

DISTRICT REQUIREMENTS

Inservice activities are designed to update and enhance the competencies required to carry out assigned duties and responsibilities through the acquisition of attitudes, skills, and knowledge. The completion of assigned duties or responsibilities are not legitimate activities for use of inservice funds or the awarding of inservice credits, unless a training component has been designed and evaluated as a prerequisite for job success. The Professional Learning Catalog and the ProGOE² system are used to grant inservice credits and maintain registration and training records for current full-time employees with an active ProGOE² profile.

ELIGIBILITY TO ATTEND INSERVICE ACTIVITIES AND OBTAIN DISTRICT-MAINTAINED INSERVICE RECORDS

Any educator who is certified by the state of Florida and who lives in Brevard County is eligible to attend inservices offered on Professional Development Days; non-employees may be registered for inservice sessions only by district staff and only on a “space-available” basis on the last day of registration for inservice training.

Educators who are not full-time employees of BPS must maintain evidence of their individual inservice training, as district records in ProGOE² will be maintained **only for full-time employees of BPS who have an active profile in ProGOE²**. Non-employee certificates for previous full time employees for successful completion of a workshop must be requested at the inservice activity; these individual documents are designed to be kept by individuals and submitted to the Office of Professional Learning and Development within the semester that the credit is earned. At that time, the documents will be reviewed by the Director of Professional Learning and Development or designee and verification of inservice credits will be placed into the inservice system. At the time of certificate renewal, verification will be made to the Department of Education when the individual completes an application for renewal with the Florida Department of Education.

ACTIVITIES INELIGIBLE FOR INSERVICE CREDIT

1. Business, faculty/staff, committee, or advisory meetings with no training component;
2. Registration;
3. Testing or screening of students;
4. Bargaining Agenda meetings’
5. Record-keeping;
6. Chaperoning or supervising students’
7. Work accomplished under a work contract;
8. Serving as an inservice facilitator;
9. Supervising students participating in clinics, contests, or other competitions;
10. Supervision of interns or field experiences;
11. Any activity for which the participant’s learning is not planned as an inservice activity and evaluated by a supervisor or coordinator of the activity;
12. Coursework or training needed for a non-teaching task and not related to teaching