

Guilford County Schools Professional Development Policies

GCS Course Registration Policy

1. Participants must register for approved GCS/site based courses. Any person who attends a course, but does not register before the last day of the course, will not receive CEU credit. Participants have until the last day of the workshop to register.
2. For security reasons, GCS no longer requires participants to provide their social security numbers when signing the attendance sheet. As a result, the only way renewal credit can be awarded to the correct person is for the participant to register online. Signed attendance sheets are matched to those who registered for the course. Participants who fail to register or fail to sign rosters at each session will not receive credit. Participants have until the last day of the workshop to register.
3. CEU credit **cannot** be awarded for any course with less than six hours of instruction. CEUs are only granted for up to six hours of staff development per day. **No partial credit will be awarded.**
4. CEUs are awarded based on the number of hours of training; a six hour training is awarded .6 CEU; a ten hour training is awarded 1.0 CEU, etc.
5. Credit **cannot** be awarded to instructors teaching a workshop.
6. Credit **cannot** be awarded to participants for leadership committee meetings, accreditation committees, project teams, field trips, book clubs, or for workshops offered during planning periods.
7. Workshops must meet the following criteria:
 - a minimum of six clock hours of direct training by an instructor;
 - workshop meeting times must be a minimum of two hours at a time;
 - CEUs are only granted for up to six hours of staff development per day;
 - for each six hours in a course, only one of the six hours can be an outside assignment; the assignment is required to be at least two hours;
 - content and instructional activities designed in sequential manner to develop specified competencies of a specific population;
 - must be led by qualified personnel and directly supervised by the sponsoring school unit;
 - credit is granted on the basis of program completion and achievement of specified individual performance, which is determined by individual evaluation of specified competencies;
 - for all-day workshops, a one-hour lunch break must be provided to all participants; it is not acceptable to cut the lunch break in order to release participants early from the workshop;
 - courses must meet minimum enrollment requirements set by the instructors.
8. Participants who miss more than 30 cumulative minutes of any workshop are not eligible for credit.
9. Participants who attend, but do not register before the last day, will not receive credit.

10. Participants with scheduling conflicts between courses should only register for courses in which they can attend 100%.
11. Substitutes, tutors, retired personnel and non-GCS employees may contact the instructor to register for courses if space is available. Priority will be given to full time GCS employees.
12. Site based make-up policies are set by the schools. If a course is taught at a school the make-up policy is set by that school. However, instructors do not have time, and schools do not have funds to pay for providing "make-up" sessions.
13. Completion of National Board Certification is the equivalent of 15 CEUs for one renewal cycle (including reading requirement). You can choose to use the CEUs for your current renewal cycle or "bank" them for the next renewal cycle. In order to receive credit, you must submit a copy of your congratulatory letter from NBPTS to the Staffing Department and indicate if you wish to use your credit for the current renewal cycle or the next cycle. You cannot use portions of the NBPTS CEU credit for the current renewal cycle and "bank" a portion for the next cycle.
14. Earning CEUs is a professional responsibility. It is not appropriate for children to attend workshops. Children must not be left unattended in adjacent rooms while parents attend workshops.

Guilford County Schools' No Show Policy

Employees, who register for GCS approved courses and fail to unregister for any "credit" or "non-credit" course prior to the start date, will be marked as a **No Show**. Any registrant identified as a **No Show** for two or more courses during a 12-month period will be blocked from registering for GCS courses for six (6) months. Employees may attend courses at their school, as required by the principal, but will not be allowed to enroll in a GCS approved course or receive renewal credit in GCS until the 6-month penalty period has expired.

In the event of an emergency, participants may email or call the Office of Professional Development on the day of the workshop and ask to be unregistered. Once the course has begun, participants may not unregister and will be identified as a **No Show**.

Professional Development will not unregister participants after the course start date.

Outside GCS Event Policy

1. Renewal credit can be awarded only for courses, workshops, seminars, or activities that are directly related to an employee's area(s) of licensure and/or professional responsibilities. However, such responsibilities as serving on curriculum or accreditation committees, chairing departmental meetings, sponsoring student activities, attending certain conferences and clinics, and serving as presenters at workshops **do not** carry license renewal credit.

In addition, consistent with Guilford County Schools' desire to minimize disruptions to the instructional process, the Office of Professional Development will avoid approving renewal credit for activities that occur during student instructional time unless attendance is authorized by the principal.

2. Prior approval is required for all renewal credit events that are offered by any entity other than the Guilford County Schools, including state/DPI sponsored events, colleges, universities, technical schools and community colleges. "Prior Approval" means that an employee desiring renewal credit for a particular event must request approval **before the start date** of the event. Employees are encouraged to request approval three (3) weeks **before the event begins**.

Requests submitted after the ending date of the event will not be approved. Prior approval is necessary to comply with state regulations, which require an LEA to determine the appropriateness of awarding renewal credit for a specific event in advance of the event. Prior approval also helps to avoid misunderstandings regarding qualifying events and reduces the possibility of an employee paying to enroll in an event for which renewal credit will not be awarded.