

Superintendent's Advisory Council **In-service Credit Information Sheet**

These are credits that may be earned by certified or licensed personnel and applied to movement on the salary schedule.

A staff member may use a maximum of twenty in-service credits for movement beyond each degree (BA and MA) on the salary schedule. In-service credits may not be utilized by themselves or in conjunction with semester hours of college credits, to advance from BA to MA on the salary schedule.

In-Service Credits shall not be construed as college credits. The formula for conversion of in-service credits to college semester hours is:

15 clock hours = 1 in-service credit.

1 in-service credit = .5 semester hours of college credit (or equivalent of college quarter hours).

2 in-service credits = 1 semester hour of college credit (or the equivalent of college quarter hours).

6 in-service credits = 3 semester hours of college credit (or the equivalent of college quarter hours).

Therefore, 90 Clock hours are required to earn 3 semester hours of college credit to be used for salary movement.

In-service credits may be earned in the following ways:

- Workshops and Committee Assignments: One in-service credit for each fifteen hours of such participation.
- In-Service Programs: One in-service credit for each fifteen hours of preparation and/or participation if monetary compensation is not provided by the Board and the in-service program doesn't occur during the teacher compensated day.
- Research and Publication: One in-service credit for each article published in a professional journal. Books and other materials shall be evaluated by the Superintendent's Advisory Council. Individual research projects and research entered into with a group shall be evaluated by the Council.
- Curriculum: One in-service credit for each major project, defined as one class per semester, or the equivalent if monetary compensation is not provided by the Board.

****Reminder:** These hours must take place outside of the school time. The smallest unit of credit granted will be 1/5 unit for 3 hours of participation.

In-service credits must be applied for within 180 calendar days after they have been completed using the Application for In-Service Credit Form that is on the reverse of this memo. This form/application is available from the Personnel Office and from the Building Secretaries.

***Credits that are not applied for within the set time limits will be considered forfeited.**

****The number of in-service credits for committee work that is assigned by a Westlake administrator will be determined by the administrator based on the 15 clock hour = 1 ins-service credit formula. Teachers do not have to fill out an application for administrative driven committees (Article 32, B, #3). Administrators provide a list of teachers who participated in the committee and the credits they earned to the personnel office upon completion of the committee work.**

For more detailed information refer to Article 32 in the Negotiated Agreement.

The process for approval of In-Service Credits should not be confused with the LPDC process, which has an entirely different purpose. The responsibilities of the LPDC Committee shall include overseeing and approving individual professional development plans for certificate/license renewal and/or upgrade, recommending activities for the license renewal process, obtaining/developing programs that will satisfy the ODE requirements for Professional Development Continuing units (CEU's) and work with the Entry-Year Program for first year teachers.

If a teacher wishes to have workshops, committees, etc. considered for both LPDC renewal procedures and In-Service credit approval, they must submit forms to both the LPDC Committee for license renewal and an In-Service Credit Application to the Superintendent's Advisory Council. One should not assume that items presented to LPDC will result in credit for salary movement. They will not.