

The **Professional Program Review Committee** (PPRC) has the responsibility of approving or disapproving **graduate training programs** for sixth-year salary placement or doctoral degrees for certified staff. In addition, the PPRC reviews and makes recommendations for **Non-School Time - Educational Development Leave** (NST-EDL) requests for certified staff. The Committee meets to review plans five times a school year.

Graduate Training Programs:

Thirty semester hours of credit beyond an earned master's degree, a second master's degree, or a professional certificate or diploma covering graduate study on the sixth year level are necessary for placement on the sixth year salary schedule (a quarter hour is evaluated as 2/3 of a semester hour). Prior to starting any planned program, the teacher should prepare and submit a tentative plan of study to the Professional Program Review Committee. The plan submitted should be directed to training that is most beneficial to the staff member and the school system. The sixth-year program assumes the prior completion of the master's degree. The Committee will require that a minimum of fifteen semester hours within the total sixth year level graduate program be directly related to the area in which the staff member finds his/her major assignment. All courses must be taken in an accredited institution. After the program has been accepted, the teacher must obtain approval of course changes or additions that occur. The Committee recognizes the various problems confronting the person working towards advanced standing. Some may, of necessity enroll for courses prior to approval of a plan. Teachers who so enroll do so at their own risk.

Non-School-Time Educational Development Leaves:

A Non-School-Time Educational Development leave (NST-EDL) grants a contractual per diem to teachers for attendance at organized conferences, workshops and short-term courses, which are not part of a planned graduate program to be presented for salary schedule advancement. The NST-EDL activity must occur on a day that the Greenwich Public Schools are not in session and not be part of a continuing course, which happens to fall on a non-school day. NST-EDLs are limited to twenty days duration for any given application. Each teacher granted a NST-EDL must submit a completed Payment Request Form along with a brief written report and proof of attendance, no later than two (2) weeks after the conclusion of the activity. The report should include an outline of the activity and a description of the impact on the teacher and how the learning may be shared with the school system. Request for payment submitted after the two-week window, or without supporting documents, will not be eligible for compensation. Teachers must have completed their third year as a teacher with the GPS to be eligible for NST-EDL grants. The PPRC is unable to consider requests for leaves after the activity has taken place. The PPRC meets five times a school year.