PIR.Net FAQ – Kalispell Public Schools

1. **"What counts towards flex PIR credit? How does this work?"**

   Certified staff are paid, per the CBA, for 187 days:
   - 179 days (K-5) and 180 days (6-12) of pupil instruction,
   - three days of district directed professional development (SY 23-24: August 28, 29, January 22),
   - one day for Parent/Teacher conferences (K-5 only), November 1,
   - two days of "PIR trade-off" for time put into required Open Houses and Parent/ Teacher Conferences (SY 23-24: November 22 and March 25), and
   - two days (12 hours) of Flexible PIR (prorated if you are less than full time).

   For a class/ professional development opportunity to be considered for Flex PIR credit, it must be:

   1) approved by **Andrea Leventis Nash**, the Assistant Superintendents, or your building Principal (final decisions rest with the Assistant Superintendents),
   2) meet for a minimum of 2 hours at a time and occur outside the contract day/ year (sessions within a conference can be less than 2 hours),
   3) not taken for college credit, and
   4) unpaid by the sponsoring agency.

2. **"What is the difference between PIR and CEUs?"**
   - PIR.Net – the website that lists approved Professional Development opportunities that can count towards your flex PIR hours
   - PIR hours – the number of hours you are in Professional Development training sessions. These are also CEUs, but we call them hours because of the 12-hour requirement you have with the district.
   - CEUs – Continuing Education Unit. You use CEUs for your recertification with OPI.

3. **"How does PIR.Net fit into this? How does this work?"**

   PIR.Net lists all the approved professional development events that count towards your flex PIR. It's how we keep track of your professional development requirements with the district. It also holds your PIR.Net history.

   PIR.Net is not a place for you to enter and keep track of all your professional development activities. It only tracks the ones that count towards the required 12 hours. Your hours are entered only after **Andrea** receives verification of your participation.

4. **"I signed up for and attended a class listed on PIR.Net and it's not in 'My Schedule' anymore."**

   'My Schedule' holds class information for upcoming PIR sessions you have chosen to attend. Once an event is over, it will no longer be listed in your schedule.

5. **"I am hosting a book study for PIR. Can we earn PIR hours for time reading the book?"**

   A book study event operates under the assumption that reading is done outside of the scheduled sessions. PIR hours cannot be earned for reading the book. PIR hours in book study can be earned for time spent meeting to study and discuss the book.

6. **"How can I tell how many hours I have for the year?"**
   The PIR sessions you've received credit for are listed, by year, in the My Report Card link. However, this list cannot be used as verification of your PIR hours when you recertify with OPI. For that, you need to have copies of your PIR.Net CEUs. See question # 17.

7. **"I took a class and it's not listed in My Report Card. How do I get credit?"**
   Part of a facilitator's role is to collect signatures from participants at a session. This verification of attendance is an OPI requirement. Once a session is completed, the attendance list is sent to the Central Office and used as a guide in awarding hours. If you attended an approved class and signed an attendance sheet, you will get credit. If you attended an event, signed the sign in sheet, and don't see your hours listed, one of these scenarios is likely:
   - Your event sponsor has not yet sent in the attendance report to the Central Office.
   - Your event offers several sessions over the course of the school year and has not yet been 'closed' or completed in PIR.Net. Examples MT Teacher Learning HUB, First Aid/CPR courses, Book Studies, or a series of collaborative planning sessions for the school year.

8. **"My facilitator did not collect signatures. Does that mean I won't get credit?"**
   No, it means the class facilitator has yet to create a list with the names of those people who did attend and the hours they participated.

9. **"I attended a class and now want to sign up for it on PIR.Net so I can get credit. It's not listed under 'Select Sessions'."**
   Classes you see listed under 'Select Sessions' are upcoming classes available for you to attend. Once a class meeting date has passed, or, in the case of a series of sessions in a given class offering, once the last meeting date has passed, the class 'falls off' the list.

   Think of it as a dinner reservation: you make it before you go, not as you arrive at the restaurant or after you've eaten. You should sign up for classes before they are held and if you change your mind and don't want to go, cancel your 'reservation' so someone else can attend.

10. **"So, I didn't sign up before the class. Do I still get credit?"**
    Yes, if you signed an attendance sheet.

11. **"I attended a conference/ training outside the valley. How can I get credit?"**
    As with all PIR courses, the conference/ training must be approved before it can be counted towards your flexible PIR credit. You should do this BEFORE you attend the conference/ training if you are interested in receiving credit for it. When you return, you will need to send a copy of attendance verification (usually the renewal unit certificate) to **Andrea Leventis Nash** in the central admin building.

12. **"What kind of information is needed on a conference/training for it to be included in the PIR.Net system?"**
    Name of the conference; location; dates of sessions; sponsor.

13. "Can I get credit for professional development for Coaches?"

Yes. You may use up to 6 hours of coaching-related professional development towards your required 12 hours in any given year. Sessions this applies to include (but are not limited to) annual school-level coaches' meetings, First Aid/CPR, MCA, concussion training, and MHSA/NFHS Certification.

14. "I have an idea for a session I'd like to see offered or a conference I'd like to attend. Can I put it on PIR.Net?"

Yes! At the top of the 'Select Sessions' page is a link to the 'Suggest a Session' form. Complete it. Once you save it, it lands on the master list where it can be reviewed/ approved. You may be contacted if additional information is needed. Until your session is approved, you may access/ make changes to/ complete the session form from a link on your landing page.

15. "A class I wanted to attend changed locations and no one let me know. What's up with that?"

Session facilitators make every effort to contact those people wishing to attend their class when there are changes. However, the only contact information available to them is the information entered by each person in 'My Profile.' If your teaching location/ grade level/ phone number/ email information has changed and those changes are not reflected in 'My Profile' the facilitator will not have the necessary information with which to contact you. Please review and make necessary changes to your contact information in 'My Profile' yearly.

16. "I signed up for a session and now it is highlighted pink on the 'Select Sessions' page. Usually the little red box just turns green when I register for a class. And it is not listed in 'My Schedule,' either."

A pink highlight over a course listing on your 'Select Sessions' page indicates that the session you want to attend is full and you are on a waiting list. As spots become available, people move from the waiting list onto the class attendees list.

This is why it is important to 'unregister' if you no longer want to attend a session you've signed up for. You do this by clicking on the box to the left of the session title or by clicking the 'I Don't Want to Attend' button on the course description. When you are registered for an event, the facilitator is preparing materials for you and you are reserving a seat in the class. Someone else may want that seat if you are not going to attend.

17. "What happens if I don't complete all my required hours this year?"

Your salary includes payment for the 12 hours of Professional Development you are required to complete (assuming you are a full-time teacher; this is prorated if you are less than full time). If you do not complete your required hours, you owe the district for those hours, and your final (June) paycheck will be docked accordingly.

18. "How do I verify the professional development I'm using to recertify with OPI?"

Print your CEU reports by year directly from the PIR.Net. Go to the My Report Card link and select a school year. All PIR.Net professional development that has been awarded to you for that year will be listed. Select 'Certificate' and a CEU will be generated. The 'Printable Version' creates a cleaner copy. These may be used with OPI when you recertify.

19. "I forgot my username and/or password."

You can reset your own password. Select the Forgot Password link and you will be prompted to enter your username. An email will be sent to the primary email address you have listed in your Profile with instructions on resetting your password. Yes, you need to know your username. If you can't remember it, contact **Andrea Leventis Nash** to find or reset your information. DO NOT create another account. This creates problems for maintaining an accurate training history.

If you had a PIR.Net account with another district in the valley, you still have that account. Just log on and update your profile with your current school, grade level, email, etc.

NOTE: PIR.Net is <u>not</u> a part of the district-connected programs such as PowerSchool, school email and other tools. When you change your login information for your computer it will not change your access to PIR.Net.