

Guide To Entering in a Course:

A tutorial video has been created to inform you.....

Here is the link to the tutorial:

What is the difference between Graduate Credits and In-Service Hours:

Graduate credits and in-service hours for credit count the exact same (15 hours = 1 graduate credit). The benefit of graduate credits is that they can count towards other certifications/degrees and can also travel with you to another district. However, if you are not pursuing a degree/certification and are likely to remain in the MUSFD, in-service credits are suggested as they are usually significantly less expensive.

How are the number of hours credited?

In-service hours or graduate credits must match the documentation (certificate of completion, official transcript) submitted to HR. Please be precise when entering credits.

Is prior approval required?

Please enter the request in Frontline Professional Growth (formerly My Learning Plan) well in advance of the start date of a course. If there is a last-minute request, then please reach out to notify your principal.

Are there limits to how many hours I can accrue?

Article XII-E of the MTA contract states:

In the interest of the teacher and the School District, permission will not be granted to any teacher to pursue more than six (6) hours credit during each semester of the school year.

An approval from an administrator in Frontline cannot supersede a contractual clause. When calculating salary movement, you cannot be credited with more than six **(6) credits** each for the Fall and Spring semester.

The first semester is considered 9/1 - 1/31 and the second semester 2/1 - 6/30.

As of 9/1/21 – you cannot be credited with more than (12) credits for the school year (Sept. – June.) Does NOT matter when taken throughout the school year.