

Chittenden East S.U. Local Standards Board Professional Development Approval Process

STEP 1

Check your IPDP (Individual Professional Development Plan). If the course or activity meets your goals, fill out the Professional Development Form. If the course or activity does not meet your goals, go to the LSB website link on the CESU homepage for the form to amend an IPDP goal.

STEP 2

Get a Professional Development Approval Form from your school secretary.

Here is what the form looks like, but you need the official 4 part form to fill out and submit.

Submit This Form for Prior Approval - See Back for Instructions

**CHITTENDEN EAST SUPERVISORY UNION #12
PROFESSIONAL DEVELOPMENT APPROVAL**

1. Your Name: _____ Position: _____

2. Address: _____ School: _____

3. Applying For: (check all the apply)
 Relicensing Credit: _____ Salary Placement Credit: _____ Tuition Reimbursement: _____

4. Type of Activity: (attach description)
 Academic Course: _____ Workshop: _____ Conference: _____ Individually Designed Project: _____

5. Name of Activity: _____

6. Beginning Date: _____ Completion Date: _____

7. Institution Awarding Credit: _____

8. # Credits Requesting: _____ Graduate Credit? _____ OR Other Credit? _____

9. Describe how this activity relates to your Individual Professional Development Plan and/or professional growth:

10. Tuition: \$ _____ + Fees: \$ _____ = Total Cost: \$ _____

11. Method of Payment - Bill District: _____ OR Reimburse me: _____ Requesting Pool Funds? _____

For Relicensing Credit

LSB Prior Approval: _____ # Credits: _____ Date: _____
Local Standards Board Chair's Signature

LSB Final Approval: _____ # Credits: _____ Date: _____
Local Standards Board Chair's Signature

For Salary Placement Credit and/or Tuition Reimbursement

Recommendation: _____ Pool #: _____ Date: _____
Principal's Signature

Prior Approval: _____ # Credits: _____ Date: _____
Superintendent of Schools' Signature

Total \$ Used: _____ Total \$ Approved: _____ Pool #: _____ Year: _____

White Personnel Yellow: Accounts Payable Pink: Employee Gold/Red: Employee

Fill in the top sections with your name, address and school.

Section 3 – Check all three types of credit.

Section 4 – It is very important for you to have an official course description from the institution that is awarding credit. A photo copy of the page from the course catalogue, registration bulletin or some other document should be attached to the form.

Section 8 – If the number of credits is not clearly stated in the description that you provide, it is imperative that you do the research to find out and document the credit hours. **This is the step that most often slows down the process.**

Section 9 – Pay careful attention to your IPDP goals as you complete this section. Be sure that what you write here matches your goals. **(Go back to Step 1)**

Section 10 – Find the tuition costs on your course description. Please note that you will be reimbursed by CESU for one 3 credit course per year. (UVM tuition is the base price) Fees such as lab and library are also covered, but can not include costs for books, travel or board. Please see the MASTER AGREEMENT for a complete description.

Section 11 – Method of Payment: You can check BILL DISTRICT for UVM courses only. For all other institutions call Shari Darling at the central office (434-2128) for specific instructions.

If you decide to pay for a course up-front yourself, to be reimbursed by CESU you must submit proof of payment such as a copy of your cancelled check, receipt, credit card statement and ect.

Requesting POOL FUNDS is an option to check if you have already used your allocated tuition money. These funds are allotted upon the discretion of your building administration and are not released until May 15th of that school year.

When you have finished completing Sections 1 through 11 on the form, submit it to your building principal for a signature. From there it will be sent to the Central Office where the Local Standards Board (LSB) will review your request. For PRIOR APPROVAL you should submit the form **before** you have started the course or activity.

This is important so that you do not waste the funds for tuition that you are allocated on a course that will not count toward your license or salary placement.

It is at this time that the LSB ascertains the suitability of the activity you want to complete. If it is not suitable, I.E.; it does not match your IPDP goals, you need to amend your goals so that it does. (STEP 1)

FINAL APPROVAL is awarded when the LSB has received your grade report for the activity or the completion certificate when applicable.

If you have any questions, you can call Shari Darling or see an LSB member for help. A list of current members is found on the LSB website.

Kinds of Credits

GRADUATE CREDITS: the level of credit is set by the institution awarding credit.

OTHER CREDIT: any credits that are not awarded by an institution of higher learning. (College/University)

If a course is not graduate credit, then “other” credit is awarded. Examples of non-graduate credits are: workshops, conferences and individually designed projects.

Please note that 15 hours is equal to one credit. Completion of an **AGGREGATE CREDIT** form is required to earn credits from activities less than 15 hours. These credits must also match your IPDP goals.

SALARY PLACEMENT CREDIT VS RELICENSURE CREDIT

Salary placement credits are awarded based upon the language in the **MASTER AGREEMENT**.

IE; a minimum of 8 of the 15 credits earned for salary placement must be graduate credits. Please see your master agreement for specific details.

You will be able to avoid delays in receiving credit and funding for your course or activity if you follow the instructions outlined in this document.