



Professional Development Guidelines

2026-2027

All teachers are required to have a minimum of 30 hours (5 days) of in-service time annually per state law. The 5 days of professional learning are included in a teacher's 200-day contract.

Minimum Requirements:

Additional In-service Credit = 12 hours
District Required Days(Built-in)= 18 hours
Annual Required Training = 0 hours
TOTAL= 30 PD Hours

Educators hired after July 29 can [CLICK THIS LINK](#) to determine how many PD hours they are responsible for earning.

GENERAL REQUIREMENTS

- Teachers may begin earning PD hours on Saturday, **May 23, 2026**.
- The deadline for completion of all required hours is Friday, **April 2, 2027**.
 - Check asynchronous training deadlines to ensure training is complete AND all required documents have been uploaded prior to the course ending.
- ALL employees are required to complete the "**Annual Required Training**" course regardless of hire date. See Page 2 for details.



It is the educator's responsibility to **[check their transcript](#)** regularly to ensure accuracy and to avoid penalties.

Reach out to the **[PD Staff Administrator](#)** for support.

BUILT-IN REQUIRED DAYS

Wednesday, July 29, 2026

Thursday, July 30, 2026

Tuesday, February 16, 2027

Staff will receive 6 hours of PD credit daily for attending the built-in required Professional Development days. Additional details will be communicated by school Principals.

- Personal days are not allowed on built-in PD days.**
- There are no make-up opportunities for Required Days.**

OUT OF DISTRICT REQUESTS

All PDs must be reflected in the Professional Learning Platform PRIOR to attending. Follow these steps to seek out-of-district or Virtual PD approval.

- Download and submit the "**[Request to Attend](#)**" for approval:
 - Courses under 100 miles/Virtual Courses require Administrator and Supervisor Approval
 - Courses Over 100 miles/Overnight require Board Approval
- Certificate of attendance must be uploaded via Schoology **within 2 weeks of attendance** to receive credit.

REQUIRED TRAININGS



**All Certified Staff must complete
Required Annual Training
Requirements
(regardless of hire date)**

**The Required Annual Compliance Training will be accessible via
the Professional Learning Platform on July 1st.
This course must be completed by October 2nd.
Click the link below to access the training.**

New Hires after August 4, 2026, will be provided a due date in accordance with when they were hired.

[Click Here to access the Required Annual Compliance Training \(Course # 13415\)](#)
Asynchronous Training as required by state and federal law (0 hours course)

RECEIVING CREDIT

- All professional development courses MUST BE located on the Professional Learning Platform (accessible via Classlink) to receive credit.
 - See page 1 for information about Out-of-District PD Requests and Facilitating Courses.
- Attendance will be taken via sign in sheet. You are responsible for signing in for credit.
 - Instructors and participants can use the Unified Talent app to scan for attendance. [Click here for instructions.](#)
- All course requirements must be met to receive credit.
- The session's target audience must be appropriate for your current teaching position.
- Any PD courses with asynchronous tasks must be uploaded in Schoology **by the due date** to be awarded credit.
- All PD activities must be completed outside of the school/work day *except for the required built-in PD days- July 29 & 30, 2026 and February 16, 2027.*
- Educators are allowed to earn PD credit on a day the district is closed for inclement weather.
- PDs could be canceled if attendance includes 4 or fewer participants.
- Coaching clinics (if approved by Chuck Whitlock) are limited to 8 credit hours total.
- Book studies must be led by an Administrator, Academic Coordinator, or Instructional Coach.

ACTIVITIES NOT APPROVED FOR PD CREDIT

- College courses for credit/endorsements
- Presenters or attendees who receive a stipend
- Attendance at a repeated course an educator has already completed
- Failing to receive advanced approval for out-of-district PD
- Participants who join a PD course after the first 10 minutes or leave early may not receive PD credit

FACILITATING A COURSE

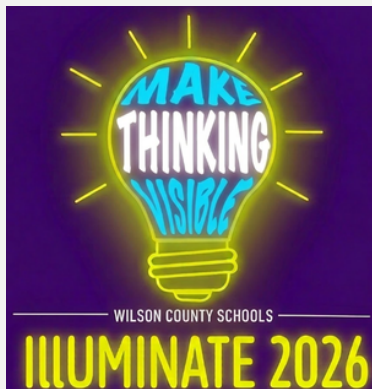
- Educators wishing to lead Professional Development must complete the “Facilitator Training Course.”
 - Course #10944- (Available beginning May 27th- 2-hour PD credit will be issued)
 - *Participants who have previously completed the course do not need to complete the training again.*

Facilitator credit is issued using the following formula:

Prep/follow up time (value of PD hours) + Facilitation of Course = The value of facilitator credit
e.g. 2 hour PD presented 2 times would equate to:

2 hours (prep)+ 4 hours (facilitation) = 6 PD Hours of facilitator credit

SUMMER TEACHER CONFERENCE



July 14, 15, & 16

A wide variety of professional development courses will be offered during the conference.

[Click here to access the Illuminate PD Website.](#)

Educators can earn up to 15 PD hours.

FAILURE TO EARN REQUIRED IN-SERVICE

Failure to complete in-service training by the district's established deadline constitutes a violation of school district rules and is considered insubordination as defined in TCA 49-5-501. Consequences for not completing in-service requirements can include, but are not limited to, reprimand, loss of pay, suspension, and/or recommendations for termination to the Director of Schools. Names of personnel who have failed to comply will be added to the Human Resources historical list for future reference. Copies of all proceedings will be held in the personnel file at the Central Office.