

## Greenville Central School District Professional Development by Category

Required Professional Development Hours (Contractual Hours) Article 16.5	NYSED Required Hours (Continuing Teacher and Leader Education - CTLE)	In-Service Hours (for salary schedule credit) Article 5.10, 13.1, 14.4	Conference Requests
<p>Description:</p> <ul style="list-style-type: none"> <li>- Each unit member shall complete 21 hours annually between July 1 and June 30</li> <li>- Hours must be completed outside the work day and shall not result in any compensation or salary schedule credit</li> <li>- Hours beyond the required number shall not carry forward or accrue to the next year</li> <li>- Requests must be in minimum blocks of 2 hours</li> </ul>	<p>Description:</p> <ul style="list-style-type: none"> <li>- 100 hours over a 5 year registration period</li> <li>- Improve teacher pedagogical and/or leadership skills targeted at improving student performance</li> <li>- Promote the professionalization of teaching and be aligned to district goals</li> <li>- Aligns with content, pedagogy, and/or language acquisition</li> <li>- Rigorous</li> <li>- <a href="#">Link to more detailed description</a></li> </ul>	<p>Description:</p> <ul style="list-style-type: none"> <li>- Improve teacher pedagogical and/or leadership skills targeted at improving student performance</li> <li>- Promote the professionalization of teaching and be aligned to district goals</li> <li>- Aligns with content, pedagogy, and/or language acquisition</li> <li>- No in-service credit is given for activities paid for by the district</li> <li>- 15 hours = 1 credit</li> </ul>	<p>Description:</p> <ul style="list-style-type: none"> <li>- Improve teacher pedagogical and/or leadership skills targeted at improving student performance</li> <li>- Promote the professionalization of teaching and be aligned to district goals</li> <li>- Aligns with content, pedagogy, and/or language acquisition</li> <li>- Rigorous</li> <li>- \$14,000 available per school year for GFA members to attend</li> <li>- Request for district to pay and most cases occurs during the school day</li> </ul>
<p>Possible Activities:</p> <ul style="list-style-type: none"> <li>- Academically related committee work (examples: QEC, Code of Conduct)</li> <li>- Related to curriculum and instruction</li> </ul>	<p>Possible Activities:</p> <ul style="list-style-type: none"> <li>- Faculty meetings</li> <li>- Superintendent's Conference Days</li> <li>- Workshops</li> <li>- Conferences</li> <li>- In-Service Courses</li> </ul>	<p>Possible Activities:</p> <ul style="list-style-type: none"> <li>- Workshops</li> <li>- Conferences</li> <li>- In-Service Courses</li> <li>- Graduate Courses</li> </ul>	<p>Possible Activities:</p> <ul style="list-style-type: none"> <li>- Opportunities provided by: BER, CASDA, SDE, and other professional organizations</li> </ul>

<p>(examples: Curriculum Mapping, alignment to standards, data analysis, etc)</p> <ul style="list-style-type: none"> <li>- Collaborative Planning</li> <li>- Special Events (examples: science night, activity nights)</li> <li>- Workshops</li> <li>- Graduate Courses</li> <li>- In-Service Courses</li> <li>- Individually designed proposals</li> </ul>	<ul style="list-style-type: none"> <li>- Graduate Courses</li> </ul>		
<p><b>Form/Process</b></p> <ul style="list-style-type: none"> <li>- Complete a “Prior Approval Form” through MLP at least 10 days prior to the start of the activity</li> <li>- Once activity is completed, <a href="#">submit Log Sheet</a></li> <li>- Make sure titles on all forms match</li> <li>- Mark activity complete in MLP</li> </ul>	<p><b>Form/Process:</b></p> <ul style="list-style-type: none"> <li>- For faculty meetings: <a href="#">Link for more details</a></li> <li>- For Supt Conference Days sign up through MLP and sign roster day of event, mark complete in MLP</li> <li>- For conferences and after school workshops: complete appropriate form in MLP, mark complete and send copy of certificate of completion to District Office</li> <li>- Teacher’s responsibility to track hours completed: <a href="#">NYSED CTLE Documentation Form</a> (fillable when downloaded)</li> </ul>	<p><b>Form/Process:</b></p> <ul style="list-style-type: none"> <li>- Complete a “Prior Approval Form” through MLP at least 10 days prior to the start of the activity</li> <li>- For GCSD activities, once activity is completed <a href="#">submit Log Sheet</a></li> <li>- For non GCSD activities, submit Certificate from sponsoring organization</li> <li>- Mark activity complete in MLP</li> </ul>	<p><b>Form/Process:</b></p> <ul style="list-style-type: none"> <li>- Complete “GFA Conference Request Form” through MLP at least 10 days prior to the start of the conference</li> <li>- Fill out “Post Conference Form”</li> <li>- Mark activity complete in MLP</li> <li>- Submit certificate from sponsoring organization to District Office</li> </ul>

## **Frequently asked questions:**

I would like one activity to count in multiple categories listed above. Is this an option for me?

- There are times when the answer is YES and other times the answer is NO.
- The Yes:
  - NYSED Required hours may count as Professional Development hours. For example, an inservice approved by PPC outside the regular contractual day.
  - A conference may count as NYSED required hours. For example, a BER workshop.
- The No:
  - Not all approved Professional Development hours will be eligible for NYSED required hours
  - Approved inservice offerings are eligible for NYSED required hours/Professional Development hours OR inservice credit
  - Any conference during contractual time and/or paid for by the district is not eligible for inservice credit or Professional Development hours

What faculty meetings will count toward NYSED required hours?

- Principals will designate those meetings that meet the requirements to be eligible for NYSED required hours
- [Click here for details](#)

If I travel for a conference or workshop, can I be reimbursed for my mileage?

- Yes. Reimbursement is based on the shortest route and the BOE annually approved mileage rate, not the IRS rate. (Insert link to form)

Can I get NYSED required hours by attending an activity outside of GCSD?

- Yes, if the providing organization is a New York State approved NYSED required hours sponsor. Most organizations have this information posted on brochures and their website.