THE FOLLOWING GUIDELINES APPLY TO ALL COURSES:

- Individual must apply 30 days prior to taking the course.
- This course cannot be used for planning time.
- The course is a minimum of seven-and-a-half (7.5) instructional hours per one-half credit and the dates/times for instruction are clearly indicated.
- The course is scheduled outside the participant's normal contract day. Contract time includes lunch and prep periods, as well as any paid leave time, including personal and sick days.
- The course matches one of the approved categories, is directly related to student achievement, and is beyond the expected duties of an educator.
- If graduate credit, in any form, is available for the course, then Inservice Credit will not be approved.
- The application is complete and signed by both the applicant and his/her supervising administrator.
- The course is scheduled for completion within 12 calendar months.
- After the course is completed, the instructor will gather all paperwork, complete attendance, close-out the course, and send an email to Talent Development at **TalentDevelopment@WashoeSchools.net** so she can process the Inservice Credit.
- Applications need to be submitted prior to the beginning of the course to allow time for approval.

GUIDELINES FOR BOOK CLUBS:

- The entire certified staff in the school or department is invited to participate.
- A minimum of three (3) participants are in attendance during each book club session.
- The name of the book is included in the application.
- Reading the book and doing “homework" outside of contract time is not counted toward Inservice Credit; only the time spent together as a group discussing the book is counted toward Inservice Credit.
- Maximum length of time for book club sessions is 2 hours.
- Minimum length of time for book club sessions is 30 minutes.
- Book club discussion sessions must be held at a district site.

GUIDELINES FOR EDUCATIONAL CONFERENCES:

- Attach an official conference schedule.
- Please note that the following activities DO NOT count as qualify time for the conference: breaks or meals, orientation, registration, recordings, or social activities.
- If the conference offers graduate credit, even at an additional cost, Inservice credit will not be approved.
- Only qualifying conference time that is scheduled outside of the participant’s contract time will be counted, unless a Request for Leave form (without pay) is attached to the application.
- After the conference, submit verification of hours of attendance along with a time tracker recording each session attended. Verification includes certificates of completion or similar documentation.

PLEASE NOTE:

- Activities **NOT** approved for Inservice Credit include: Online courses (unless sponsored by or facilitated by WCSD), correspondence courses, independent study courses, courses held outside of the country, or courses that involve travel as part of the activity.
- Activities that are not facilitated or monitored by a course instructor will not be approved.
- Upon approval, the applicant will be notified and further instructions will be given.
- Inservice Credits meet requirements for recertification and salary movement.
- One course per application is allowed. Applicant may <u>not</u> combine hours from different types of activities.