

Directions for submitting rosters and in-service Points (ISP)

- The Professional Learning (PL) department will award points for the following:
 1. Professional Learning Communities;
 2. Lesson Study cycles;
 3. Compliance/Safety/Ethics trainings – Bloodborne Pathogens, Reasonable Suspicion, Medication Administration, Sexual Harassment, Bullying, Asbestos, Safety, Child Abuse and/or Suicide Prevention, Youth Mental Health, CPI, CPR;
 4. Professional Learning trainings; and
 5. Out-of-district conferences, workshops, institutes, etc. (submit out-of-district certificate of completion via email to Cheryl Cole or submit Verification of Participation form to Cheryl Cole via courier.)
- The PL department will not award points for informational meetings.
 1. “Sit and Get” – GLC, steering, department, staff, leadership, faculty, grade level, curriculum, etc.
 2. Please file those documents at your site for your own reference.
- How to successfully submit a school-based training session for in-service credit.
 1. Send the original sign-in roster with title, start time, end time, agenda, employee ID numbers, and evaluations (if applicable).
 2. Record earned training time **with 1 hour increments only.** (Round if needed.)
 3. Send completed information to Cheryl Cole by courier or email.
 4. Items WILL BE returned for re-submission in a successful format.

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