

IN-SERVICE COURSES

In-service course guidelines are as follows:

1. Approved topics must be related to:
 - a. instructional practices, trends, innovations or research designed to improve the quality of instruction in the teacher's assignment;
 - b. implementation of District initiatives;
 - c. improvement of student achievement.
2. Staff can earn one (1.0) in-service credit for each fifteen (15.0) hours of in-service coursework.
3. Requests for in-service credit may be combined for a total of 15.0 hours. Any hours submitted totaling over 15.0 hours will not be carried over for future credit.
4. In-service credit will not be awarded for:
 - a. any activity that takes place during the school day;
 - b. any activity that is reimbursed or paid for by the District or any other organization;
 - c. any teacher who fails to sign the participation list at the activity for a District-sponsored course;
 - d. time for registration, breaks, meals, or exhibits;
 - e. video courses that are not part of a supervised in-service course;
 - f. online courses that are not able to provide documentation of amount of time spent online as well as confirmation that online course work was completed;
 - g. an individual who is the instructor of the course.
5. The Director of Human Resources recommends in-service courses to the Board of Education for approval.
6. All requests for approval for in-service credit should be forwarded to the Director of Human Resources via the professional learning data management system.
7. All requests must be proposed via the professional learning data management system two weeks before the Board meeting at which the request will be approved.
8. The course contact person for any District-sponsored in-service course must submit the In-Service Participation List (9201-E1) to the Director of Human Resources at the conclusion of the course so that participants may receive course credit.
9. District-sponsored in-service courses must be accompanied by the Certificate of Participation (9201-E2) for the participant to receive course credit.
10. In-service courses sponsored by outside agencies must be accompanied by that agency's certificate of completion (e.g., My Learning Plan, Creative Teachers, etc.) for the participant to receive course credit.

11. Participants must complete and submit the Application for In-Service Credit (9201-E3) to the Human Resources Department by October 1 and April 1.
12. In-service credits processed in October and April will be paid out for the first year and will become part of the participant's contract salary each year thereafter.
13. It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Office in fifteen (15.0) contact hour increments. Original certificates must be submitted.

Revised: March 7, 2017; August 5, 2014

IN-SERVICE PARTICIPATION LIST
DISTRICT-SPONSORED COURSES

Title of Activity: _____ ID Number: _____

Contact Person: _____ Date: _____

Each employee needs to sign this participation list at the approved activity.

- 1. _____ 16. _____
- 2. _____ 17. _____
- 3. _____ 18. _____
- 4. _____ 19. _____
- 5. _____ 20. _____
- 6. _____ 21. _____
- 7. _____ 22. _____
- 8. _____ 23. _____
- 9. _____ 24. _____
- 10. _____ 25. _____
- 11. _____ 26. _____
- 12. _____ 27. _____
- 13. _____ 28. _____
- 14. _____ 29. _____
- 15. _____ 30. _____

* The Contact Person must forward this Participation List to the Director of Human Resources at the conclusion of the activity.

SOUTH COLONIE CENTRAL SCHOOL DISTRICT

CERTIFICATE OF PARTICIPATION

DISTRICT-SPONSORED COURSES

This is to acknowledge the participation of

Name

in the In-Service Course # _____

Course Title

on

Date(s)

Total In-Service Hours:

Contact Person

Date

Note: It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Department. One in-service credit is equal to 15.0 contact hours.

SOUTH COLONIE CENTRAL SCHOOL DISTRICT
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 15.0 clock hours of instruction to be paid in one-credit increments.

Employees may refer to their unit’s contract or contact the Human Resources Department regarding specific credit reimbursement.

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.

NAME: _____

Date	Course Title	Contact Hours

ANY SUBMITTED HOURS TOTALING OVER 15.0 HOURS WILL NOT BE CARRIED OVER FOR FUTURE CREDIT

TOTAL CREDITS: _____

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 _____ Signature _____
 Social Security *(last four digits)* _____

Credit Approval: To be completed by District Office

Date _____ Signature _____

Payroll Records Adjusted ___/___/___ By _____

Upon payroll record adjustment, this form will be placed in the employee’s permanent file.