



Saint Paul Public Schools

Professional Development Center for Academic Excellence

1001 Johnson Parkway
Saint Paul, MN 55106
Telephone: (651) 793-5485
Fax: (651) 793-5489

WORKSHOP PROPOSAL FOR IN-SERVICE CREDIT:

(For Workshop Sponsors only). Please submit this form two (2) weeks before the date of your first workshop. Your proposal will be reviewed for approval (if it is not approved, your proposal will be returned). After you provide documentation of the participant's successful completion, a certificate for in-service credit(s) would be issued to the individual(s). Attached for your review is an information sheet regarding in-service and clock hour certificates.

PLEASE NOTE: THE CHOICE BETWEEN AN IN-SERVICE CERTIFICATE AND CLOCK HOUR CERTIFICATE CANNOT BE CHANGED AFTER REGISTRATION.

(The following information is requested):

Today's Date: _____

Workshop Sponsor's Name: _____

Work Phone: _____ Home Phone: _____

Name of Workshop: _____

Location: _____

Instructor/Facilitator of Workshop: _____

Workshop Dates/Time: _____

Total Workshop Hours (excluding break and meal times): _____
(To qualify for in-service credit, there must be at least two hours of instructional time).

of In-service Credit Certificates requesting: _____ Registration Deadline: _____

Description of Workshop (please attach a copy of workshop brochure/program):

How does this relate to the District's Strategic Plan or 5 Target Areas? _____

Today's Date: _____

WORKSHOP SPONSOR(S): _____ Telephone (H): _____

YOUR SCHOOL SITE: _____ Telephone (W): _____

NAME OF WORKSHOP: _____

WORKSHOP DATES/TIMES: _____

For which employee group/s is this workshop offered?	Will they attend on paid time?	Will a choice be offered between In-Service Credit or a Stipend?
_____ Teachers	Yes _____ No _____	Yes _____ No _____
_____ Other Staff (please indicate)	Yes _____ No _____	Yes _____ No _____

(Classified Service employees and Teaching Assistants (TA's) cannot use in-service to advance on their salary schedules, but they will receive a clock hour certificate).

Will participants be offered a graduate college credit? Yes _____ No _____ (If "yes", the participants must understand that they CANNOT receive both graduate credit and in-service credit. If they choose to receive graduate credit, the college fee must be paid by the participant, not by a grant or funds received from the district).

Will participants be offered clock hours? Yes _____ No _____

<p>TO BE COMPLETED BY THE PROFESSIONAL DEVELOPMENT CENTER FOR ACADEMIC EXCELLENCE: Please ensure that In-service Certificates are only given to participants that fully meet requirements. In-service credits are equivalent to college credits.</p> <p>Approval: _____ Date: _____ Marilyn Baeker, Principal on Special Assignment Professional Development Center for Academic Excellence</p> <p>Number of In-Service Credits Approved: _____</p> <p>Approval Denied: _____ Date: _____ Marilyn Baeker, Principal on Special Assignment Professional Development Center for Academic Excellence</p> <p>Comments: _____ _____ _____</p>
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INSTRUCTIONS

1. Complete the information requested. Send completed form with a course description to the Professional Development Center for Academic Excellence, 1001 Johnson Parkway.
2. A signed copy will be returned if approved. If the course has not been approved for In-service Credit, the form will be returned with an explanation of reason why request has been denied.
3. Upon completion of the workshop, you will receive a certificate of attendance from the workshop instructor that states the number of hours you attended.
4. Send a copy of the following information to the Professional Development Center for Academic Excellence:
 - a) Attendance sheets
 - b) List of participants applying for in-service credit with their work location.

GUIDELINES

1. In accordance with the Agreement between the Saint Paul Board of Education and the Saint Paul Federation of Teachers, in-service credit may be granted for coursework and must be submitted on this form.
2. Each course must be approved by the employee's principal/supervisor and the Professional Development Center for Academic Excellence two weeks before the course is taken.
3. When you have earned an appropriate number of approved credits for coursework, you can submit the certificates to the Human Resources Department for advancement to the next salary lane.
4. **Coursework must be taken on the employee's own time, without pay or stipend from the District (#625). Tuition or fees for the coursework must be paid by the employee.**
5. The number of in-service credits earned is determined by actual instructional time. Ten (10) hours of instructional time is required for one (1) in-service credit. The minimum number of hours accepted for in-service credit is two (2) hours for .2 in-service credits.
6. Coursework/workshops would not be approved if they occur during a participant's work time.

NOTE: Course work must be directly related to your current assignment or lead to teacher licensure by the State of Minnesota.

(Blue Copy – employee's copy)