

WHITESBORO CENTRAL SCHOOL DISTRICT

DISTRICT IN-SERVICE CREDIT COMMITTEE

IN-SERVICE CREDIT GUIDELINES AS PER

ARTICLE 14 OF THE WTA CONTRACT

Revised May 2019

GUIDELINES FOR IN-SERVICE CREDIT

As per Article 14 of the W.T.A. Contract, the following guidelines have been developed by the District In-service Committee. The In-service Credit Committee is responsible for the development and enforcement of the guidelines. The committee of three (3) administrators and three (3) teachers is responsible for the enforcement of the guidelines and will not deviate from the pre-determined criteria. The District In-service Committee cooperatively works with the Teacher Center Policy Board on Teacher Center course offerings and target audience restrictions. The committee's major goal is to offer relevant programs that fall under the District Professional Development Plan.

1) District Initiatives(s)

Teacher training required by a District Initiative shall be remunerated at the hourly rate. The hourly rate is determined by Article 3:06 of the W.T.A contract. Registration fees, material costs, etc. will be paid by the District. Required courses taken to fulfill District Initiatives will not be taken for in-service credit.

2) In-service Credit

The first fifteen hours of In-service credit must be accompanied by an equal number of Graduate Credit Hours. In-service credit above the fifteen hours may be banked to the teacher's record and the in-service will be accepted after the completion of fifteen college graduate hours.

A maximum of 225 hours of approved coursework will be accepted each year (July 1-June 30). Hours beyond the maximum shall be applied in subsequent years in the order in which they were completed and will apply toward the new year's maximum. Based on extenuating circumstances, requests to exceed the maximum number of In-service hours in one year (225 clock hours) will be considered on an individual basis by the Assistant Superintendent (example: Pursuing another Certification due to District's request/needs.)

3) Does Not Require Approval

The following section covers In-service courses/programs which the District sponsors. This applies to courses/programs other than District Initiatives. (ex. Courses listed in the District or BOCES Catalog). It pertains to courses as referenced in Article 14 of the W.T.A. contract.

Application and Approval Procedure

- a. Office of Assistant Superintendent receives proposal for course from District staff, approves, sets credit and any limitations and provides description (in usual format) for staff.
- b. Office of Assistant Superintendent receives description of course from agency, sets credit, any limitations and notifies staff.

- c. Limitations may include number of participants, relevancy to applicant's subject area, or teaching assignment, and relevance to District goals/mission. Priority will be given to those teachers for whom the course/class is mandatory.
- d. Teachers submit application to take the course, and upon completion of the course, a Certification of Completion statement must be submitted to the office of the Assistant Superintendent. Credit will then automatically be granted as previously set.

4) *Requires Prior Approval*

The following section is pertinent to courses for which individual teachers must request credit and will be reviewed by the Assistant Superintendent on an individual basis. If there is a need for appeal, the District In-service Credit Committee will review the request. The committee is established as per Article 14:02 of the W.T.A. Contract and will consist of three (3) members appointed by the W.T.A. and three (3) members appointed by the District.

Application and Approval Procedure

- a. At least two weeks prior to the commencement of the activity, a description of the activity, complete with requested amount of credit, must be sent to the office of Assistant Superintendent through My Learning Plan's Out-of- District Request Form.
- b. *Courses from an educational institution will need to be taken at the graduate level, and approved by the institution/university for post-baccalaureate (graduate) credit.*
- c. Credit will not be granted unless prior approval is secured (except in **unusual/extenuating** circumstances). If credit is to be granted, the District will, where possible, provide approval for granting credit prior to the activity beginning.
- d. Credit will be considered on the basis of value and professional growth potential for the applicant as well as the limitations stated under 3) b., c., and d.
- e. The recommendation as to credit will be made and the applicant so notified *through My Learning Plan*.
- f. The Committee will review any request on appeal within *5 school days*.
- g. If necessary, the applicant will be asked to appear before the Committee. The final decision will be made by the *Assistant Superintendent for Learning and Accountability* upon receipt of proposal.

Specific Guidelines for Different Activities

The following criteria will be utilized by the Assistant Superintendent in making awards of credit for the different activities listed. All activities pertain to Article 14 of the W.T.A. Contract.

The Teacher Center (or the District In-service Credit Committee) will issue requests for Professional Development courses staff members feel qualified to teach and will develop recommendations and submit them to the Assistant Superintendent.

5) Whitesboro Teacher Center/Association Courses

The Teacher Center will sponsor an annual survey of staff to determine the areas staff need/desire Professional Development opportunities.

Approval for courses for workshops sponsored by the Whitesboro Teacher Center, Whitesboro Teachers Association or affiliated association is based on information submitted to the Assistant Superintendent by the person(s) teaching the course or from the sponsoring organizations.

Such information will include:

- (1) The name of the course or workshop.
- (2) The description and outline of the course or workshop.
- (3) Requirements of course or workshop.
- (4) Number and length of meetings (calendar)
- (5) Meeting times.
- (6) Location of meetings.
- (7) Cost, if any.
- (8) Instructor(s) and qualifications or instructor(s).
- (9) Sponsor of course or workshop.
- (10) Agreement to submit class records (attendance, grades, etc.) at the end of the course or workshops.

Application and Approval Procedure

After approval by the Assistant Superintendent, approved courses will be listed in the *My Learning Plan District Catalog*. Notification will include the credit approved for the course, any requirements or restrictions on attendance, etc. Staff members will receive approval through their *District My Learning Plan account*. A Certification Statement of Completion will be submitted to the Assistant Superintendent by the Teacher Center Director.

Rules and Regulations

- a. One credit hour will be awarded for each 15 clock hours of sessions.
- b. There must be evidence of successful completion of the course requirements. Partial credit may be granted based on attendance and participation on an individual basis.
- c. Courses running 45 hours will require participants to complete the course as described in the syllabus. If legal absences are allowed by the instructor, pro-rated credit will be awarded for successful completion of the course.
- d. Whenever possible, participants will be provided with an opportunity to make-up missed sessions. Make-up work will be provided at the instructor's discretion.
- e. Participants in in-service programs may not submit for credit approval for any course/workshop which is of the same general content as one for which they have previously received credit unless it can be demonstrated that updating skills would be beneficial to applicant.

6) Courses Sponsored by State or Federal Education Units

- a. Courses should follow a well-outlined syllabus showing the specific purposes to be achieved and content to be covered. *An official college transcript* verifying successful completion of a course must be submitted to the Assistant Superintendent.
- b. One (1) credit hour will be awarded for each 15 clock hours of meeting.
- c. Required attendance will be according to the policy established by the unit.
- d. Some form of evaluation is required, as determined by the course instructor.
- e. Certification of completion is required from the sponsoring unit. Evidence that the teacher has satisfactorily completed all time and work requirements (and is entitled to credit) will be required.
- f. No course may be completed more than once for credit.

7) Course at the Undergraduate Level and Non-Credit Courses (Prior Approval Required)

- a. These courses shall include all formal credit or non-credit bearing course work at two, three or four-year degree granting colleges, where any credit is given at the undergraduate level. A college transcript verifying successful completion of a course must be submitted to the Assistant Superintendent.
- b. These courses shall be approved when the applicant can demonstrate that:
 - (1) The course will further the applicant's academic development in his/her current subject/teaching area.
 - (2) The course will further the applicant's professional development in his/her current subject/teacher area, e.g. a course that would lead to more effective presentation in the classroom.
 - (3) Changes in the New York State Syllabi require additional study for new content or teaching techniques.
- c. It is to be understood that the above criteria will be applied more stringently for all proposed work at the undergraduate level than for other types of courses. The applicant shall demonstrate that the proposed coursework is more appropriate to his/her professional needs than equivalent graduate work.

8) Travel (Prior Approval Required)

- a. If college graduate credit is not provided:
 - (1) After receipt of an application for prior approval, (if not included), a detailed explanation of how the travel program is intended to benefit the students and the teacher will be requested of the applicant.
 - (2) Within thirty (30) days of the completion of the travel program, proof of completion must be presented to the Assistant Superintendent along with a final written report on the travel program and how the program will benefit the students and teacher.
 - (3) Recommendation of the Assistant Superintendent shall be final within (30) days of the presentation of the report required on #2 and shall be based on the benefit to the students and teacher.
 - (4) A maximum of six (6) credit hours may be granted for travel, up to three (3) credit hours per trip.

9) Authorship (Prior Approval Required)

- a. Proof of article totaling 1500 words or more published in a professional magazine or journal may earn two (2) credit hours.
- b. Publication of a professional book/text in the subject/teaching area or in education may earn four (4) credit hours.
- c. A maximum of six (6) credit hours will be granted for Authorship.
- d. The Assistant Superintendent will make the final determination of what determines a recognized magazine, journal or professional book. Application for credit must be accompanied by a copy of the respective book magazine, journal or professional book.

**My Learning Plan is referenced throughout this document. My Learning Plan is a web-based application which centralizes our district professional development activities. Please note that the District may substitute My Learning Plan with a different system.*