

STAFF DEVELOPMENT PROFESSIONAL GROWTH CREDIT GUIDELINES
Champaign Unit #4

In order to recognize the staff development efforts undertaken by certified staff, the following system of “professional growth credits” shall be utilized to improve existing instructional disciplines and to introduce new instructional programs.

1. Board credits (professional growth) are those granted to staff members by the Board of Education for participation in District sponsored or approved out-of-district inservice activities/courses.
2. Courses shall be coordinated and approved by the District Staff Development Committee. Credit shall not be granted for inservice activities in which the participant utilizes released time.
3. All courses and workshops submitted for approval shall be submitted on the appropriate form (Board Credit Course Proposal Application: SDF:1) All requests for approval of a course or workshop should be submitted 30 days prior to the suggested starting date to allow for action by the District Staff Development Committee and appropriate advertising .
4. Approved professional growth credits may be used to fulfill 1/2 of the required credits needed to change from one salary lane to another.
5. Credit for inservice courses is based upon sixteen (16) hours of class time for credit; ½ credit will be granted for eight (8) hours of class/workshop.
6. Credit will not be granted if repeating an already completed course or a course deemed not significantly different than a course previously completed.
7. Instructors shall sign the Board Credit Application Form (SDF:2)and attendance verification for each participant, which shall be submitted to Justin Lopez and filed with Human Resources.
8. Evaluation of courses/workshops by participants may be required by the District Staff Development committee upon course completion.
9. Evaluation of participant’s performance will be the responsibility of the instructor.
10. Inservice course hours may be scheduled for the late afternoon, evening hours, weekends, intersession or summer. Individual courses must have a total time to meet a minimum standard of eight (8), sixteen (16), thirty-two (32), etc. hours.
11. No board credit will be granted if money to pay fees is derived from normal Unit #4 resources.
12. The District Staff Development Committee may designate a primary audience for certain courses.
13. Courses may not be taken for both academic (issued by an accredited institution) and professional growth Board Credit. Participants must choose the type of credit desired.
14. Course hours in a related area may accumulate over two calendar years to equal a half board credit (8 hours) or a whole board credit (16 hours). For approval of the cumulative course hours, a staff member must fill out the course approval form for each course that adds up to a half or whole board credit and jointly submit the forms to be reviewed by the District Staff Development Committee. Upon approval and completion of the courses, the credit application form must be filled out for each course, signed, and turned in jointly as one course.

Approved December 12, 1995
Revised August 2004
Revised January 2013