



6500 Arapahoe, P.O. Box 9011
 Boulder, Colorado 80301
 (303) 447-5146

For District Use Only	
Course Code	_____
District Approval	_____
Date of Approval	_____
No. of Credits Approved:	
CDE	_____
BVSD	_____

**Boulder Valley School Public Schools
 Division of Learning Services
 Proposal for Inservice Education Credit**

CDE License Renewal:

Six semester hours of professional development may be earned for successful completion of inservice education activities. One semester hour of professional development may be earned for each 15 clock hours of participation. Each inservice education activity must be related to the Colorado Professional Educator Standards.

BVSD Salary Credit:

One hour of horizontal salary credit may be earned for an inservice education activity that is approved by BVSD. To qualify for BVSD salary credit, an inservice education course or activity must take place outside the contracted work day. No salary credit will be issued for an inservice education course or activity for which pay is received.

Note: Proposal must be submitted at least 30 days prior to start of inservice activity.

Date Submitted: _____
 Title of Course / Activity: _____
 Specific Date(s) of Activity: _____ Time: From: _____ To: _____
 Location of Activity: Bldg: _____ Room: _____
 Instructor: _____ Contact phone: _____
 School or Address: _____
 Phone: _____ Fax: _____ E-mail: _____

Credit Request

CDE License Renewal Credit	Total Contact Hrs. _____
BVSD Salary Credit	Number of Credits _____

Is college or university credit being requested separately for this activity? ___ YES ___ NO
 Name of college or university: _____
 Is a stipend offered for this class? ___ YES ___ NO
 Is there a fee for this activity? ___ YES ___ NO How much? _____
 Does this class have a target audience? ___ YES ___ NO
 If YES, whom? _____
 Does this class have a recommended audience? ___ YES ___ NO
 If YES, whom? _____
 Is this activity a required class? ___ YES ___ NO
 If YES, for whom? _____
 Registration begin date: _____ End date: _____
 Minimum # of participants: _____ Maximum # of participants: _____

Please provide an explanation for items 1-5 OR attach a detailed course syllabus.

1. Synopsis of the course/activity and specify topics covered.

2. Describe what the participant will know or be able to do as a result of this course/activity.

3. Describe the main topics, or attach a separate outline, to give a complete overview of the course/activity.

4. List the activities in which the participant will be engaged and the course materials to be used.

5. Are there any prerequisites required in order to participate in this activity?

ITEMS NO. 6, 7, AND 8 MUST BE COMPLETED FOR BVSD SALARY CREDIT

6. Describe the work **required** to be completed outside of class: readings, projects, products, etc. (Work outside the classroom must equal time inside class to qualify for salary credit.)

7. How many hours of work outside of class will be required?

(7.5 hrs outside classroom = ½ credit; 15 hrs outside classroom = 1 credit; etc.)

8. Describe how the work outside of class will be documented.

9. Any other comments associated with the description of this activity (i.e. are breakfast/lunch/snacks provided? FAQ's?)

The requester/instructor must do the following:

1. Complete required District Proposal for Inservice Ed Credit form. Return to your departments Administrative Secretary in Learning Services 30 days prior to beginning of activity for processing. Prior to your class/workshop you will receive a District Attendance form or roster. If you do not get this prior to your class, contact Lisa Collins 303-447-5146.
2. Maintain attendance records.
3. Return the following items to the Division of Learning Services, immediately following the last class session:
 - Completed attendance records

Note: Items 1 through 3 must be completed before credit can be granted.