

# SOUTH COLONIE STAFF DEVELOPMENT

## IN-SERVICES Total of 15 HOURS

You can earn 1.0 in-service credit for each 15 hours of in-service coursework.

All requests for approval for In-Service credit must be submitted on **PDE**express for Board of Education approval.

Remember to provide sufficient time for processing and the Board of Education to approve the request prior to the start of the in-service activity.

In-Service applications form must be submitted in a packet of 15 hours (1 credit). Any hours submitted totaling over 15.0 hours will not be carried over for future credit.

In-service courses offered by the Greater Capital Region Teacher Center My Learning Plan, Capital Region BOCES My Learning Plan or any other outside agency are **NOT** pre-approved for In-Service credit.

Outside agency certificates must be submitted in order to receive in-service credit.