

IN-SERVICE COURSES

Guidelines and Criteria for Approval of Courses for In-service Credit

1. In-service credit may be awarded on the basis of one credit per fifteen (15) clock hours of instruction or one-half credit for seven and one-half clock (7 ½) hours of instruction (or multiples thereof) **to be paid in one-credit increments**. In-services can be provided in 15, 30, 45 contact hour increments.
2. The Director of Human Resources will review requests for sessions and presenters and make decisions on the proposals.
3. Requests for course approval must be submitted to the Director of Human Resources and approved prior to the date of activity by both the Director of Human Resources and the Board of Education.
4. The District form entitled *South Colonie Central Schools Application for Independent In-service Credit* with an accompanying **original** certificate of attendance must be submitted at the completion of the course.
5. In-service courses offered by the Greater Capital Region Teacher Center and by the District are pre-approved as long as they meet the requirements listed in #1 above.
6. In-service credit **will not** be awarded for:
 - any in-service course that takes place during the school day.
 - any in-service course that is reimbursed or paid for by the school district.
 - any in-service course that the teacher is receiving payment or remuneration
 - any teacher who fails to submit a certificate of attendance.
 - time for registration, break, meals or exhibits.
 - an individual who is the instructor of the course.

Contact Person Responsibilities

1. Ensure that teachers from the South Colonie School District attending an in-service course are aware that he/she is the contact person for that activity.
2. Collect the signatures of all South Colonie participants who are attending the approved in-service course and forward this completed participation list to the Director of Human Resources.