

# PRIOR APPROVAL FOR NON-WCPSS WORKSHOP

## "TRANSFER" CREDIT

(FORM REVISED JANUARY 2010)

Use this form to request approval for credits for workshops taken outside of WCPSS which are not transcribed college/university courses. Activities might include workshops at NCCAT, a one-week summer seminar, training at DPI, a conference, etc.

This form should be completed by the employee who is requesting approval for the credit.

### INSTRUCTIONS

- Step 1:** At least 10 days prior to the professional development activity, complete the top of the form and questions #1-8 and submit to your principal or their designee for approval and signature.
- Step 2:** After the professional development activity, answer questions for #9 on a separate sheet of paper. Resubmit this form and your answers to #9 to your principal/supervisor for final verification.
- Step 3:** Submit this form (with verification signatures) to the eSchools Manager at your school/department. After the event they will enter your attendance and credit into eSchools as a "Transfer" credit.

### Criteria for Approval:

- (1) Workshop must be provided by a credible organization.
- (2) All learning content must be related to your current teaching assignment or school/department improvement plan.
- (3) No credit earned for travel of any kind.
- (4) **Remember:** One aspect of high quality professional learning is the duration (more than 7 hours of training over 2 or more days.)

Name: \_\_\_\_\_ School/Dept: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Current Teaching Assignment/Job Title: \_\_\_\_\_

License Expiration: \_\_\_\_\_ Licensure Areas: \_\_\_\_\_

1. Title of Non-WCPSS Workshop/Activity: \_\_\_\_\_

2. Which goal(s) in your PGP or School/Department Improvement Plan will this study address? \_\_\_\_\_

3. Description of Workshop: **BE DESCRIPTIVE.** Include learning content, research/resources used to support the learning content, data used to justify why workshop is being offered, how the learning will apply to your classroom/work place, if there are out-of-class projects/homework or prerequisites, and delivery method. Continue description on another sheet of paper.

4. Location & Sponsor of Workshop/Activity: \_\_\_\_\_

5. Date(s) & Time(s): \_\_\_\_\_

6. Credit Types (see back) (Check one):  No teacher renewal credit offered  Academic Subject Area/Teaching Strategies  
 Reading  Standard  Teacher Recruitment/Retention  Technology  
(If you checked "Academic Subject Area/Teaching Strategies" please provide supporting documentation about how this activity deepened your understanding of your academic subject area or provided you with teaching strategies.)

7. Total # of Hrs in Activity: \_\_\_\_\_ 8. Total # of Credits (see back): \_\_\_\_\_

INITIAL APPROVAL FOR CREDIT: \_\_\_\_\_  
Signature of Principal/Supervisor (or designee) Date

### 9. Upon completion of study, answer following questions on a separate sheet of paper:

- **Outcomes:** List evidences and artifacts that culminated from this activity. (E.g., new teaching units developed, assessments/rubrics, plans for implementation, etc.)
- **Classroom/Work Application:** How are you implementing/using what you learned from this activity in your classroom/work place?

FINAL VERIFICATION FOR CREDIT: \_\_\_\_\_  
Signature of Principal/Supervisor (or designee) Date

## EXPLANATIONS

### CREDIT TYPES: Summary of criteria for each

- Academic Subject Area/Teaching Strategies Credit:** *Courses that deepen the participants' knowledge and understanding of the academic subject area(s) or strategies to teach those subjects.*
- Reading Credit:** *Reading methods courses that will meet this requirement address one or more of the essential components of teaching reading, and focus on building a knowledge base and repertoire of skills and strategies that will enable the reading and content area or grade level teacher to implement and/or support effective reading instruction for all students.*
- Teacher Recruitment/Retention Credit:** *For school administrators. Focuses on the principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention.*
- Technology Credit:** *Course content focuses on the use of technology as an instructional tool.*
- Standard Credit:** *Course content/learning is directly related to professional responsibilities as a public school educator or to educators' area(s) of licensure but is not specifically one of the credit types listed above.*
- No teacher renewal credit offered:** *Course content does not relate to professional responsibilities of public school educators or to area(s) of licensure. (e.g. meetings, workshops for non-certified staff.)*

### CREDITS/HOURS: How to calculate credits

- 10 hours spent in face-to-face training = **1.0** credits (10:1 ratio)
- 10 hours spent on lab/homework/on-your-own assignments = **0.5** credits (20:1 ratio)

*For example: A course with 8 face-to-face hours (0.8 credits) + 6 lab/homework hours (0.3 credits) provides 1.1 total credits.*

### Credits for On-line or Hybrid\* Courses:

*When creating your course/session, estimate the total number of hours it would take to complete the course face-to-face. Calculate the credits as "face-to-face" hours. (\*Hybrid = an on-line course with some face-to-face meetings).*