

APPROVAL PROCEDURES FOR INSERVICE CREDITS

All inservice credits are awarded through the Office of Professional Learning and Development when it is determined that rules and procedures were followed appropriately and evaluation of participant learning and implementation is verified. Documentation of attendance and successful completion of follow up is a requirement for any inservice credits awarded; one inservice credit can be awarded per hour of inservice contact. The inservice transcript in ProGOE² should reflect all inservice credits. When requesting inservice credit for a professional growth activity, the criteria below must be met:

1. All inservice activities must be addressed in an approved component in the Professional Learning Catalog.
2. Properly completed Inservice Component Records/ProGOE² sign in sheets must be entered into the ProGOE² electronic inservice management system within the school year the inservice was held.
3. A copy of the follow-up/implementation instrument or documentation must be kept on file with the original inservice record/sign in sheets for five years.
4. For individual inservice credits awards, a ProGOE² Transfer Request must be submitted to the Office of Professional Learning and Development with a printed agenda and a written follow up; submission must occur during the semester the professional growth activity was completed. For summer activities, the ProGOE² Transfer Request, agenda, and follow up may be submitted to the Office of Professional Learning and Development during the first semester following the activity.
5. The required district online evaluation survey must be completed for individual professional development credits to be placed on the inservice transcripts in ProGOE².
6. A workshop, conference, or other activity conducted by persons not affiliated with the Brevard County School Board must meet the following conditions if inservice credits are to be awarded:
 - a. A professionally qualified individual or group shall organize and direct the activity, in collaboration with Brevard County's Office of Professional Learning and Development;
 - b. There is official written documentation of an agenda, objectives which match a component in the Professional Learning Catalog, length of activity, and participant follow-up/implementation verification;
 - c. The topic to be addressed must be relevant to the participant's content area, school improvement processes, or district strategic plan;
 - d. The participant must submit verification of attendance and successful completion for the training times for which inservice credits are requested;
 - e. The number of credits awarded will be determined by the Office Professional Learning and Development, based on the number of training hours which are verified and documented.
7. Educational travel may be approved for credit, up to a maximum of 30 credits within a validity period (maximum of 3 credits per day), when the following conditions are met:
 - a. Travel is directly related to teaching assignment;

- b. Participant maintains a detailed travel log, with dates and times, inservice activities, and summaries of new learnings listed;
 - c. Upon return to work, a lesson unit using materials and ideas gained during the educational travel is taught and verified by an observer, using the Education Travel Inservice Evaluation Instrument form;
 - d. A Request for Transfer of Credits is completed online through ProGOE²;
 - e. Supporting documentation including travel log and completed Educational Travel Inservice Evaluation form is sent to the Director of Professional Learning and Development within the school year when the activity was completed;
 - f. The number of inservice credits awarded will be determined by the Director of Professional Learning and Development, based on the number of training hours permitted, verified, and documented.
8. Requests for Instructor Inservice Credit for teaching a 60-hour course may be approved to a maximum of 60 credits per course per validity period.