

## PROFESSIONAL DEVELOPMENT INFORMATION AND FREQUENTLY ASKED QUESTIONS

### General Information

**Legislated mandate:** Professional Development, or Inservice, is mandated by Florida Statute and State Board of Education rules for re-certification. It is also mandated as part of the annual assessment of teacher performance and use of state Inservice funds.

**Purpose:** The purpose of Professional Development is to provide teachers with new skills and methods with the ultimate goal of increased student performance and achievement.

**Master Inservice Plan:** The district's Master Inservice Plan (MIP) is a collection of approved Inservice components that are the framework of our professional development program. One copy is located at each school site.

**Professional Development System:** This document is the state approved plan for linking professional development to the goal of increased student performance. This plan is required by law and must be approved by the Department of Education. It sets forth the guidelines for the individual teacher's Professional Development Plan (PDP) and links the PDP to the Teacher Assessment System.

**TEC Council:** The Teacher Education Center Council is an advisory council composed of representatives elected or appointed for the various district levels departments as well as community, business and parent representatives. The TEC Council addresses the Inservice needs of both the instructional and professional support staff employees. This council makes recommendations to the Director of Inservice and Instructional Technology concerning Inservice activities, budgets and regulations. The council meets monthly during the school year or as needed.

**Inservice Representatives:** Each school has an Inservice Representative that is elected or appointed to serve for the school year. This person is responsible for communications with the faculty and staff concerning all Inservice matters. Inservice Information should be posted on an Inservice Bulletin Board at each school.

**Minimum component points:** Workshops must be for a minimum of five (5) points. Components are written with general and specific objectives. (Non-Instructional personnel do not have to meet the 5-point rule. They may receive credit for as little as one point.) A few components are written covering a range of points so that the consultant can determine which of the specific objectives will need to be met and the number of hours necessary to meet the objectives. Most components are written for a set number of points. In order to receive ANY credit for workshops, participants must attend at least 90% of the designated time.

**School-based Inservice Component and vouchers:** Each school has a School-based Inservice component for each school year. This component is to be used for short training sessions that take place during the school year as a part of the school's goals or School Improvement Plan. Additionally, other district training sessions, shorter than the 5-hour minimum, may be added to this component through use of the training voucher to be signed by the consultant.

**Minimum participants:** Workshops advertised as having a maximum number of participants will be filled on a first come, first served basis. Workshops may also require a minimum number of participants (usually 10 or 15) based on the consultant cost involved. Workshops not meeting the minimum will be cancelled.

**Evaluation and Follow-up:** Each workshop participant is required to complete an evaluation at the last session. Within 4 weeks, each participant must return a completed follow-up form to the consultant before any points are awarded for attendance at the activity. This is a state requirement of all Inservice. The follow-up form shows that information learned has been applied at the work site.

## Frequently Asked Questions

**What activities are eligible for Inservice points?** Simply, Inservice is training (direct instruction) that is designed for the participant to gain new skills or knowledge. Points are awarded on the one point for one hour of training basis – points may not be earned for travel or mealtime. Points are not given for less than one hour increments. These activities include workshops, conferences, seminars and college or technical courses.

**What activities are not eligible for Inservice points?** The following activities are not eligible for Inservice points: meetings, work groups, field trips, sporting events, activities where the individual is serving as a chaperone for students, discussion groups, non-job related workshops or conferences, educational travel and regular job activity.

**Can an employee earn Inservice points for extra duties or service?** No. Inservice points are not a reward for hard work or a substitute for extra pay. Such use would be contrary to State Statute.

**May I transfer Inservice points from other districts?** You may transfer Inservice points from another FLORIDA school district by requesting a copy of the points be sent from its Inservice Office to ours. You may not transfer Inservice points from another state.

**Is it possible to renew my certificate with Inservice points only?** Yes, but you must have 120 points in every five year certification period. The chart on the back of this folder gives specific information concerning content and generic points for each field area on your certificate.

**May I re-certify with college courses instead of Inservice points?** Yes. College coursework converts to points at the rate of 20 points per semester hour. In order to ensure credit, ALWAYS call the Human Resources Office before registering for any college course intended for recertification purposes.

**Do I have to take ESOL training?** Not everyone. However, by Federal decree, certain teachers must have some level of ESOL training. The three categories and the necessary courses are outlined in this section. Some of the ESOL courses are offered as on-line instruction as well as face-to-face instruction for teachers who teach Limited English Proficient (LEP) students at any time. Without the state-mandated and approved ESOL training, these teachers will be reported non-certified for their teaching assignment. Further information concerning ESOL should be directed to the Coordinator of Language Arts.

**How can I get a copy of my Inservice record?** It is important that each employee maintain copies of Inservice information in this folder. A printout of your accumulated points is available from the Inservice Office (983-5112).

**May I earn Inservice points while teaching on a temporary certificate?** Generally, no. A temporary certificate is issued for a short amount of time with individual requirements that must be met prior to receiving a professional certificate. Once a professional certificate is issued, points may begin accumulating as of the beginning date noted on the certificate. However, ESOL points earned during the validity of the Temporary Certificate may be used to renew the first Professional Certificate.

**If I have more points than needed for one validation period, may I save points for the next validation period?** No, not as a general rule. Points must be earned within the five-year validation period. The only exception is ESOL points, which may be “banked” for one validation period. ESOL points are considered “in content” for all certification areas.

**Will I receive pay or stipends for Inservice components taken after school hours?** Not usually. Some Inservice classes are offered as part of a grant where stipends have been included to promote participation. Occasionally schools may offer Inservice stipends at the set district rate for certain critical areas of need. Each school has a set amount of Inservice funds each year. Expenditure of these funds is determined by school improvement needs. As a general rule, persons do not receive pay for taking Inservice classes.

**For further information call the Inservice Office at the  
Professional Development Center 983-5112**

### Renewal of Certificates via Inservice Points

**Content Points** – Points earned via approved Master Inservice Plan activities in the subject area(s) found on the individual's certificate.

**Generic Points** – These are points earned via approved Master Inservice activities but are not considered "content" for the certificate holder.

**Validity Period** – The five-year period between the dates a Professional Certificate is effective and the date of expiration.

One Subject Coverage		Two Subject Coverage	
120 Inservice points that must include a minimum of 30 content points. The remaining 90 points may be earned in either Content or Generic activities.		Subject Area #1	Subject Area #2
		60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.
Three Subject Coverage		Four Subject Coverage	
First Validity Period		First Validity Period	
Subject #1	Subject #2	Subject #1	Subject #2
60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.
Next Validity Period		Next Validity Period	
Subject #3	Subject #1 or #2	Subject #3	Subject #4
60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.
Five Subject Coverage			
First Validity Period			
Subject #1		Subject #2	
60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.		60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	
Next Validity Period			
Subject #3	Subject #4	Subject #5	
60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	60 Inservice points that must include a minimum of 30 Content points. The remaining 30 points may be earned in either Content or Generic activities.	

### ESOL Inservice Requirements

Area of Assignment I	Area of Assignment II	Area of Assignment III
Primary Language Arts/English Teacher	Computer Literacy, Mathematics, Science, Social Studies Teacher	All other subject area teachers not included in Area I or Area II
Requirements		
15 semester hours or 300 Inservice points	3 semester hours or 60 Inservice points	3 semester hours or 18 Inservice points