

Professional Development Guide



The mission of the Staff Development Department is to serve our community of learners by meeting their Professional Development needs with excellence, professionalism, efficiency, and respect.

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FOREWORD

This guide has been created, as a portion of Pasco's Professional Development Plan, to communicate key concepts relevant to Professional Development in Pasco County. Although many important issues are addressed, undoubtedly there will be some issues that are not in this guide. Questions and comments should be directed to the Staff Development Department.

An electronic version of this guide and supporting information/forms can be downloaded in PDF format from the Staff Development website.

The Staff Development Department will communicate information to Staff Development Coordinators regarding updates made to this document.

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PHILOSOPHY OF STAFF DEVELOPMENT

The District School Board of Pasco County's vision document, *Pasco's Vision: A Community of Connected Schools*, supports a continuous, flexible professional development program that establishes lifelong learning as a valued expectation for all administrative, instructional and support staff. The *Living the Vision 2008-2009 District School Board of Pasco County Strategic Plan* charges us to "recruit, retain, and train highly skilled and diverse employees." Participation in professional development results in innovative, effective and efficient strategies focused on specific work requirements, successful teaching practices, and/or leadership behaviors. This occurs in a wide variety of delivery systems such as coursework (college or adult education), interactive training, online or electronic media, job-embedded professional development, etc. Application of skills, behaviors, and strategies learned positively impacts student performance and organizational growth. Professional development also promotes internal and external communication and develops a sense of district pride.

Pasco's Vision is to create a community which works together so all Pasco students reach their highest potential. The mission of the Staff Development Department is to serve our community of learners by meeting their professional development needs with excellence, professionalism, efficiency, and respect.

PROFESSIONAL DEVELOPMENT

"The purpose of the professional development system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce." (s. 1012.98 (1) F.S.) Professional Development is an organized system for providing opportunities for staff members to improve the skills and knowledge needed to effectively teach students the curriculum, provide a supportive and nurturing environment, understand and motivate students with varying needs and successfully communicate with parents and guardians. This system also offers opportunities for all personnel to develop their capacities to perform specific job responsibilities at optimal levels and provides for the development of leadership skills. Participants in professional development include school board members, district office administrators, school-based administrators, instructional personnel, and support staff.

Quality Professional Development in Pasco County is designed based on the *National Staff Development Council Standards* and the standards of the Florida Department of Education's Professional Development System. A copy of *Florida's Professional Development Protocol Standards* can be found on the Staff Development website.

Professional Development Guide

Using these standards and principles as a guide, Pasco County's professional development is:

- Data-driven.
- Based on involving participants in the identification of what they need to learn and of the learning experiences in which they will be involved.
- Job-embedded.
- Organized around collaborative problem solving.
- On-going, involving follow-up and support for further learning.
- Connected to a continuous improvement model focused on improving student learning.

Evidence of the existence of these ideals is clearly reflected in *Individual Professional Development Plans*. (A copy of this form can be found on the Staff Development website.) Professional development offered in Pasco County is aligned to the *District's Strategic Plan*, Department Action Plans, School Improvement Plans, and to *Individual Professional Development Plans*.

Decisions regarding the planning, learning, implementation, and evaluation processes of professional development are carefully considered in order to ensure meaningful growth experiences for participants. Since the purpose of professional development is to meet the individual participant's needs, as reflected in his/her *Individual Professional Development Plan* (IPDP) and/or the School Improvement Plan (SIP), the goal of the Staff Development Department is that professional learning will prepare Pasco County employees to positively impact student achievement. This occurs by equipping employees to effectively carry out their job responsibilities.

In addition to analyzing multiple data sources specific to a school, it may be necessary to survey instructional staff members to determine school-wide professional development needs. A *Staff Development Data Collection Tool* is available for this use. (A copy of this form can be found on the Staff Development website.)

EXAMPLES OF PROFESSIONAL DEVELOPMENT

Training Activities

Training activities are defined as formal learning experiences with a goal of transmitting knowledge or developing skills, attitudes and/or behaviors. For instructional personnel, the primary purpose is to improve student achievement. For support personnel, the primary purpose is to improve job skills. A training activity session includes a presenter who establishes the content and flow of activities based upon a clear set of objectives. Training objectives include what “The participant will . . .” know, understand, and do following the training. The trainer may select training strategies such as lecture, demonstration, role-playing, and/or simulations. Training activities may be taken more than once with approval from the component coordinator. The district will make every effort to assure that trainings designed/delivered by the district will meet all of *Florida’s Professional Development Protocol Standards*.

Non-District Trainings

Attendance at non-district delivered trainings does not guarantee that inservice points will be awarded. Since these trainings are not being designed/delivered by the district, prior determination regarding awarding of points is required. *Out of District Inservice Points Request Form* (a copy of this form can be found on the Staff Development website) should be completed and submitted to the appropriate content area supervisor for pre-approval. Points may be awarded as long as there are specific workshop objectives describing what participants are expected to know, understand and do after the training, there is documentation (such as a certificate of completion with verification of hours) that the objectives were successfully completed during the training, and there is evidence that the learnings have been transferred to the participant’s specific job as per *Florida’s Professional Development Protocol Standards*.

When considering using outside vendors, see the *Guidelines for Trainings Offered by Vendors* that can be found on the Staff Development website.

Continuing Education Units (CEUs)

CEUs are a way of measuring and officially recognizing the effort an individual has put into “noncredit” enrichment and development coursework for an individual’s job or profession. CEUs demonstrate the time, energy and interest taken to broaden an individual’s professional horizon. CEUs can be translated into inservice points provided the course has a set of specific objectives that participants are expected to know, understand and do after the training, there is documentation (such as a certificate of completion with verification of hours) that these objectives were successfully completed during the training, and there is evidence that the learnings have been transferred to the participant’s specific job as per *Florida’s Professional Development Protocol Standards*. However, the reverse is not possible. The Staff Development Department does not have the authorization to award CEUs or to change inservice points into CEUs.

College Credit

Courses that earn college credit cannot also earn inservice credit. Courses taken from accredited colleges/universities may be used for renewing professional certificates. One (1) semester hour of college credit is the equivalent of 20 points of inservice credit, so a three semester-hour course would be the equivalent of 60 inservice points. When an instructional employee renews a professional certificate, both college transcripts and inservice records are accessed and used.

It is the responsibility of the employee to ensure transcripts are sent from the learning institution to the *Human Resources Department*. Any questions regarding the use of college credit for renewing a professional certificate should be directed to the *Human Resources Department*.

Job-Embedded Professional Development

Job-embedded professional development is directly aligned with learner needs and embedded in the daily work of teachers and schools. The focus is on continuous improvement that occurs through feedback and reflection to refine and deepen the knowledge and skills of educators. Job-embedded experiences take place during the workday and are designed for teams of learners who participate in Professional Learning Communities. The Professional Learning Communities involved in these professional development experiences also plan for how the results of their work and the learning they gained will be made public. The school administrator must approve proposals for job-embedded professional development. The Staff Development Department can offer support in planning and designing such opportunities. In order for inservice points to be awarded for participation in job-embedded professional development, prior approval must also be made to the “School Improvement” component coordinator and the details entered into *Avatar*. The *Professional Development Activities General Guidelines and Request Form* are available on the Staff Development website.

NON-EXAMPLES OF PROFESSIONAL DEVELOPMENT

Conventions/Conferences

Attendance at conventions/conferences typically does not guarantee that inservice points will be awarded. Most conferences that have awareness-level breakout sessions do not meet *Florida's Professional Development Protocol Standards* and therefore will not count for inservice points. If however, a person believes that the conference activities will meet *Florida's Professional Development Protocol Standards*, an *Out of District Inservice Points Request Form* should be submitted to the content area supervisor for pre-approval. A copy of this form can be found on the Staff Development website.

Points might be awarded if there are specific workshop objectives that participants are expected to know, understand and do after the convention/conference, there is documentation (e.g., certificate of completion which verifies hours) that these objectives were successfully completed during the training, and there is evidence that the learnings were transferred to the participant's job as per *Florida's Professional Development Protocol Standards*.

Informational Meetings/Committee Meetings

Informational meetings are task oriented and generally focus on managerial or logistical issues. Meetings are agenda driven by a leader who presents information to the participants. Inservice credit is not awarded for time spent in informational meetings or in committee meetings.

Examples of topics that may be covered in informational meetings for which inservice credit is not awarded are:

- Code of Conduct, Ethics
- Technical Updates; e.g., eSembler updates, report card updates
- General Policies and Procedures
- Insurance/Retirement
- Safety Procedures
- Blood-Borne Pathogens

Examples of committees that hold meetings concerning school-related tasks for which inservice credit is not awarded are:

- Curriculum Committee
- Safety Committee
- Sunshine (Social) Committee
- Lead Literacy Team
- School Advisory Council

It is possible that service on a committee will involve a more in-depth, data-driven study or action research project that may be appropriate for inservice credit. If you have a question about this, call the Staff Development Department prior to beginning such a study or project. Unless pre-approval has been given that documents the work planned meets *Florida's Professional Development Protocol Standards* and has been advertised on *Avatar*, inservice points will not be awarded.

TRAINING GUIDELINES

Components (Called “Courses” on Avatar)

All training activities offered by the District School Board of Pasco County must align with an approved Master Inservice Plan (MIP) component. Components are broad areas of study that include general goals and professional development activities. Consistent with State Board Rule 6A-5.071 FAC Master Inservice Plan Requirements, the Staff Development Department annually develops and updates the MIP. The component coordinators are responsible for managing and updating their components annually through *Avatar*, our professional development management system.

Training Activities (Called “Classes” on Avatar)

Multiple training activities can be created under a component. The objectives for the activity must align with the component goal. Each activity is required to have a *Training Expectation Form*. (In addition, *Training Expectation Form Directions* can be found on the Staff Development website.) Completion of a training activity will make a person eligible for inservice points; inservice points are not awarded for attendance alone.

Avatar

Avatar is the professional development management system (pdms) used by the District School Board of Pasco County for posting, registering for, and documenting inservice activity. All District-sponsored training activities offering inservice points must be advertised on *Avatar*. In order for an activity to be advertised on *Avatar*, the component coordinator must have given approval; the activity must then have been approved by the Staff Development Department, and the activity must have been posted on the *Avatar* Catalog no later than the 15th of the preceding month as per the *Instructional Master Contract* and the *SRP Master Contract*.

All District School Board employees have an account in *Avatar*. In order for School Board Employees to register for an activity, potential participants should first review the *Avatar Login Instructions* as posted on the Staff Development website and then register through *Avatar*.

People not employed by the District School Board of Pasco County must first contact the Component Coordinator or the Staff Development Department to discuss their request.

Florida’s Professional Development System

The 2000 Florida Legislature enacted new legislation to improve the quality of the professional development system for public education. The Florida Department of Education adopted standards for the Professional Development System Evaluation Protocol that met the requirements of these laws. A copy of *Florida’s Professional Development Standards* can be found on the Staff Development website.

TRAINING FORMS

Note: All forms listed below can be found on the Staff Development website, unless they are NCR forms. NCR forms must be ordered from the Warehouse.

Training Expectation Form

Trainers should provide a training expectation form to participants in two ways: 1) with the advertisement for the training on *Avatar*, and 2) at the first training session in order to inform them of the requirements of the training. This form should include, at a minimum, the following: Component Title, Component Number, Activity Title, Number of Inservice Points, Objectives, Attendance which includes a make-up policy if applicable, Participation including any assignments/homework participants are expected to complete, Implementation that will be validated by the trainer, and Evaluation.

Training Feedback Form (SAMPLES)

It is necessary that all trainings include evaluations to provide formative feedback to the trainers/designers to assist in determining aspects of the training that met the needs of the participants and aspects that need to be changed for future trainings. Rating scales, open-ended questions which the participants answer, or incomplete sentences which the participants complete, both during and after training, will help to gather this type of feedback.

Documentation of Implementation form (SAMPLE)

Another form of evaluation should follow a training later to identify the extent to which the professional development activity has made an impact on an employee's practice. This may include documentation demonstrating that the participant has implemented the newly learned knowledge and skills and that the professional development activity achieved the training objectives.

Master Inservice Program Trainer Pay for Instructional/SRP Trainings form - MIS # 522 (THIS NCR FORM MUST BE ORDERED FROM THE WAREHOUSE.)

This form is used to pay employees as trainers.

- Trainer pay for training on school time: Per the *Instructional Master Contract* and the *SRP Master Contract*, if an employee is providing training on school time and it is not a part of their normal job description, the cost center providing the training will be required to pay the trainer .5 of their normal rate of pay for the number of training hours, plus additional retirement and additional social security.
- Trainer pay for training on personal time: Per the *Instructional Master Contract* and the *SRP Master Contract*, if an employee is providing training on their own time and it is not a part of their normal job description, the cost center providing the training will be required to pay the trainer 1.5 of their normal rate of pay for the number of training hours, plus additional retirement and additional social security.
- Planning Time: Payment for all training is based on actual training time and does not include preparation time.

DSBPC Reimbursement Voucher for Out-of-County Traveling Expenses – MIS #110
(THIS NCR FORM MUST BE ORDERED FROM THE WAREHOUSE.)

All leaves for out-of-county travel must have prior approval from both the employee's supervisor (Principal or Director) and the appropriate Assistant Superintendent. If leaves involve the use of funds, it is important that the leave form indicate which budget is covering the cost(s) and which related expenses are to be reimbursed. Reimbursement for all out-of-county travel requests should be submitted on MIS #110.

Employee Stipend Payment form - MIS #524

Among other things, this form is used to pay participants for their attendance in certain activities. Not all activities have the budget to pay a stipend to participants for after hours training. This information needs to be shared with participants before training activities begin so that they will know if they will receive inservice points and stipends or only inservice points upon completion of the training activity. When stipends are paid to participants, the rates are stipulated in the *Instructional Master Contract* and the *SRP Master Contract*. This form can be used for Instructional and/or School Related Personnel participants.

Contract for Professional/Technical Services - MIS #218 and
Request for Payment for Professional/Technical Services Rendered - MIS #526
(THESE NCR FORMS MUST BE ORDERED FROM THE WAREHOUSE.)

For any non-school board employee providing training in our district, MIS #218 should be submitted to the *Purchasing Department* prior to the training for a Purchase Order. After the training, MIS #526 should be submitted to the *Accounts Payable Department* for payment.

Staff Development Data Collection Tool

In addition to analyzing multiple data sources specific to a school, it may be necessary to survey instructional staff members to determine school-wide professional development needs. A *Staff Development Data Collection Tool* is available for this use.

Avatar Guest Request Form

The *Avatar Guest Request Form* must be completed, approved by the Component Coordinator, and sent to the Staff Development Department any time a Private School Employee or any other person not employed by the District School Board of Pasco County wishes to attend a training activity offered through Avatar. (A copy of this form as well as *Directions for the Avatar Guest Request Form* may be found on the Staff Development website.)

TRAINING LOGISTICS

Scheduling District Training Rooms

The district has a number of training rooms available for trainings and meetings. The Staff Development Department manages the reservations for training rooms A, B, C, E, and the Boardroom, and Portables 8A, 16, 17, 18, and 19. The *Instructional Media and Technology Department* manages the reservations for the TV Studio and the IMT Computer Lab. Please verify that the room you wish to use is available before requesting it and confirm that it has been reserved in your name before listing it on the training advertisement on *Avatar*. For updated information regarding a list of district training rooms, reservation procedures and room layouts, consult the *Training Rooms/Portable Quick Reference Guide* on the Staff Development Department's website.

A complete *Reservation Request Form* must be completed and sent as an email to reserve a training room. *Reservation Request Forms* can be found on the Staff Development website. Additional changes to reservations, once approved, will only be accepted in writing.

NOTE: When consulting the *District Calendar* please consider potential scheduling conflicts that may negatively impact schools.

Supplies/Equipment

The department/school funding the training is responsible for all necessary materials and equipment. It is the responsibility of the trainer to get approval from the department/school supporting the training prior to purchasing materials and to determine a system for purchasing and/or reimbursement.

Food

District funds may not be used to purchase food for trainings. If training is being provided for a school, the school may have money in their internal accounts that may be used to purchase food. If the training is being provided at the district level, participants may be asked to volunteer to bring food for one of the sessions. It is the responsibility of those providing the training to set up and clean up the after each training.

COMPONENT COORDINATOR/TRAINER GUIDELINES

Component Coordinator Responsibilities

The component coordinator is responsible for guaranteeing that all training activities offered under their component meet all of *Florida's Professional Development Evaluation Protocol Standards*. It is the component coordinator's responsibility to:

- Manage and update their components annually through *Avatar*, our professional development management system.
- Determine the appropriate number of inservice points that will be awarded for the training activity. Generally, training activities earn one (1) point for every hour of training (seat) time. If additional hours are determined to be appropriate for pre-work or demonstration of training in the classroom, the additional hours should not exceed more than ½ of the training (seat) time hours. (Ex. A 6-hour training should not earn more than 9 inservice points.)
- Approve all training activities before they are advertised.
- Enter completed pre-approved Out of District Inservices into *Avatar*.
- Verify that the training has been advertised on *Avatar* by the 15th of the preceding month, as required by the *Instructional Master Contract* and the *SRP Master Contract*.
- Assure that all trainers meet the trainer guidelines as outlined below.

Trainer Responsibilities

A trainer from the District School Board of Pasco County is a representative of the District acting in a leadership capacity. Trainers must recognize the professional responsibilities that are associated with this role. It is the trainer's responsibility to:

- Work with the Staff Development Department to reserve a training room in order to include the events on the *District Calendar*.
- Verify that all materials, including participant manuals, are prepared and delivered to the training site.
- Verify that arrangements have been made with the training site for room set up, including any audio-visual needs.
- Arrive at the training site in time to set up for the training and greet participants as they arrive.
- Dress appropriately as a representative of the District School Board of Pasco County.
- Deliver the training as designed. The Component Coordinator must approve any changes to the training design.
- Support the *District Vision* at all times.
- Model the principles of adult learning and best practices for instruction.
- Be familiar with and incorporate the *National Staff Development Council Standards* and *Florida's Professional Development Evaluation Protocol Standards* into the training.
- Follow "Critical Incident Plan" directions in case of emergency.
- Verify that the training site has been cleaned up and materials prepared for return shipment, if necessary.
- Submit paperwork necessary for trainer and participant pay (if applicable).
- Monitor follow-up and evaluation expectations in order to verify component completion.

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- Award inservice points on *Avatar* after participants have completed all component expectations (based on directions from Component Coordinator).

Points for Trainers

Trainers may receive inservice points once during their Professional Certificate's validity period for conducting a training activity. This is done by registering for the training, as any participant would, on *Avatar*.

In-County Mileage

In certain circumstances, a trainer can be reimbursed for travel to deliver a training activity. If a trainer must leave his/her work site during the trainer's workday to conduct a training activity, travel is allowed from the worksite to the training site. If the trainer returns to the worksite to complete their workday, travel from the training site to the worksite is allowed. Travel reimbursement to or from home is not allowed on a paid workday. Travel to and from home to the training site on a non-workday is allowed. Permission for mileage must be approved prior to a training activity being delivered. It is the responsibility of the cost center sponsoring the training activity to work with the trainer on developing a system for electronic completion, coding, and submission to the *Finance Department* for payment.

PROFESSIONAL DEVELOPMENT RELATED TO TEACHER CERTIFICATION

The primary purpose of participation in professional development is to enhance student learning through improved staff performance. This can only be accomplished through an application of new knowledge and skills by the staff in their work with students and each other. Inservice credit is a by-product of the professional development process, not the purpose of the process. Methods for recertification include:

- **Inservice/College Credit**
Inservice points and/or college credits can be used to renew a Florida Professional Educator's Certificate. Recertification requirements for a five-year Florida Professional Educator's Certificate include 120 inservice points, six college credits (one credit hour is equivalent to 20 inservice points), or the equivalent combination of both.
- **NBPTS Certificates**
A certificate issued by the *National Board for Professional Teaching Standards* (NBPTS) will renew a Florida Professional Educator's Certificate. The NBPTS certificate may be used for renewal as long as it is valid during any part of the validity period of the Florida professional educator's certificate. A photocopy of the valid national certificate submitted with each renewal application shall be acceptable verification. (Details for participation in NBPTS can be found on the Staff Development website.)
- **Subject Area Exams (SAEs)**
Passing scores on SAEs for subjects shown on a professional educator's certificate are equivalent to 60 inservice points. For recertification purposes, SAEs must be taken in a subject area and at the appropriate level currently shown on the professional educator's certificate. (For additional information regarding SAEs, go to the Florida Teacher Certification Examinations website at < <http://www.fl.nesinc.com> >.)
- **Temporary Certificates**
Temporary Certificates from the *Florida Department of Education* are valid for three years and are nonrenewable; therefore, most inservice points earned during the period of a Temporary Certificate are not accumulated for renewal purposes. ESOL and Reading Endorsement points can be banked and used during the first recertification period of a professional educator's certificate. Documentation of completed training activities becomes part of an individual's history. Ultimately, participation in professional development increases a teacher's knowledge and skills to improve student achievement.

- Banking Inservice Points

Most inservice points are only active for recertifying a professional teaching certificate during the certificate's period of validity. However, there are a few instances when points can be "banked" for future recertification periods and drawn upon, like a savings account, to supplement the points needed for renewal. Once any points are drawn from the "bank," they are no longer available. Employees can access their inservice history through our professional development management system (*Avatar*). This will include the active inservice points that have been earned since recertification and will also report banked ESOL and reading points.

- ◆ ESOL Endorsement*

ESOL Endorsement inservice or ESOL college coursework earned after 1990 under a "temporary" certificate can be banked and used to renew the first professional certificate. After that, the ESOL inservice or ESOL coursework will be recorded into history.

ESOL Endorsement inservice or ESOL coursework earned after 1990 under a "professional" certificate can be banked indefinitely and used to renew any professional certificate.

- ◆ Reading Endorsement*

Reading Endorsement inservice or Reading Endorsement college coursework earned after 1999 under a "temporary" certificate can be banked and used to renew the first professional certificate. After that, the reading inservice or reading coursework will be recorded into history.

Reading Endorsement inservice or Reading Endorsement college coursework earned after 1999 under a "professional certificate" can be banked indefinitely and used to renew any professional certificate.

* The *Curriculum and Instructional Services Department* should be consulted regarding eligibility of college coursework for endorsement purposes. The *Human Resources Department* should be consulted about banking discrepancies. It is the individual's responsibility to notify the *Curriculum and Instructional Services Department* and the *Human Resources Department* of any coursework they feel might qualify for endorsement purposes.

TRANSFERRING RECERTIFICATION CREDIT TO PASCO COUNTY
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Inservice Points from Another County

A person coming to Pasco from another Florida county should provide the Staff Development Department with an official transcript of their Inservice History from their previous county. It is the employee's responsibility to request the transcript from their previous county. Full credit will be given for any points earned during the current validity period and will be available to recertify the teacher's current certificate. Most active points will be entered into *Avatar*, Pasco County's electronic professional development management system, as a collective total. Other points (e.g., ESOL Endorsement, Reading Endorsement, Clinical Educator) will be added to *Avatar* under the appropriate component number. The appropriate District Supervisor will review endorsement areas.

Most inservices on the transcript that were used in a previous recertification period will not be entered into *Avatar*. It is the employee's responsibility to keep a record of these previously used inservice points.

College Credit

Any college credit must be submitted to the *Human Resources Department* directly from the appropriate educational institution as an official college transcript. Only courses taken within a certificate's current validity period can be used for the recertification of that certificate.

ADDITIONAL GUIDELINES FOR ATTENDANCE AT TRAININGS
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Instructional Training for Non-Instructional Employees

Most of the instructional training activities that are offered in the district are open to non-instructional employees. However, since space or materials typically limit registration, first priority will be given to current instructional employees in the district. Any points earned by a non-instructional employee can be applied toward the non-instructional pay increase as negotiated in the current contract.

Professional Development for Charter School Employees

Charter school employees are welcome to participate in district training activities under the guidelines established by the School Board. Training activities may require that the number of participants be limited. Financial compensation for attendance at after-hours district inservice trainings is available only if the training is providing stipends to other participants and the grant which funds the training allows the district to pay charter school employees. Charter School principals should contact the district's Component Coordinator for the specific training activity to determine if compensation will be available. The *Charter School Professional Development Stipend Approval* form must be submitted by the Charter School Administrator to the district's *Supervisor of Charter Schools* prior to attendance at the training activity. (In addition, *Instructions for Charter School Professional Development Stipend Payment* may be found on the Staff Development website.) Once approved, the participant must register on *Avatar* to be eligible to participate in the training activity.

Professional Development for Private School Employees

Private School employees are welcome to participate in district training activities paid for by Federal Grant Funds for which they are eligible. Private school employees must contact the Component Coordinator of the specific training activity to discuss their request.

Training activities may require that the number of participants is limited. Financial compensation for attendance at after-hours district inservice training activities is available only if the training activity is providing stipends to other participants and the grant which funds the training allows the district to pay private school employees. Private School principals should contact the Component Coordinator of the specific training activity to determine if compensation will be available. An *Avatar Guest Request Form* will be completed at that time.

Training for Persons Not Employed by the District

Most of the training activities that are offered in the district are open to persons who are not employees of the District School Board of Pasco County. However, if a training activity is open for non-employees, registration is limited to space availability, and priority will be given to current employees in the district. Unless the training activity is funded with a grant that will allow the district to pay non-employees, non-employees will not receive financial compensation. Some courses may require payment by the non-district employee for materials. Non-district employees must contact the Component Coordinator to discuss their request. An *Avatar Guest Request Form* will be completed at that time.

<p style="text-align: center;">Forms and Additional Information Found on the Staff Development Website</p>
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THE FOLLOWING ITEMS ARE LISTED IN THE ORDER THEY ARE MENTIONED IN THE PD GUIDE:

National Staff Development Council Standards

Florida Professional Development Evaluation Protocol Standards

Individual Professional Development Plan

Individual Professional Development Plan (Directions for completing)

Individual Professional Development Plan (Timeline for completing)

Staff Development Data Collection Tool

Out of District Inservice Points Request Form

Guidelines for Trainings Offered by Vendors at Schools

Avatar Login Information

Professional Development Activities General Guidelines and Request Form

Training Expectation Form

Training Expectation Form (directions for completing)

Training Feedback Form (samples)

Documentation of Implementation (Sample)

Employee Stipend Payment Form (MIS #524)

Avatar Guest Request Form

Avatar Guest Request Form (Directions)

Training Room/Portables Quick Reference Guide

Charter School Professional Development Stipend Approval Form

Instructions for Charter School Professional Development Stipend Payment