting new employees—Mentoring—employment forms/benefits—
verifying certification—tenure status—grad credits

Employee Support—provide contractual support—mediation service—
referrals for personal support counseling—leave and retirement support—
grievance proceedings

Provide assistance and support to the superintendent when needed to
investigate and interview individuals in a contract dispute or incident.

Monitor and oversee the request and approval process for In-service
credit-seminars on Ed and Grad credits.

Certification Types

Provisional-----Permanent

Initial----Professional

Professional Certification requires 175 hours of professional development during each 5 year period beginning the July after the certificate is issued. State Ed generally issues certification in Sept or Feb—therefore the 5 year time frame begins that following July

Conditional Initial
Extension
Supplementary
Coaching License

NYS Dept of Education –TEACH --website

www.highered.nysed.gov/tcert/404.html

Staff Development Hours

Includes all of the following—Staff meetings-Curriculum Development-Supt. Conference Days-Dept. Meetings- District workshops/seminars-conferences-In-service courses- Seminars on Ed—Grad courses.

District's Objectives in supporting Staff Development

- Improve Student Performance
- Reinforce teaching skills and strategies
- Introduce / implement new district initiatives
- Provide support to staff who are not meeting district standards

Professional Development Committee—composed of teachers and administrators

Works to implement, recommend and evaluate staff development opportunities

Works to align State Ed mandates and standards to daily teaching practices.

Office of Teaching Initiatives

- Teaching in NY
- Educator Resources
- Certification
- Fingerprinting
- TEACH System
- Public Resources
- Index A-Z

TEACH System

- **List of TEACH Services**
- **Frequently Asked Questions about Your TEACH Account**
- **TEACH Resources**
- **Report Problems Using TEACH**

NYSED / Higher Ed / OTI /

TEACH System

What is the TEACH system? go to [List of TEACH Services](#)

STEP 1: [Self-Register](#) create a Login Account.

You must create a login account to access TEACH System system.

[Having trouble logging into the TEACH System?](#)

STEP 2: [LOGIN to TEACH](#) to access your information and TEACH System.

[Forgot your TEACH username or password?](#)

School Employers and College Adminstators

If you represent a New York State College/University or School or BOCES and need administrative access to the TEACH System Go to [TEACH Resources](#).

- **TIP!**
Check the Status of Your Application
 1. Login to TEACH
 2. Click TEACH System

3. Click Account Information

4. Click Certificates and Go

5. Scroll down to view the status of your application(s).

Also see, [Becoming Certified - What's My Next Step?](#)



NEWS

[Information for College Graduates and Students](#)

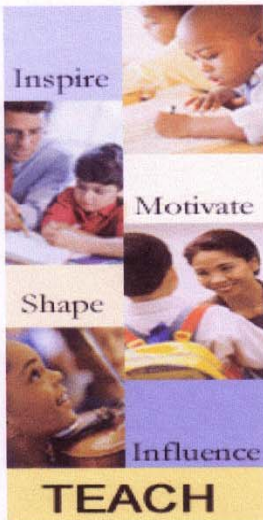
- [No Longer Printing Time-limited Certificates](#)

Last Updated: April 14, 2010

[Contact OTI](#) | [Related Links](#) | [Frequently Asked Questions](#) | [Office of Higher Education](#)

University of the State of New York - New York State Education Department

[Contact NYSED](#) | [Index A - Z](#) | [Terms of Use](#)



TEACH Home

▶ Profile Links

[Update/Add Education, Employment and Personal Information](#)

▶ Fingerprinting Links

[Submit Application for Fingerprint Clearance](#)

▶ Inquiry Links

[Account Information](#)

▶ Online Application

[Apply for Certificate](#)

[I would like a printed certificate](#)

[Apply for a Time Extension](#)

▶ Professional Development

[Maintain Your Professional Development Record](#)

▶ Payment Links

[Pay for Certificate or Fingerprinting Applications](#)

▶ Retiree Links

[Apply for a Retirement Waiver](#)

Account Information

Name : DAVID D SEAVER SSN :
 Date of Birth :
 Gender : Male Address :
 Home Phone :
 Work Phone :
 Email :
 Address Created Date: 03/07/2006

Select information you want to view:
To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.

- Education
- Work Experience
- Certificates
- Correspondence
- Contact History
- Fingerprinting
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations

GO

Issued Certificates

Credential	Status	Application Type	Effective Date	Original Exp. Date	Time Extended Exp. Date	Control Number
School Administrator/Supervisor, Permanent Certificate	Issued	CERTIFICATE	09/01/1985			91027851
School District Administrator, Permanent Certificate	Issued	CERTIFICATE	09/01/1985			103593851
School Social Worker, Permanent Certificate	Issued	CERTIFICATE	09/01/1984			59747841
Social Studies 7-12, CQ	Expired	CERTIFICATE	09/01/1993	08/31/1998		508704931

Certificate Applications

Credential	Cert Path	Application Type	Status	Application Date	Evaluation History	Discipline Hold?	Application Paid?
Data Not Found							

Done

Reporting Professional Development hours to St. Ed via Teach

This is reported by the HR Dept. in June /July of each year. This occurs when the HR Dept receives the teachers Professional Development log that has been signed by the teacher and building Administrator.

List of Qualifying Professional Development

<u>Activity</u>	<u>Hours</u>
School opening days – 2	12 hours
Superintendent Conference days	6 hours
Curriculum Review Board Meetings	6 hours
Faculty Meetings	Actual clock hours
Department Meetings	Actual clock hours
In-Service	Actual clock hours
College Courses	Actual clock hours
Curriculum Development Meetings	Actual clock hours
Conferences	Actual clock hours
HazCom Training	Actual clock hours

Activity	Provider	Date(s)	Personal/District Goal Addressed	Clock Hours

We have reviewed the activities and are in agreement with the types of activities and clock hours to be reported to the State Education Department.

_____ Date _____ _____ Date _____
 Signature of Certificate Holder Signature of Building Principal

_____ Date _____
 Signature of District Representative

Remember to have the building principal sign this form before submitting.

PLEASE SUBMIT THIS FORM TO THE HUMAN RESOURCE DEPARTMENT AND

KEEP A COPY FOR YOUR OWN RECORDS.

The University of the State of New York | The State Education Department

Professional Development Requirement for Certification

Do you hold a “Professional” certificate?

**Do you hold a “Teaching Assistant III”
certificate?**

If you answered YES to either of these questions, you are required to complete continuing professional development to keep your certificate valid. Please read more about this below.

If you answered NO to BOTH questions, you are not subject to this requirement.

The Requirement

If you hold a “Professional” certificate, you must complete 175 hours of professional development (PD) every 5 years.

If you hold a “Teaching Assistant III” certificate, you must complete 75 hours of professional development every 5 years.

If you are not employed in a NYS public school or BOCES, the number of hours required will be automatically reduced but you still must complete PD.

— OVER —

Office of Teaching Initiatives: www.highered.nysed.gov/tcert/

Professional Development Period

The professional development year is JULY 1 - JUNE 30.

Your first professional development period begins the July 1 *after the effective date of your Professional or TA III certificate* and continues for five years. Note: PD activities completed before this July 1 “begin date” do not count toward the requirement.

Five-year PD periods continue thereafter for as long as you wish to maintain your certificate, whether or not your current assignment is in the area of your certificate and whether or not you are employed.

Planning Activities

If you are employed in a NYS public school or BOCES, your school will approve the activities that count toward this requirement.

If you are not employed in a NYS public school or BOCES, you may complete activities in pedagogy or the content area of your certificate from specified providers. ***Check the Office of Teaching Initiatives***

(OTI) web site for providers.

Reporting Hours

If you are employed in a NYS public school or BOCES (for 90 days or more), your school will report the hours you complete that year to the State Education Department.

If you are not employed in a NYS public school or BOCES, you must report the hours you complete each year to the State Education Department through your individual TEACH account.

Keeping Records

Teaching Initiatives: www.highered.nysed.gov/tcert/

If you are employed in a NYS public school or BOCES, both you and your school must keep records for seven years, as they are subject to audit.

If you are not employed in a NYS public school or BOCES, you must keep records for seven years, as they are subject to audit.

Your TEACH Account

The only official record of your completed professional development is maintained on the State Education Department's TEACH online system. Establishing a TEACH account (username and password) will allow you access to your professional development and other certification-related records. ***Check our web site for details.***

Failure to Meet Requirement

If you fail to complete the required PD, you become subject to due process and risk the loss of your Professional or TA III certificate(s).

Adjustments to the requirement may be granted for good cause.

You must report address changes to OTI. ***Check our web site for full details.***

TO DO List

Establish your TEACH account. ***Go to our web site for step-by-step directions.***

Talk with your school administrator to plan and get approval for your professional development activities.

Periodically check your professional development record on TEACH to make sure it is accurate and upto-date.

Alert your school administrator early to any problems with hours reported to TEACH by your district. Keep your own records of all PD you complete for 7 years.

Visit the Office of Teaching Initiatives Web site for complete information on the PD requirement, FAQs, allowable activities, etc. From the Home page, go to "Certification", then "Professional Development for Certificate Holders".

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Office of

SOUTH COLONIE CENTRAL SCHOOLS APPLICATION FOR IN-SERVICE CREDIT

In-service credit is given for courses which are officially approved by the Board of Education. In-service credits shall be awarded on the basis of one credit per 15 clock hours of instruction or one-half credit for 7.5 clock hours of instruction to be paid in one-credit increments. Teachers on or between any salary schedule shall be permitted to use up to 18 in-service credit hours toward attainment of each salary schedule. Credit payments between schedules will be **\$35** effective July 1, 2008, **\$37** effective July 1, 2010, and **\$39** effective July 1, 2012. Upon reaching Schedule IV, teachers will receive **\$35** per credit hour for the total of 30 credit hours beyond Schedule IV, effective July 1, 2008. The rate will be **\$37** per credit hour effective July 1, 2010, and **\$39** per credit hour effective July 1, 2012. Once a teacher reaches Schedule IV, credits beyond the 18 in-service hours must be taken as one-time payments. Those hours not used for salary schedule advancement shall be paid at the rate of **\$130** per credit hour on a one-time basis for the 2008-09 school year. Effective July 1, 2010, the rate will be **\$132** and effective July 1, 2012, the rate will be **\$135**.

Seminar on Educational Issues certificates should be submitted for in-service credit when 15 contact hours of certificates are accumulated.

Applications must be submitted by **October 1** in order to be credited in the first semester and by **April 1** in order to be credited in the second semester.

Teaching Assistants receive **\$30 per credit hour** effective July 1, 2009; **\$31** effective July 1, 2010, **\$32** effective July 1, 2011, and **\$33** effective July 1, 2012. The District will pay \$90 per credit hour reimbursement on a one-time basis over the life of the contract to those Teaching Assistants earning over the maximum of 30 credits upon completion of the course.

NAME _____

IN-SERVICE COURSE _____

DATE OF COURSE COMPLETION:

Month	Year

CREDITS:

SEMINAR ON EDUCATION ISSUES:

Date	Seminar/Workshop	Contact Hours

ELECTION: PLEASE CHECK ONE:

- Payment of \$ _____ per in-service credit hour on a one-time basis
- Use of this credit for between schedules and schedule advancement

Date _____ Signed _____

Social Security No. _____

Credit Approval: To be completed by District Office

Date _____ Signed _____

Payroll Records Adjusted ___/___/___ By _____

Upon payroll record adjustment, this form is placed in the employee's permanent file.

GRADUATE AND IN-SERVICE CREDITS

Graduate Credits

- A. In order for any course to be approved for graduate credit, the course must be listed as 'graduate' on the official transcript and have a graduate course number associated with the course and receive a course grade (numeric or letter). **P/F, S for Satisfactory, A for Audit, or CR for completed courses are not approved for salary compensation.**
- B. In order for a course to be approved for graduate credit, the course must meet one of the following additional criteria:
 - 1. The college or university meets the New York State Education Department's guidelines for approval of a college or university. A State Education list identifies approved teacher education programs from which graduate credit may be granted. The District will use colleges and universities from this list to approve submitted courses. The State Education Department also uses the manuals listed below to determine approval. The District will approve colleges and universities identified in the manuals below and/or the State Education listing:
 - a. The American Council on Education-Accredited Institutions of Post-Secondary Education
 - b. The National Association of State Directories of Teacher Education and Certification (NASDTE)
 - 2. The District will approve colleges and universities accredited by the National Council for the Accreditation of Teacher Education (NCATE) if the submitted course is at the graduate level.
- C. It is recommended that any course that meets criteria A. but does not meet either criteria B.1. or B.2. receive prior approval to ensure acceptance for graduate credit payment.

IN-SERVICE COURSES AND SEMINAR IN EDUCATIONAL ISSUES**In-Service Course Guidelines: 15 Hours and 7½ Hours**

- Approved topics must be related to:
 - ❑ instructional practices, trends, innovations or research designed to improve the quality of instruction in the teacher's assignment;
 - ❑ implementation of District initiatives;
 - ❑ improvement of student achievement.
- Staff can earn one (1) in-service credit for each 15 hours of in-service coursework.

SOUTH COLONIE

- Staff can earn one-half (½) in-service credit for each 7½ hours of in-service coursework.
- Requests for in-service credit must be in blocks of 15 hours or 7½ hours.
- In-service credit **will not** be awarded for:
 - ❑ any activity that takes place during the school day;
 - ❑ any activity that is reimbursed or paid for by the District **or any other organization;**
 - ❑ any teacher who fails to sign the participation list at the activity;
 - ❑ time for registration, breaks, meals, or exhibits;
 - ❑ video courses that are not part of a supervised in-service course;
 - ❑ on-line courses that are not able to provide documentation of amount of time spent on-line as well as confirmation that on-line course work was completed;
 - ❑ **an individual who is the instructor of the course.**
- The Director of Human Resources recommends in-service courses of 15 hours and 7½ hours to the Board of Education for approval.
- All requests for **approval** for in-service credit in blocks of 7½ or 15 hours should be forwarded to the Director of Human Resources on the form "Appendix A: Application to Receive In-Service Credit Approval" (4200.1-E1)
- **All requests must be received by the Director of Human Resources one week before the Board meeting at which the request will be approved.**

Guidelines and Criteria for Approval of In-Service and Seminar Sessions and Presenters

- Approved topics must be related to:
 - instructional practices, trends, innovations or research designed to improve the quality of instruction in the teacher's assignment;
 - implementation of District initiatives;
 - improvement of student achievement.
- The number of in-service credits determined for 7½ and 15 hour courses will be determined by the district administration.
- Any in-service course or Seminar session approved for credit is **only approved for that school year (July 1 – June 30)**.
- All presenters must be approved by the Director of Human Resources and/or the Chairperson of the Professional Development Committee.
- In-service courses **will not** be approved for:
 - any activity that takes place during the school day;
 - any activity that is reimbursed or paid for by the District **or any other organization**;;
 - video courses that are not part of a supervised in-service course;
 - on-line courses that are not able to provide documentation of amount of time spent on-line as well as confirmation that on-line course work was completed;
 - **an individual who is the instructor of the course.**
- It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Office in 15-hour increments. **Original** certificates must be submitted.

Graduate Course Credit or Undergraduate Course Credit

At times, colleges and universities offer the option of taking a course for graduate or in-service credit. Staff members taking the course for *graduate* credit must ensure that the course meets the requirements outlined in this document under **Graduate Credits**.

In order for staff members to receive payment for *undergraduate* courses, these courses must be pre-approved by the Director of Human Resources as in-service credits. These courses must meet the requirements outlined in this document under **In-Service Course Guidelines**.

NOTE: THESE GUIDELINES WILL BE REVIEWED ANNUALLY.

Ref: Policies 4200.1; 9280; 9281-R
Revised: January 2007

Please Read:

Change in submitting In-service courses from the **Greater Capital Region Teacher Center** for salary credit.

The Teacher Center has made some changes in their registration process and in the way they report or validate successful course completion. In the past when a teacher completed a course they received a signed course completion certificate by the instructor of that class. Now the teachers print out their own certificate via ***My Learning Plan***.

Now that the Teacher Center has electronically administering their courses via My Learning Plan it has necessitated the District to require an additional verification of course completion. When submitting your in-service information, In-service Application and Certificate of Completion, please include a printout of ***My Courses—indicating course completion*** from-- ***My Learning Plan***, which is the software program you used when you registered for your teacher center course.

Remember not all Teacher Center Courses are pre-approved. Pre-approval is limited to 7 ½ hours, 15, 30 and 45-hour courses. Courses that are 3, 6, 9, 12 hours are Seminars on Educational Issues and requires both District and BOE approval. Apply to the HR Dept. before taking the course to obtain approval.

Please call the Human Resource Department with additional questions.

Thank you.

Procedure for Processing Graduate Credits

1. Official graduate transcripts are stamp dated when received.
2. Only official transcripts are accepted.
3. College is checked to make sure it is an accredited college.
4. Course number is checked for graduate level course.
5. If it is unclear about the course, the college is called to confirm that the course is graduate level.
6. If the course is not graduate level or if the college is not accredited, a letter is sent to the teacher to tell them credit will not be given.
7. The graduate credits are held and processed after November 1 of each year unless there is a schedule change. *Schedule changes occur per semester.*
8. In November, payroll is given a list of teachers with graduate courses so appropriate payment may be made.
9. The grad courses are imputed in the computer in order to generate a list for each teacher.
10. Official transcripts are filed in the appropriate teacher file.

Procedure for Processing In-service Credits

1. In-services are stamp dated when received.
2. The file is checked to make sure the in-service was not processed already.
3. Only original certificates are accepted.
4. In-services go to the Office of the Assistant Superintendent of Instruction. The courses are checked to make sure they are approved courses. If they are approved they are signed by that office and returned to the Human Resource Dept.
5. The in-service or/and seminar in education issues are processed after October 1 and/or April 1 of each year unless there is a schedule change. *Schedule changes occur per semester.*
6. If the in-service is not an approved course, a letter is sent to the teacher to tell them credit will not be given.
7. Teachers are directed to contact Dave Seaver for course approval.
8. In October and April, payroll is given a list of teachers with in-service courses so appropriate payment may be made.
9. The in-services are imputed in the computer in order to generate a list for each teacher.
10. In-services are filed in the appropriate teacher file.

**Seminar on Educational Issues Guidelines
in Increments of Three (3) Hours (Up to 12 Hours)**

- Approved topics must be related to:
 - ❑ instructional practices, trends, innovations or research designed to improve the quality of instruction in the teacher's assignment;
 - ❑ implementation of District initiatives;
 - ❑ improvement of student achievement.
- **Requests for Seminar on Educational Issues credit must be in increments of three (3), six (6), nine (9) and/or twelve (12) hours.**
- Contact hour credit **will not** be awarded for:
 - ❑ any activity that takes place during the school day;
 - ❑ any activity that is reimbursed or paid for by the District **or any other organization;**
 - ❑ any teacher who fails to sign the participation list at the activity;
 - ❑ time for registration, breaks, meals, or exhibits;
 - ❑ **an individual who is the instructor of the course.**
- All requests for **approval** for Seminar on Educational Issues credit should be forwarded to the Director of Human Resources on the green form "Request for Seminar Approval" (9281-E.1).
- All requests must be received by the Director of Human Resources **one week before** the Board of Education meeting at which the request will be approved.
- It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Office in 15-contact-hour increments. **Original** certificates must be submitted.

Schedule Changes

12 Graduate Credits (AT LEAST, CAN HAVE UNLIMITED #)

18 In-Service Credits (NO MORE THAN)

= 30 for a schedule change

Can have all graduate credits (30)

**Done twice per year – September 1st
February 1st**

Course work must be completed by August 31st for a September 1st change

Course work must be completed by January 31st for February 1st change

When you submit the paperwork to us, we do a memo to payroll – they re-work your pay to be retroactive to the 1st

**PLEASE REMEMBER THE FOLLOWING WHEN
REQUESTING APPROVAL FOR
STAFF DEVELOPMENT ACTIVITIES
IN-SERVICE COURSES
15 HOURS AND 7½ HOURS**

You can earn 1 in-service credit for each 15 hours of in-service coursework.

You can earn ½ in-service credit for each 7½ hours of in-service coursework.

Requests for in-service credit must be in blocks of 15 hours or 7 ½ hours.

The Director of Human Resources approves in-service courses of 15 hours and 7 ½ hours.

In-service courses of 45 hours, 30 hours, 15 hours and 7½ hours, offered by the Capital District Teacher Center are pre-approved for in-service credit.

All other requests for approval for in-service credit should be forwarded to David D. Seaver, Director of Human Resources.

Remember to provide sufficient time for the Human Recourse Department and the Board of Education to approve the request prior to the start of the in-service activity

One time payments for in-service = \$132 per credit hour or \$ 37 per credit hour added to your annual salary

Page 65 SCTA Contract

Step advancement past step 15—must complete 6 credit hours of educational courses or in-service –during the previous 5 years. The 5 year period is defined as Sept 1 through Aug 31. Page 66 SCTA Contract

Payment Schedule

In-service and Seminars in Ed—Deadline for submitting all documentation and application for payment is Oct 1st. And April 1st--- \$37 paid in Oct. or \$ 18.75 paid in April and added into the employees regular annual salary the following school year.

Grad Credits—Deadline for submitting all documentation and application for payment is Nov. 1st. Half of the annual increase is paid in Jan. and June and then incorporated into the employees salary the following school year.

HR will process schedule changes throughout the year when a teacher completes the 30 credits for a schedule change. The schedule change will occur Sept 1st and Feb 1st.