

**IN-SERVICE COURSES**

In-service course guidelines are as follows:

1. Approved topics must be related to:
  - a. instructional practices, trends, innovations or research designed to improve the quality of instruction in the teacher's assignment;
  - b. implementation of District initiatives;
  - c. improvement of student achievement.
2. Staff can earn one (1.0) in-service credit for each fifteen (15.0) hours of in-service coursework.
3. Requests for in-service credit may be combined for a total of 15.0 hours. Any hours submitted totaling over 15.0 hours will not be carried over for future credit.
4. In-service credit will not be awarded for:
  - a. any activity that takes place during the school day;
  - b. any activity that is reimbursed or paid for by the District or any other organization;
  - c. any teacher who fails to sign the participation list at the activity for a District-sponsored course;
  - d. time for registration, breaks, meals, or exhibits;
  - e. video courses that are not part of a supervised in-service course;
  - f. online courses that are not able to provide documentation of amount of time spent online as well as confirmation that online course work was completed;
  - g. an individual who is the instructor of the course.
5. The Director of Human Resources recommends in-service courses to the Board of Education for approval.
6. All requests for approval for in-service credit should be forwarded to the Director of Human Resources via the professional learning data management system.
7. All requests must be proposed via the professional learning data management system two weeks before the Board meeting at which the request will be approved.
8. The course contact person for any District-sponsored in-service course must submit the In-Service Participation List (9201-E1) to the Director of Human Resources at the conclusion of the course so that participants may receive course credit.
9. District-sponsored in-service courses must be accompanied by the Certificate of Participation (9201-E2) for the participant to receive course credit.
10. In-service courses sponsored by outside agencies must be accompanied by that agency's certificate of completion (e.g., My Learning Plan, Creative Teachers, etc.) for the participant to receive course credit.

11. Participants must complete and submit the Application for In-Service Credit (9201-E3) to the Human Resources Department by October 1 and April 1.
12. In-service credits processed in October and April will be paid out for the first year and will become part of the participant's contract salary each year thereafter.
13. It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Office in fifteen (15.0) contact hour increments. Original certificates must be submitted.

Revised: March 7, 2017; August 5, 2014

**IN-SERVICE PARTICIPATION LIST**  
**DISTRICT-SPONSORED COURSES**

Title of Activity: \_\_\_\_\_ ID Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Each employee needs to sign this participation list at the approved activity.

- 1. \_\_\_\_\_ 16. \_\_\_\_\_
- 2. \_\_\_\_\_ 17. \_\_\_\_\_
- 3. \_\_\_\_\_ 18. \_\_\_\_\_
- 4. \_\_\_\_\_ 19. \_\_\_\_\_
- 5. \_\_\_\_\_ 20. \_\_\_\_\_
- 6. \_\_\_\_\_ 21. \_\_\_\_\_
- 7. \_\_\_\_\_ 22. \_\_\_\_\_
- 8. \_\_\_\_\_ 23. \_\_\_\_\_
- 9. \_\_\_\_\_ 24. \_\_\_\_\_
- 10. \_\_\_\_\_ 25. \_\_\_\_\_
- 11. \_\_\_\_\_ 26. \_\_\_\_\_
- 12. \_\_\_\_\_ 27. \_\_\_\_\_
- 13. \_\_\_\_\_ 28. \_\_\_\_\_
- 14. \_\_\_\_\_ 29. \_\_\_\_\_
- 15. \_\_\_\_\_ 30. \_\_\_\_\_

\* The Contact Person must forward this Participation List to the Director of Human Resources at the conclusion of the activity.

**SOUTH COLONIE CENTRAL SCHOOL DISTRICT**

**CERTIFICATE OF PARTICIPATION**

**DISTRICT-SPONSORED COURSES**

This is to acknowledge the participation of

\_\_\_\_\_

Name

in the In-Service Course # \_\_\_\_\_

\_\_\_\_\_

Course Title

on

\_\_\_\_\_

Date(s)

Total In-Service Credits:

\_\_\_\_\_

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Date

Note: It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Department. One in-service credit is equal to 15.0 contact hours.

**SOUTH COLONIE CENTRAL SCHOOL DISTRICT**  
**APPLICATION FOR IN-SERVICE CREDIT**

In-service credit is given for courses which are officially approved by the Board of Education. In-service credits shall be awarded on the basis of one credit per 15.0 clock hours of instruction to be paid in one-credit increments.

Employees may refer to their unit’s contract or contact the Human Resources Department regarding specific credit reimbursement.

Applications must be submitted by October 1 in order to be credited in the first semester and by April 1 in order to be credited in the second semester.

**NAME:** \_\_\_\_\_

Date	Course Title	Contact Hours

**\*ANY SUBMITTED HOURS TOTALING OVER 15.0 HOURS WILL NOT BE CARRIED OVER FOR FUTURE CREDIT\***

**TOTAL CREDITS:** \_\_\_\_\_

**ELECTION:** *(Please Check One)*

- Payment of \$\_\_\_\_\_ per in-service credit hour on a one-time basis.
- Use of this credit for between schedules and schedule advancement.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Social Security *(last four digits)* \_\_\_\_\_

**Credit Approval:** To be completed by District Office

Date \_\_\_\_\_ Signature \_\_\_\_\_

Payroll Records Adjusted \_\_\_/\_\_\_/\_\_\_ By \_\_\_\_\_

Upon payroll record adjustment, this form will be placed in the employee’s permanent file.