

PRIOR APPROVAL FOR NON-WCPSS WORKSHOP
"TRANSFER" CREDIT (FORM REVISED JULY 2013)

Use this form to request approval for credits for workshops taken outside of WCPSS which are not transcribed college/university courses. Activities might include workshops at NCCAT, a one-week summer seminar, training at DPI, a conference, etc.

This form should be completed by the employee who is requesting approval for the credit.

INSTRUCTIONS Step 1: At least 10 days prior to the professional development activity, complete the top of the form and questions #1-8 and submit to your principal or their designee for approval and signature. Step 2: After the professional development activity, answer questions for #9 on a separate sheet of paper. Step 3: Submit this form (with verification signatures) to the eSchools Manager at your school/department.

Criteria for Approval:

- (1) Workshop must be provided by a credible organization.
(2) All learning content must be related to your current teaching assignment or school/department improvement plan.
(3) No credit earned for travel of any kind.
(4) Remember: One aspect of high quality professional learning is the duration (more than 7 hours of training over 2 or more days.)

Name: School/Dept: e-Mail:

Current Teaching Assignment/Job Title:

License Expiration: Licensure Areas:

1. Title of Non-WCPSS Workshop/Activity:

2. Which goal(s) in your PGP or School/Department Improvement Plan will this study address?

3. Description of Workshop: BE DESCRIPTIVE. Include learning objectives, learning content, research/resources used to support the learning content, data used to justify why workshop is being offered, how the learning will apply to your classroom/work place, if there are out-of-class projects/homework or prerequisites, and delivery method.

4. Location & Sponsor of Workshop/Activity:

5. Date(s) & Time(s) of Workshop:

6. Credit Type (See back): Academic Subject Area/Teaching Strategies Reading/Literacy
Teacher Recruitment/Retention Technology Standard

7. Total # of Hrs in Activity: 8. Total # of Credits (see back):

INITIAL APPROVAL FOR CREDIT: Signature of Principal/Supervisor (or designee) Date

9. Upon completion of study, answer following questions on a separate sheet of paper: Outcomes: List evidences and artifacts that culminated from this activity. Classroom/Work Application: How are you implementing/using what you learned from this activity in your classroom/work place?

FINAL VERIFICATION FOR CREDIT: Signature of Principal/Supervisor (or designee) Date

EXPLANATIONS

6. CREDIT TYPES: Summary of criteria for each

- Academic Subject Area/Teaching Strategies Credit:** Courses that deepen the participants' knowledge and understanding of the academic subject area(s) or strategies to teach those subjects.
- Reading/Literacy Credit:** Course content prepares teachers to facilitate students' literacy development and enable students to read, write, listen, and speak effectively across multiple learning environments and content areas. These courses intentionally integrate the use of literacy to promote student learning. Course content may also address essential components of teaching reading. .
- Teacher Recruitment/Retention Credit:** For school administrators. Focuses on the principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention.
- Technology Credit:** Course content focuses on the use of technology as an instructional tool.
- Standard Credit:** Course content/learning is directly related to professional responsibilities as a public school educator or to educators' area(s) of licensure but is not specifically one of the credit types listed above.
- No teacher renewal credit offered:** Course content does not relate to professional responsibilities of public school educators or to area(s) of licensure. (e.g. meetings, workshops for non-certified staff.)

8. CREDITS/HOURS: How to calculate credits:

10 hours spent in face-to-face training = 1.0 credits (10:1 ratio) AND 10 hours spent on homework/on-your-own assignments = 0.5 credits (20:1 ratio) **For example:** A course with 8 face-to-face hours (0.8 credits) + 6 homework hours (0.3 credits) provides 1.1 total credits.

Credits for On-line or Hybrid* Courses:

When creating your course/session, estimate the total number of hours it would take to complete the course face-to-face. Calculate the credits as "face-to-face" hours. (*Hybrid = an on-line course with some face-to-face meetings).