

GLADES COUNTY SCHOOLS PROFESSIONAL DEVELOPMENT PROCEDURES - TEACHERS

Your IPPDP will be completed in the fall indicating your professional development needs and will be reviewed midyear. To meet these needs you will be attending professional activities both on site (School and/or District) and off site (Online Courses, Workshops, Trainings, etc.). In order to ensure that you receive inservice points, you will need to follow the procedures outlined in this document. A record of your inservice points is kept in the Navigator Plus Track module and can be accessed at <http://navplus.nefec.org>.

Off Site PD Activities: Online Courses, Workshops, Trainings, Seminars, School Visits, Etc.

If you plan on attending a professional development activity off site, you will need to do the following:

1. **Complete a Prior Approval (PA) form for the activity (available on District Web site).**
 - a. Attach activity information that includes the location of the activity, the registration form, estimated costs, and the agenda.
 - b. Make hotel reservations if there is enough time to cancel the reservations without penalty in the event the activity is not approved for funding. Include reservation confirmation. Be sure to attach hotel information that includes hotel address, number of nights, cost per night, etc.
 - c. Enter estimates for lodging, registration, meals, and stipends, if appropriate. (Having all the necessary information on the prior approval form will expedite funding approval.)
2. Give PA form with documentation to your principal for approval. The principal will sign the form indicating permission to attend the activity and then forward it to the district office for funding approval. **Important: All sections of the form must be completed!** Upon receiving funding approval, your school professional development coordinator will notify you.
3. Once approval is received
 - a. Make your hotel reservations, if you have not already done so, and send the confirmation number to your school professional development coordinator.
 - b. **Complete a leave form** indicating TDE (Temporary Duty Elsewhere) , attach activity information, and submit it to your Principal for signature. After the form is signed, it will be given to the appropriate school staff for processing. Substitutes are not contacted until a TDE form has been submitted.
 - c. **Request a district vehicle** by emailing Eloyna Valerio with the necessary information. Multiple participants attending the same training should make arrangements through their PD Coordinator to ride together. You can check on vehicle requests by visiting the Transportation Calendar in First Class.
 - d. Check on registration status two weeks after being notified that your activity has been approved if you do not receive a registration confirmation. Notify your school professional development coordinator if have not received registration confirmation.
4. At least three days before your scheduled activity, contact the district office about picking up the district credit card if a hotel reservation has been made. **You will need the credit card to pay your hotel expense.** By calling ahead, 946-2083, you can let Susie Woodward know when you will pick up the card. (**Important note - only room expenses can be charged to the district credit card!**)
5. After you return from the activity, you will need to

- a. Return the district credit card (**immediately**) along with a copy of the hotel bill showing a zero balance to Susie Woodward at the district office.
 - b. **Complete a travel reimbursement form.** A copy of the agenda must be attached to the reimbursement form for auditing purposes. Meals are not reimbursed if a meal was included in the registration fee. This applies even if you did not attend the breakfast, lunch, or dinner included in the registration fee. There is no reimbursement from Federal funds for one day PD.
 - c. Give the travel reimbursement form with proper documentation to the principal for signature. The principal will send the form to the district office for processing. Important: complete all sections including required signatures.
 - d. **Complete implementation form for inservice points documentation.** Types of implementation activities can be found on the PD Implementation Documentation Form. Attach this form to your activity. Direct any questions you have about implementation to your school professional development coordinator.
 - e. Give the implementation documentation to your Principal for approval. The Principal will forward the documentation to the school PD coordinator.
6. The school PD coordinator will keep a record of your inservice activities for which you have submitted implementation documentation. This record will be sent to the district office according to the following schedule: Points earned for the months of June-October will be sent in November. Points earned November to March will be sent in April, and points earned April through May will be sent in June. NOTE: If you are in your recertification year, you may request that your points be sent earlier than the scheduled time. Contact your school professional development coordinator.

On Site PD Activities: District-wide Activities and School-wide Activities

Participants Complete an IPPDP in the Fall, meet with principal/assistant principal for a midyear review, and signoff at year end.

1. No Prior Approval forms are needed for on site trainings.
2. Be sure to sign in at the activity.
3. Complete implementation for inservice points. Implementation documentation forms are available on the District Web site and from your school professional development coordinator. Types of implementation activities can be found on the PD Implementation Documentation Form. Direct any questions you have about implementation to your school professional development coordinator.
4. Document your implementation activity by completing the documentation form. Attach the form to your activity (e.g. lesson plan).
5. Give the implementation documentation to your Principal/Assistant Principal for approval. The Principal will forward the documentation to the school PD coordinator.
6. The school PD coordinator will keep a record of your inservice activities for which you have submitted implementation documentation. This record will be sent to the district office according to the following schedule: Points earned for the months of June-October will be sent in November. Points earned November to March will be sent in April, and points earned April through May will be sent in June. NOTE: If you are in your recertification year, you may request that your points be sent earlier than the scheduled time.