

**PLEASE REMEMBER THE FOLLOWING WHEN  
REQUESTING APPROVAL FOR  
STAFF DEVELOPMENT ACTIVITIES**

**IN-SERVICE COURSES**

**15 HOURS AND 7½ HOURS**

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

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

Requests for inservice 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