

PROFESSIONAL STAFF CONTINUING EDUCATION

The Colorado Springs School District 11 Board of Education (the Board) recognizes that a student's education is a process of growth in which teachers and administrators play a key role. Effective educators are themselves regularly integrating training and experience as a means to professional growth in serving student needs.

Professional growth experiences are designed to improve knowledge and skills necessary to the implementation of approved Colorado Springs School District 11 (the District) educational programs, to facilitate the implementation of Board objectives and state- or federally- mandated policies or procedures and to meet personal and professional growth needs which enhance the service of the employee to the District.

The District's interest in professional growth is reflected in salary schedules, through recommendations for recertification and in budget provisions for funding staff development programs. In order to provide quality control for the state development program, the Board has approved the following regulations:

1. Definitions

- a. Increment credit is used to identify those credits granted in recognition of professional study carried on under the auspices of the District. Increment credit will apply as accumulated hours on the salary schedule but will not apply as college credit toward an advanced degree.
- b. College credit is credit awarded by institutions of higher education with programs of teacher education or course work approved by the Colorado Department of Education.
- c. Recertification credit is applicable to the renewal of a certificate as specified in state law.

2. Increment credit

- a. In general, inservice programs for increment credit will be limited to those activities sponsored and directed by District 11. Increment credit may be granted for workshops and/or special classes not directed by District 11 by using the Prior Course Approval process. If college credit is available, an employee may choose to invest in obtaining credit via that institution.

In special situations, however, the District may cooperate with institutions of higher learning, other governmental agencies and certain community organizations presenting such programs. The District representative is responsible for recommending performance requirements and certifying increment credit for those staff members from the District who meet them. Additional documentation may be required.

- b. One semester hour of increment credit will be granted for each 15 hours of a regularly scheduled workshop, special class or institute that is completed satisfactorily. A

proportionate amount of time will be required for any other amount of credit (in half hour units) to be granted.

- c. Enrollees must attend all sessions of the one-half hour increment credit classes. One absence not to exceed four hours is allowed for the one-hour increment credit classes.

However, it is up to the participant to meet all course requirements of the instructor in order to receive increment credit.

- d. Increment credit is not granted for activities for which a staff member receives compensation from the District.
- e. Credit cannot be received more than once for inservice work with basically the same content or course title during a five-year period.

3. College credit

Credit for college courses is granted by the college and is verified to the Human Resources Office by means of an official transcript secured by the employee.

4. Recertification credit

- a. Course proposals to be offered for credit must be submitted to the Professional Development Office at least 30 calendar days prior to the first meeting of the class.
- b. All district inservice course offerings for which recertification is approved must meet the requirements of the Colorado Department of Education. It is the responsibility of the instructor to make certain that all requirements are met.

5. Eligibility

- a. All licensed employees including substitutes are eligible for participation and credit.
- b. Contract licensed personnel will be given first consideration for enrollment.
- c. The employee will pay all fees associated with the class.
- d. Individuals not associated with the District may be admitted for class participation on a space-available basis.

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