

Out of District Inservice Points Request Form

General Information

Professional Development:

Professional development involves more than attending a seminar or workshop for a few hours. Rather, it is an in-depth training in a specific area of expertise. In order for the training to be considered as evidence of professional growth to be used to renew a Professional Educator's Certificate, it should be related to an individual's job role or teaching responsibility. It must also relate to one or more of the staff development inservice focus areas and be implemented with fidelity. Participation in this type of training, like all other forms of professional development for educators, must ultimately result in an increase in student achievement.

Pre-Approval:

Content area / program administrator pre-approval is **required** for participants to receive inservice points. Participants **must** complete and submit the **Pre-Approval Section** of the **Out of District Inservice Points Request Form** to the appropriate district content area / program administrator. *This includes Section 1-1 of the Narrative Report.*

Hours/Inservice Points:

Hours may range from 0 – 120. Inservice points awarded will be at the rate of one (1) point per hour of training. Time spent in registrations, breaks, luncheons, socials, etc. will not be considered part of the training. The actual number of inservice hours awarded will be based upon the documented completion of the training verifying the total number of hours (e.g., certificate/letter of completion verifying the number of hours) and documentation of implementation and impact of the training. Please note that for multi-day trainings, the maximum number of allowed points will be six (6) per day unless there is clear documentation the activity is worth more points. Continuing Education Units (CEUs) will be converted to inservice points at the rate of one point per hour (typically, 10 inservice points per one CEU credit).

Note: The FLDOE accepts relevant college credit from accredited educational institution and permits reciprocity of inservice points from approved educational institutions within the state of Florida. To be eligible for inservice credit, the course must be part of a FLDOE Master Inservice Plan currently on file with the FLDOE.

Procedures:

1. Complete and submit the pre-approval section of the ***Out of District Inservice Points Request Form*** to the appropriate Content Area Supervisor.
2. Within 90 days of completing the professional development activity, submit the following to the appropriate Content Area Supervisor:
 - A copy of the pre-approved ODIPR Form with all sections completed
 - A copy of the certificate/letter of completion verifying the number of hours
 - The narrative report (ODIPR-page 3) describing what you learned, how you have implemented key learnings from the training, and how it has impacted your professional practices and student achievement. The report must be presented in a typed format and reflect a quality that represents the standard for the education profession. Participants must complete the report independently if they attended a training with co-workers. ***Replicated or identical forms will not be accepted.***
3. Upon review and approval of all documentation by the Content Area Supervisor, s/he or designee will complete a Training Expectation Form for the course, create the course in Avatar, and submit all documentation to OPDSS.
4. OPDSS will review all documentation and course info once entered into Avatar. When all requirements are met, OPDSS will publish the course and assign points to the participant(s).

Approval for Inservice Points:

OPDSS will process all ODIPR submissions as quickly as possible. If additional information is needed, you will be contacted. If the activity fails to meet the standards for awarding professional development points, you will receive an explanation of the reasons for not awarding points.

If you have any questions, please contact the Office for Professional Development and School Supports.

Thank you for your willingness to continue to grow in your skills and knowledge as an educator. This demonstrates a professional attitude toward helping all Pasco students reach their highest potential.

Out of District Inservice Points Request Form

Please refer to the "General Information" page for additional explanations for completing this form.

PRE-APPROVAL SECTION:

Name:		
Phone:	Email:	
School/Department:		
Title of Professional Development Training:		
Location:	Date(s):	
Purpose & Focus: Participants must complete the narrative report* section (page 3): 1) Describe your main purpose and objective for participating in this training; 2) Identify the professional development focus area(s) below that align with the requested Out of District Professional Development Activity and <u>explain specifically how</u> your requested activity relates to the area(s) you have selected.		
<input type="checkbox"/> Common Core State Standards <input type="checkbox"/> Subject Content <input type="checkbox"/> Teaching Methods <input type="checkbox"/> Technology	<input type="checkbox"/> Assessment and Data Analysis <input type="checkbox"/> Classroom Management <input type="checkbox"/> School Safety	<input type="checkbox"/> Family Involvement <input type="checkbox"/> Leadership Development <input type="checkbox"/> Non-Instructional
Name/Title of approving Content Area Supervisor:		
Approval Date:	Pre-Approval: Select	

DOCUMENTATION OF COMPLETION OF TRAINING:

Submit the following documentation to the **Approving Content Area Supervisor** within 90 days of completion of the training:

1. This form which documents pre-approval.
2. A COPY of a certificate/letter of completion verifying the number of hours.
3. Complete narrative report* responding to each section listed below. (See page 3 for form)
 - **Section 1 - PROFESSIONAL GROWTH:**
 1. Provide the objectives of the training and how they support the Professional Development Focus Areas you selected
 2. Describe the new information/skills you gained from the training.
 - **Section 2 – IMPLEMENTATION AND IMPACT:**
 1. Explain your implementation plan for the new learning.
 2. Describe how implementing your new learning has impacted your students

** NOTE: In order to maintain independent options for inservice credit, it is important that the quality of work submitted represents the standard for the education profession. Employees are asked to show a high degree of professionalism in their report. Reports not meeting these standards will be returned for revision before inservice points will be awarded.*

Your request will be reviewed promptly. If your documentation supports Florida's Professional Development Protocol Standards, inservice points will be submitted into your records. Otherwise, your paperwork will be returned with an explanation of the reason for not awarding points.

District Content Area Supervisor Approval for Awarding of Out of District Inservice Points
I hereby affirm the information contained in this document accurately reflects the efforts of the participant(s).

Name/Title of Content Area Supervisor

Date

of Points

Narrative Report: Purpose of Professional Development Activity

Section 1: Professional Growth

1. Describe the training objectives and how they support the selected Professional Development Focus Areas:

2. Describe the new information/skills you gained from the training:

Section 2: Implementation and Impact

1. Explain your implementation plan for the new learning:

2. Describe how implementing your new learning has impacted your students:

