Credit Bank Hours
for Supervising Student Teachers/Interns

- Credit Bank hours for D11 salary advancement are approved for certified staff who are supervising student teachers/interns.
- A supervising certified employee can earn up to sixty contact hours.
- Teachers/Special Service Providers are required to track their *outside of contract* time on the student teacher/intern time sheet log. This is direct-instruction with your student teacher – observation does not qualify.
    - Hours considered for Credit Bank submission are before school, after school, planning time, and/or lunch break.
- When the supervision of the student teacher/intern is complete, please submit the following to the Professional Development Department:
    - The signed time sheet.
        - Signatures from the employee, as well as their supervisor/designee, are required to verify accuracy of the time sheet.

D11 Credit Bank hours will not be awarded until the mentoring time has concluded.

*Deadline for submitting the time sheet is June 15th.

We are unable to grant hours for any previous years working with a student teacher/intern.

Please feel free to contact Hillary Charles, hillary.charles@d11.org or 520-2555.