

Professional Development Guide



The mission of the Office for Professional Development and School Supports is to maximize student achievement and 21st century professional learning by providing differentiated professional development and coaching, focused on enhancing teaching practices and the implementation of highly effective professional learning communities.

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FOREWORD

This guide has been created, as a portion of Pasco County School's Professional Development High Quality Master Inservice Plan, to communicate key concepts relevant to professional development and school supports for employees of Pasco County Schools. 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 Office for Professional Development and School Supports.

An electronic version of this guide and supporting information/forms can be downloaded in PDF format from the Professional Development website; <http://www.pasco.k12.fl.us/prodev/>

The Office for Professional Development and School Supports will communicate information to Professional Development Coordinators regarding updates made to this document.

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PHILOSOPHY OF THE OFFICE FOR PROFESSIONAL DEVELOPMENT AND SCHOOL SUPPORTS

Pasco County Schools focus areas of High Impact Instruction, Data Driven Decisions, and Collaborative Culture support a continuous, flexible professional development program that establishes lifelong learning as a valued expectation for all administrative, instructional and support staff. Participation in professional development results in innovative, effective and efficient high impact 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 coherence across the entire system.

Pasco County Schools mission is to provide a world-class education for all students and its vision is all our students achieving success in college, career, and life. The mission of the Office for Professional Development and School Supports is to maximize student achievement and 21st century professional learning by providing differentiated professional development and coaching, focused on enhancing teaching practices and the implementation of highly effective professional learning communities.

PURPOSE OF PROFESSIONAL DEVELOPMENT

Florida's Professional Development System Evaluation Protocol guides district professional development activities in Florida. This evaluation model assesses the local planning, learning, implementation, and evaluation of professional development activities according to standards modeled after the Learning Forward (formerly National Staff Development Council) standards as well as Florida statutory requirements. The Professional Development System Evaluation Protocol includes standards that serve to identify and recognize best practices as well as to identify local professional development systems in need of improvement.

“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 and staff, school-based administrators, instructional personnel, and support staff.

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

- Based on standards
- Data-driven
- Based on instructional best practice leading to high impact instruction
- 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***

Decisions regarding the planning, learning, implementing, and evaluating 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 *Deliberate Practice* and/or School Improvement Plan (SIP), the goal of the Office for Professional Development and School Supports is that professional learning will prepare Pasco County Schools employees in positively impacting student learning outcomes. This occurs by equipping employees to effectively carry out their job responsibilities.

The second purpose of the professional development system is the issuance of inservice points, which allows a professional educator to maintain and renew their professional certificate.

PROFESSIONAL DEVELOPMENT GUIDELINES

Florida's Professional Development System

Section 1012.98, Florida Statute, School Community Professional Development Act, states that the Department of Education, public postsecondary educational institutions, public school districts, public schools, state education foundations, consortia, and professional organizations in this state shall work collaboratively to establish a coordinated system of professional development. Elements of the statewide system are distributed among these collaborative.

High Quality Master Inservice Components

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

Training Activities/Classes

Multiple training activities can be created under a component. The objectives or learning goals for the activity must align with the component goal. Each activity is required to have a *Training*

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Expectation Form. (In addition, *Training Expectation Form Directions* can be found on the Professional Development website.) Completion of all training activities including a successful implementation agreement will make a person eligible for inservice points; inservice points are not awarded for attendance alone. *Following state professional development protocol, partial inservice points may **not be awarded** to a training participant.*

MyPGS – Professional Growth System

MyPGS is the professional development management system used by Pasco County Schools for posting, registering for, and documenting inservice activity and points. All District-sponsored training activities offering inservice points must be advertised on *MyPGS*. In order for an activity to be advertised, the component coordinator must give approval; then the activity must be approved by the Office for Professional Development, and finally the activity must be posted on the *MyPGS* Catalog no later than the 15th of the preceding month as per the *Instructional Master Contract* and the *SRP Master Contract*.

All Pasco School employees have an account in *MyPGS*. Individuals not employed by Pasco County Schools must first contact the Component Coordinator or the Office for Professional Development and School Supports to discuss their request.

Canvas – Learning Management System

Canvas is a new learning management system (LMS) developed by Salt Lake City-based Instructure. It includes several major LMS tools within a more modern interface. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. Canvas includes basic LMS functionality for managing enrollments, sharing documents, submitting assignments, and assigning grades, as well as personalized features for individual students. Many training activities will utilize Canvas to support the learning of professionals as well as document the implementation of learning within lessons.

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, which support student learning within the organization. A training activity session includes a facilitator who establishes the content and flow of activities based upon a clear set of objectives or learning goals. Training objectives include what “The participant will . . .” know, understand, and be able to do following the training. The facilitator may select training strategies such as lecture, demonstration, role-playing, facilitated practice, small group processing activities, independent learning opportunities, and/or simulations. Training activities may be taken more than once with approval from the component coordinator, however inservice points may not be awarded more than once in the five year recertification window. The Office for Professional Development and School Supports will make every effort to assure that trainings designed and delivered 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 review & approval regarding awarding of inservice points is required.** *Pasco County’s Out of District Inservice Points Request Form* (a copy of this form can be found on the Professional Development website) should be completed and submitted to the appropriate content / program area coordinator for pre-approval. To qualify for points, the following criteria must be met:

- The workshop has specific objectives or learning goals describing what participants are expected to **know**, **understand** and **do** in regards to changes in their professional practice;
- There is documentation (such as a certificate of completion with verification of hours) that the objectives were successfully completed during the training;
- There is evidence that the learning has been transferred to the participant’s specific job, as per *Florida’s Professional Development Protocol Standards*.

Online and Blended Professional Development

Our primary goal in providing all staff with quality professional development includes offering a wide range of professional training through a variety of training modalities. We support the District’s vision to provide our staff with the knowledge and skills necessary to learn and succeed in the 21st century. To that end, we are continually expanding our professional development offerings to include school-based job-embedded, face-to-face, blended and online options.

We understand the unique learning styles of our widely varied audience and will strive to continue and expand available supports and resources to ensure quality professional development that has a meaningful and positive impact on teacher skills and student learning. While online

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learning is a challenge for some of our staff, it is critical that all staff develop a good understanding of virtual learning.

Currently, we have several models for virtual training including Canvas. By the 2015-16 school year, Canvas will be the primary platform for all District professional development activities.

- All electronically delivered trainings must have pre-approval from the content / program area administrator, whether or not points are awarded.
- MyPGS will continue to be the primary platform for tracking point-earning professional development activities.

Pre-approval is required for any *electronically delivered* professional development activity awarding inservice points. The *Professional Development Request Form* must be submitted to the appropriate content / program area administrator for pre-approval. Any funding for electronic staff development is the responsibility of the person submitting the application. After completing the course, return the completed *Professional Development Evaluation Form* with your approved application and supporting documentation to the approving supervisor.

Job-Embedded Professional Development Through Professional Learning Communities

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 Professional 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 *MyPGS*. The *Professional Development Activity Request Form* is available on the Professional 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 learning has been transferred to the participant’s specific job as per *Florida’s Professional Development Protocol Standards*. However, the Office for Professional Development and School Supports 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 *Office for Human Resources and Educator Quality*. Any questions regarding the use of college credit for renewing a professional certificate should be directed to the *Office for Human Resources and Educator Quality*.

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*, a *Pasco County's Out of District Inservice Points Request (ODIPR) Form* should be submitted to the content / program area administrator for pre-approval. A copy of this form can be found on the OPDSS website.

Points ***may*** be awarded if: a) *there are specific workshop objectives that participants are expected to know, understand and do after the convention/conference*; b) *there is documentation (e.g., certificate of completion which verifies hours) that these objectives were successfully completed during the training*; and c) *there is evidence that the learning was 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
- Insurance/Retirement
- Technical Updates; e.g., eSembler updates, report card updates
- Safety Procedures (e.g., CPR; First Aid; etc.)
- General Policies and Procedures
- Blood-Borne Pathogens

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

- Curriculum Committee
- Lead Literacy Team
- Safety Committee
- School Advisory Council

- Sunshine (Social) Committee

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 *Office for Professional Development and School Supports* prior to beginning such a study or project. To receive inservice points, plans of this type must: a) be pre-approved by a content / program area administrator; b) meet the *Florida's Professional Development Protocol Standards* and c) be published on *MyPGS*.

TRAINING FORMS

Note: All forms listed below can be found on the Professional 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 *MyPGS*, 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 (Student and Staff).

Training Evaluation and Documentation of Implementation Form

The *Florida's Professional Development Standards* requires 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. It is also important to provide documentation of any changes in participant practices related to the training. The Office for Professional Development will work with other stakeholders to develop and update a course evaluation in the *MyPGS* on-line system. Data from an evaluation will be used to improve future training activities.

Documentation of the Implementation Agreement

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 leading to increased student achievement. 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 or learning goals.

Master Inservice Program Trainer Pay for Instructional/SRP Trainings form - MIS #522

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.

PCS Reimbursement Voucher for Out-of-County Traveling Expenses – MIS #110

All leaves for out-of-county travel must have prior approval from both the employee's supervisor (Principal or Director) and the appropriate Assistant or Area 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 the most up to date form using the most recent travel guidelines. The digital link is http://www.pasco.k12.fl.us/library/common/documents/travel_requests_pro_dev.pdf.

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

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.

MyPGS Guest Request Requests

MyPGS Guest Requests must be completed, approved by the Component Coordinator, and sent to the Office for Professional Development and School Supports any time a Private School Employee or any other person not employed by Pasco County Schools wishes to attend a training activity offered through MyPGS. Please contact Professional Development for more information.

TRAINING LOGISTICS

Scheduling District Training Rooms

The district has a number of training rooms available for trainings and meetings. The Office for Professional Development and School Supports manages the reservations for most district training rooms. Prior to publishing any training in MyPGS, the training coordinator must submit a *Room Request Form* and a *Training Expectation Form* to the Office for Professional Development and School Supports. Requests for meetings or work groups require a *Room Request Form* only. For updated information regarding a list of district training rooms, reservation procedures and room layouts, consult the *District Calendar and Training Rooms Quick Reference Guide* on the OPDSS website.

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.

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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:

- Annually review and update their components through *MyPGS*.
- 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. Sessions should be a minimum of three (3) hours. If additional hours are determined to be appropriate for pre-work or implementation of learning in the

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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 published.
- Enter completed pre-approved Out of District Inservices into *MyPGS*.
- Ensure that all trainers meet the trainer guidelines as outlined below.

Trainer Responsibilities

A trainer from Pasco County Schools 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:

- Ensure an appropriate training venue has been confirmed.
- Verify that the training has been published in *MyPGS* by the 15th of the preceding month, as required by the *Instructional Master Contract* and the *SRP Master Contract*.
- 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 Pasco County Schools.
- Deliver the training as designed. The Component Coordinator must approve any changes to the training design.
- Support the *District Mission and Vision* at all times.
- Monitor and document participant attendance at training sessions.
- 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.
- 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.
- Award inservice points on *MyPGS* after participants have completed all component expectations.

Points for Trainers

Trainers may receive inservice points once per 5-year certification window for each training activity they conduct. They can access the points by registering for the training in *MyPGS*.

In-County Mileage: Trainers must request mileage prior to the activity

In certain circumstances, a trainer may 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. It is the responsibility of the cost center

sponsoring the training activity to assist the trainer in processing and submitting the mileage reimbursement request, if approved.

PROFESSIONAL DEVELOPMENT LEADING 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 peers. Inservice credit is a by-product and not the purpose of the professional development process. Still, professional development plays a critical role in the continued professional growth of our staff and allows a professional to maintain and renew their professional certificate.

Types of Professional Development that support professional growth and certification:

- *Inservice/College Credit*

Inservice points and/or college credits can be used to renew a professional educator's certificate. Recertification requirements for a five-year professional educator's certificate include 120 inservice points – 20 of which must meet SB 1108 ESE requirements, six college credits – one of which must meet SB 1108 ESE requirements (one credit hour is equivalent to 20 inservice points), or the equivalent combination of both.

More information regarding SB 1108 requirements can be found on the OPDSS website <http://www.pasco.k12.fl.us/prodev/> and/or linked Canvas course <https://pasco.instructure.com/courses/43691>

- *NBPTS Certificates*

A certificate issued by the *National Board for Professional Teaching Standards* (NBPTS) will renew all areas shown on the 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.

- *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, based on statute or DOE board rule, 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 (*MyPGS*). This will include the active inservice points that have been earned since recertification and will also report qualifying banked points.

Current State-approved bankable point categories:

- ◆ **ESOL Endorsement***

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

- ◆ **Reading Endorsement***

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

- ◆ **Autism Endorsement***

Admission to the alternative program for the purpose of add-on endorsement is limited to individuals who hold a valid Florida Temporary, or Professional Educator's, Certificate which was issued based on a bachelor's, or higher, degree in any exceptional student education area. Note: Any applicant who enters the program based on a temporary certificate must complete the requirements for a professional certificate before the district's verification of program completion.

- ◆ **State approved ESE courses**

Any ESE inservice that qualifies under SB 1108. More specific information may be found at the following Canvas course <https://pasco.instructure.com/courses/43691>

* Educators should contact the *Office for Teaching and Learning* regarding eligibility of college coursework for endorsement purposes. Educators should contact the *Office for Human Resources and Educator Quality* regarding discrepancies with her/his banked points. It is the individual's responsibility to notify the *Office for Teaching and Learning* and/or *The Office for*

Human Resources and Educator Quality of any coursework they believe is eligible for endorsement.

TRANSFERRING RECERTIFICATION CREDIT TO PASCO COUNTY SCHOOLS

Out-of-District Inservice Point Transfers

Educators transferring to Pasco from another Florida district should provide The Office for Professional Development and School Supports with an official transcript of their Inservice History from their previous district. 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. Generic active inservice activities and their points will be entered into *MyPGS*, Pasco County's electronic professional development management system, as a collective total. Specialized endorsement classes like ESOL, Reading, Clinical Educator, etc., will be entered into to *MyPGS* under their designated component number. The appropriate content / program area administrator will review & approve specific endorsement classes. Specialized "bankable" inservice points will be transferred is as "banked" only if the transferring district clearly denotes them as "banked."

Professional development activities that occurred prior to 2008 will not likely appear in *MyPGS*. 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 *Office for Human Resources and Educator Quality* directly from the issuing educational institution as an official college transcript. Only courses taken within the educator's current certification validity period can be used for the recertification of that certificate.

ADDITIONAL GUIDELINES FOR PROFESSIONAL DEVELOPMENT ATTENDANCE

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 *MyPGS* 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. A *MyPGS 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 Pasco County Schools. 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. A *MyPGS Guest account* will be completed at that time.

FORMS AND ADDITIONAL INFORMATION FOUND ON THE PROFESSIONAL
DEVELOPMENT WEBSITE

THE FOLLOWING ITEMS ARE LISTED ON THE PROFESSIONAL DEVELOPMENT WEBSITE:

National Staff Development Council Standards

Florida Professional Development System Evaluation Protocol

Side by Side Comparison of Standards

FLDOE Professional Development System Evaluation Protocol – Reviewer’s Guide

Deliberate Practice Plan

Deliberate Practice (Directions for completing)

Deliberate Practice (Timeline for completing)

Staff Development Data Collection Tool

Out of District Inservice Points Request Form

Guidelines for Trainings Offered by Vendors at Schools

MyPGS 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)

District Calendar and Training Rooms Quick Reference Guide

Charter School Professional Development Stipend Approval Form

Instructions for Charter School Professional Development Stipend Payment