

## **To offer a class for credit through Learning Services for District Teachers:**

### **Proposal for Inservice Education Credit**

**This is for which are processed for Salary/CDE credit at the Education Center, Learning Services.**

Three weeks prior to an activity a Course Credit Proposal form (attached) is used to set up a District approved class/workshop for CDE credit, BVSD salary credit, or both. You can obtain the form from the BVSD website at <http://www.bvsc.org>. This form should be completed in detail either on line or written as a hard copy and returned to the Assistant Superintendent of Learning Services. *Note: The completed form, if sent via email, arrives blank. Please mail or fax the document to Learning Services, Fax 303 447-5255.*

Be sure to indicate all dates and times making sure that enough time is scheduled to award credit in the amount intended. Example: 1/2 CDE relicensing credit requires 7.5 contact time, 1 credit requires 15 hours contact time and so on. If you intend to offer salary credit it must be set up in advance and requires that work outside the classroom must **equal** time inside class to qualify. Example: 1 credit hour equals 15 classroom hours plus 15 hours of activity outside as specified by the instructor. The work outside the classroom must be documented and handed in with the assignment.

Once the completed form is received in Learning Services, it is then approved by the appropriate administrator and set up with a reference number, entered into a data base, and a Confirmation /Instructor's packet is returned to the Instructor or contact person.

### **Confirmation/Instructor's packet**

Each approved class/workshop is confirmed with a letter indicating the reference number, amount and type of credit approved, class name, instructor name and various instructions and explanations. The instructor's packet includes:

1. A Confirmation Letter
2. Instructor's Checklist - This form assists the instructor in processing the paperwork properly. It should be checked off, signed and returned after completion of the class.
3. Participant Attendance form - This form should be duplicated as necessary and used to keep attendance for all scheduled class dates. All participants are to insert their name, District ID, school name and/or home address. In the event that the participant is from another school district, they must indicate their school and an address where we can send their certificate. Each participant should indicate what type of credit they would like to receive. At the completion of the course, the instructor must indicate which participants have earned the credit they requested by checking in either the "yes" or "no" column on the right side of this form under "issue credit?" It's also helpful to know whether each person should be awarded CDE credit, salary credit, or university credit.
4. Participant evaluation form - Each participant must complete an evaluation online through Course Insite at the completion of the class so that a certificate can be generated.

### **Inservice Education Activity Professional Growth Certificate**

When the class/workshop is complete, the instructor should review the paperwork for accuracy and return it to the Assistant Superintendent of Learning Services. The participants are awarded a certificate for the credit earned. **There is a \$25.00 charge to participants who are not BVSD teachers or staff. This includes: teachers from other districts, charter school personnel, community members, and substitutes.**

Classes can be set up to offer, in addition to salary and/or relicensing credit, college or university credit. The participants, who opt for university credit, should request a copy of their transcript, directly from the college or university, as proof of completion for Human Resources and/or CDE. No certificate will be sent from BVSD as proof of completion of the class to those individuals.

### **Professional Development Opportunities**

Courses offered, will be available for viewing and in some cases for viewing and registering, on the District website at [www.bvsd.org](http://www.bvsd.org). Go to StaffNet and click on the BVSD StaffNet link, log in, then Classes, Conferences, Workshops, etc.