

*LAKELAND JOINT SCHOOL DISTRICT #272*

*15506 N. Washington Street*

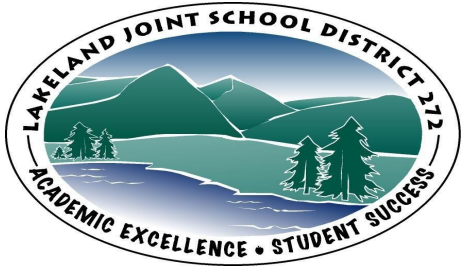
*Rathdrum, Idaho 83858*

*Phone: 208.687.0431*

*Web: sd272.org*

***GUIDELINES FOR CREDIT FOR EQUIVALENT  
INSERVICE TRAINING FOR RECERTIFICATION  
(INSERVICE CREDIT)***

1. Each inservice credit shall require not less than fifteen clock hours of formal instruction. Seven and one-half (7.5) hours of corresponding or related inservice instruction may qualify for one-half unit of inservice credit.
2. Three inservice credits are the maximum allowed for a recertification period. Credits must be completed during the five years the certificate is in effect.
3. Request for inservice credit shall be made through the professional development committee of the local school district or educational agency, within the same contract year the inservice instruction was completed. (Sept. 1 – Aug. 31)
4. Inservice credits shall be reported to the Office of Teacher Education and Certification, Idaho State Department of Education on forms provided by that office.
5. Inservice credit forms must be signed by the local district superintendent or designee and the chairperson of the local professional development committee.
6. When the inservice training is conducted as a joint action of two or more school districts and/or educational agencies, the district of employment shall assume responsibility for verifying their employees' inservice credit to the state.
7. All local school districts must file a district professional development plan with the Office of Teacher Education and Certification by September 1, 1985, and must file an updated plan each year thereafter.
8. Persons not employed by an Idaho school district may be accepted into the inservice program of a local school district at the option of the school district (verification by submission of "Certification of Equivalency Inservice Training" form.) Those persons not accepted into a local school district inservice program and those persons who elect not to participate in a local inservice program shall be required to complete all recertification credits at a college or university. (Verification shall be by official university/college transcripts.)



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**VERIFICATION OF COMPLETION OF EQUIVALENT  
INSERVICE TRAINING  
IDAHO STATE DEPARTMENT OF EDUCATION**

The following individual has successfully completed a professional development activity and is entitled to equivalency credits for recertification as noted:

**Full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
\_\_\_\_\_

**Description: Title of Inservice** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inclusive Dated (Month, Day, Year):** \_\_\_\_\_

**School District or Agency Conducting Inservice:** \_\_\_\_\_  
\_\_\_\_\_

Inservice credit hour equivalent \_\_\_\_\_ (at least 15 clock hours of formal instruction is required for each hour of inservice credit granted)

\_\_\_\_\_  
Assistant Superintendent or Designee

\_\_\_\_\_  
Date

Note: the applicant with the Office of Teacher Education and Certification, Idaho State Department of Education must file this verification certificate, if recertification credit is desired. This form should accompany the application for recertification. Verification may be filed upon completion of the professional development activity.