

**PLEASE REMEMBER THE FOLLOWING WHEN
REQUESTING APPROVAL FOR
STAFF DEVELOPMENT ACTIVITIES**

IN-SERVICE COURSES

15 HOURS AND 7½ HOURS

You can earn 1.0 in-service credit for each 15 hours of in-service coursework.

You can earn ½ (0.5) in-service credit for each 7½ hours of in-service coursework. Submit for payment in a packet of 15 hours; 1.0 credit equaling 15 hours or two 0.5 credits equaling 15 hours.

All requests for approval for In-Service credit must be submitted on PDExpress.

In-service courses offered by the Greater Capital Region Teacher Center My Learning Plan or Capital Region BOCES My Learning Plan are **NOT** pre-approved for In-Service credit.

In-Service and Seminar on Educational Issues hours can not be combined. Please submit In-service in a packet of 15 hours (1 credit).

Remember to provide sufficient time for processing and the Board of Education to approve the request prior to the start of the in-service activity.

SEMINAR ON EDUCATIONAL ISSUES

3, 6, 9, 12 HOURS EQUALING 15

Request for Seminar on Educational Issues credit must be in blocks of 3, 6, 9, 12 hours.

Submit for payment in a packet of 15 hours; 3, 6, 9, 12 hours equaling 15 hours.

All requests for approval for Seminar credit should be submitted on PDExpress.

Seminar courses offered by the Greater Capital Region Teacher Center My Learning Plan or Capital Region BOCES My Learning Plan are **NOT** pre-approved for Seminar credit.

Remember to provide sufficient time for processing and the Board of Education to approve the request prior to the start of the seminar activity.