

**PROFESSIONAL DEVELOPMENT ATTENDANCE RECORD PAC Request**  
**For External (non-MMSP Professional Development Held During Non-Contract Hours**

**Professional Development Title:** \_\_\_\_\_  
**Organization offering the Professional Development:** \_\_\_\_\_

Facilitator Name:			DATES & NON-CONTRACT HOURS OF MEETINGS									Total Hours 10 hours = 1 PAC	
Facilitator Phone:		Facilitator Email:		Oct 13 2013									
PARTICIPANT NAME:		SCHOOL/DEPT	EMPLOYEE B number		3 hrs.								
1. example: Jordan Anderson		East HS	b123456	x									3.5 hours
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													


To the best of my knowledge, the attendance information recorded above is accurate, and this professional development occurred outside the regular contract day.

**Facilitator Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this completed form and **attached agenda/syllabus** to:  
Professional Learning and Leadership Development MMSP  
545 West Dayton St. Madison, WI 53703

**Note:** This form is for non MMSD, external PD. District sponsored PD should be submitted in the PD Catalog, unless special permission is granted to use this form. Please contact Joleen Welborn ([jwelborn@madison.k12.wi.us](mailto:jwelborn@madison.k12.wi.us)) if you have any questions.

### Credit Guidelines for MMSD Courses

- **Professional Advancement Credits (PACs)** are only for employees in the Teaching (Collective Bargaining Agreement) Unit. One course PAC equals 10 hours. The total hours may include face-to-face, online instruction, and extended assignments. Participation must occur during non-contract time, participants may not receive extended employment payment (also only available to the Teaching Unit), and participants may not have hotel, travel, or registration fees paid by the District. District policy is that PACs are truncated, not rounded up to the tenth. For example, .25 PACs would be recorded as .2 PACs. For District-offered courses in the PD Catalog, participants must complete the course to receive credit; there are not partial credit options. PACs will automatically be transferred to HR when participants complete a course in the PD Catalog. <http://mmsd.org/pdcatalog>
- **Professional Development Hours** are for administrators, SEAs, EAs, clerical, substitute teachers, and other Units who do not receive PACs. PD Hours are also for teachers during contract time PD. Although PD Hours are not relevant to salary schedule advancements nor do they count as Academic Credits for licensure, some individuals want them for their records. <http://mmsd.org/pdinfo>
- **Academic Credit.** If participants choose academic credit (College or University Credit), they cannot choose PACs. Participants must turn in Academic Credit transcripts to HR for salary schedule advancements.
- **Extended Employment** is occasionally an option available in the PD Catalog, paid by the sponsoring Department/School. If this option is selected, PACs are not an option.
- **Teacher Salary Advancement information** is managed by Human Resources: (608)663-1864  
Find your official credit record, which shows PACs and Academic Credits, by logging into the GUI400 Icon  in your Novell Application. PD hours do not appear on your credit record.

### Credit deadlines in HR for PACs, University Credits, and/or Degree Verification

PAC Review Committee Deadline	Salary Month	Month Reflected in Salary Increase
October 1st	October	November
February 1st	February	March
June 1st*	June	October
July 1st	September	October

All PAC records must be submitted within the academic year that they occur. Activities occurring during the summer may be submitted any time through the following academic year.

\* Deadline is only for the PACC review; official deadline for HR is July 1st