Teacher Professional Growth User Guide and Tips

- Training materials are located on the DCS Web Page under the Staff Channel and Professional Growth or this link. There are instructional videos for teachers & instructors. (Teachers, Instructors, and District Admins (administrators & bookkeepers)).
- All certified staff will use Professional Growth for leave and professional development requests. ALL Professional Leave (Absence without Deduction) will be processed through the **Prof. Development Request Form**, and all other leave will be processed through the **Leave Request Form**.

Leave Requests:

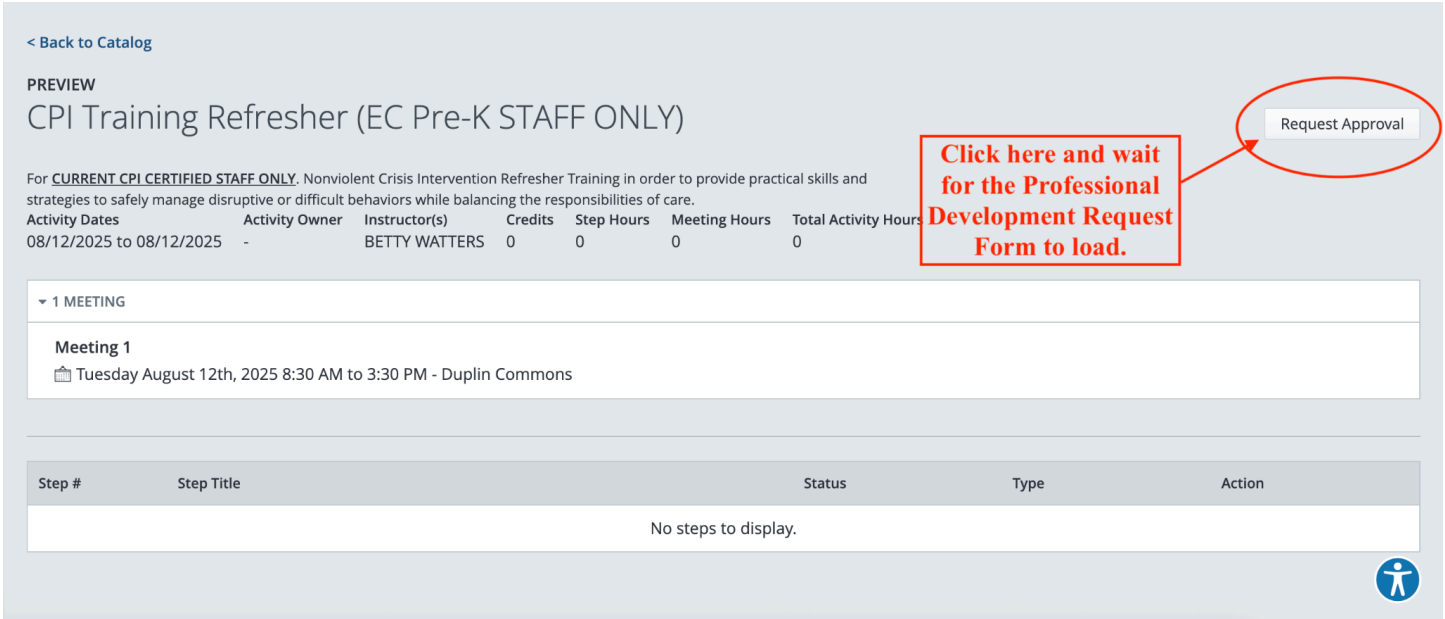
- All sick, annual, personal, absence without pay, child involvement, and flex leave will be submitted via the **Leave Request Form**.
- After submitting a leave request, teachers must request a substitute in Absence Management.
- Employees must mark their leave requests complete after they return from absence **within 90 days.**
- Verify the Meeting Date information matches the Total Number of Days Absent from Work section.
- Bookkeepers will verify the leave on the Mark Complete Form to ensure it matches TimeKeeper.
- If a teacher changes leave request dates or times, the form will be resubmitted for approval.
- To cancel a leave request, simply *Manage* the request and select *Drop*. This will notify anyone who has previously approved the request of the drop.
- The Meeting Date is for the date and time the employee is absent from work and needs a substitute.
- In the location field, please indicate the type of leave requested.

Professional Development Requests:

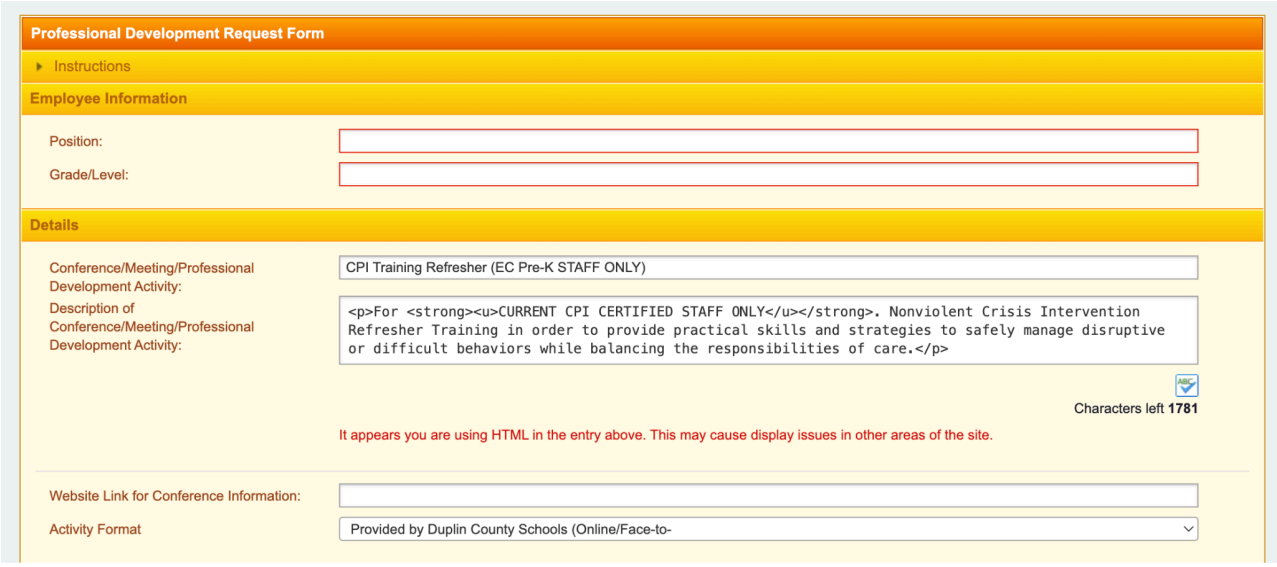
- All professional development opportunities, face-to-face, online, out-of-district, book study, etc, must be submitted on a **Professional Development Request Form at least 10 days prior to the activity** for approval in Professional Growth for CEU credit.
- When an employee requests to attend PD, the employee must know who is paying for the event (Funding Source) before the employee completes the Professional Development Request.
- Any files that need to be attached to the Professional Development Request Form must be uploaded to the My File Library **before** completing and/or submitting the request form and “checked” within the Professional Development Request Form. (My File Library file names cannot contain spaces.)
- The Meeting Date is for the date and the time the employee is absent from work and needs a substitute. Substitutes are automatically scheduled through Absence Management for Professional Development Requests, but **only when all prior approvals have been completed**. Teachers are responsible for monitoring the approval status of their request to ensure that substitutes are scheduled. Teachers should not attend events for which prior approvals have not been completed.
- Verify the Meeting Date information matches the Total Number of Days Absent from Work section.
- In the Estimated Expenses section, employees should complete all requested information and indicate the departure date and time for the entire event to determine eligibility for meal reimbursement. Employees are not eligible for meal reimbursement for workshops that do not require overnight stays.
- Employees should complete the Estimated Expenses section to the best of their ability. When reviewing a professional development request for Prior Approval (before the event occurs), make sure to review the Estimated Expenses and make adjustments as needed (e.g, substitute cost, meal reimbursement, travel, registration, hotel, etc.). Note that employees must include a map via My File Library or a URL for mileage reimbursement.

- **It is imperative that the Funding Source is correct.** If you are unsure, please contact someone to find out before completing the Prof. Development Request Form.
- If there is a cost (sub, registration, meals, hotel, travel, etc.) associated with the event, the bookkeeper for the Funding Source should enter a budget code in the Admin Section for each applicable expense.
- Expense amounts in Professional Growth are for approval purposes only. Reimbursement is to be completed on the Overnight & Other Reimbursement Form found on the DCS website under Departments>Finance>Accounts Payable. Financial reimbursement is **NOT** processed through Professional Growth.
- Teachers will need to include an agenda, if available, with each Professional Development Request. The agendas can be uploaded to My File Library, or the employee can include the website or URL on the Professional Development Request Form.
- **Activity Formats:**
    - **Provided by Duplin County Schools**
        - Participants register via the District Catalog or a Professional Growth event link
        - All PD details and payment information will be pre-entered
        - Attendance will be confirmed by an "Instructor"
    - **Provided by an Outside Agency**
        - Any event that takes place outside of Duplin County Schools or is hosted by an agency that is not Duplin County Schools (e.g, NCDPI, NCCAT, other conferences)
        - Requestor must enter event information, expense estimates, and other required details
        - Must upload proof of attendance and mark complete after the event to receive CEUs
    - **Meeting (No CEUs)**
        - Select this option if an absence or reimbursement of expenses is required, but CEU credit is not awarded (e.g., regional meetings, CTSO competitions, etc.)
        - Requestor must enter event information, expense estimates, and other required details
        - Must mark complete after the event

- **District Catalog Event Example**



Then complete all parts of the Professional Development Request Form outlined in red boxes.



Mark Complete:

- Leave Requests must be marked completed as soon as possible after the absence.
- Professional Development Requests must be marked complete within **90 days** after the professional development activity in order to receive CEU credits.
- For professional development offered by Duplin County Schools with registration through the DCS Distict Catalog, attendance is confirmed by the instructor. **Do not mark these activities complete**.
- All CEU certificates must be uploaded to the My File Library before marking an event complete. It is recommended to upload the documents together as one file to save time. If the employee does not have the CEU certificate at the time they mark the event complete, they may submit an agenda or some other form of documentation for proof of attendance. CEUs can not be processed without verification of instructional hours.
- Financial reimbursement is to be completed on the Overnight & Other Reimbursement Form found in the Duplin County Schools website under Departments>Finance>Accounts Payable. Financial reimbursement is **NOT** processed through Professional Growth.
- Employees submitting CEU certificates using Professional Growth should **NOT** send the certificates to Human Resources, as **Professional Growth will process the credits for all employees**.

Support Contacts:

For support with Professional Growth, please contact your school bookkeeper.