

Approval Procedures for Brevard County Educational Travel

Educational Travel

Full-time teachers may apply for inservice credit for educational travel related to classroom instruction. Inservice credits may be approved for credit, up to a maximum of 30 points within a validity period (maximum of 3 points per day), when the following conditions are met:

- Travel is directly related to teaching assignment. Participant maintains a detailed travel log, with dates and times, inservice activities, and a summary of new learning' listed.**
- 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 Educational Travel Inservice Evaluation Instrument form.**
- A Request for Transfer of Credits to ProGOE is completed online.**
- Supporting documentation, including travel log and completed Educational Travel Inservice and Evaluation form, is sent to the Director of Professional Learning and Development within the school year when the activity was completed.**

The number of inservice points awarded will be determined by the Director of Professional Learning and Development, based on the number of training hours permitted, verified, and documented.