

PROFESSIONAL STAFF DEVELOPMENT ADMINISTRATIVE REGULATIONS

- 1.0** All employees are required to receive 18 hours of CE each year.
- 2.0** The purpose of CE is to improve the employee's knowledge as it relates to his/her job.
- 3.0** Professionals may receive their 18 hours in one of three manners.
- 3.1 County Provided CE**
- 3.1.1** The three days designated as CE Days in the school calendar (August 12, August 13, and February 14)
- 3.1.2** August 12 is a mandatory CE day for all Grant County employees
- 3.1.3** Any other county provided CE offered on a non-contract day (during the summer)
- 3.2 Graduate Class**
- 3.2.1** Any three hour graduate class completed during the current school year (June 7, 2013-June 6, 2014) may be used as 6 hours of CE credit (up to a maximum of 12 hours total)
- 3.2.2** In order to receive CE credit for a graduate class, the professional must submit a completed CE credit form along with a copy of their transcript to the CE Council for approval
- 3.3 Conferences**
- 3.3.1** Conferences the professional attends may be used for CE if the conference is **NOT** held on a contracted work day (must be in the summer or on weekends) during the current school year (June 7, 2013-June 6, 2014)
- 3.3.2** The conference must relate to the professional's daily classroom responsibilities
- 3.3.3** In order to receive CE credit for attendance at a conference, the professional must submit a completed CE credit form along with documentation of their attendance at the conference to the CE Council for approval
- 3.3.4** One hour of attendance may be used for one hour of CE (up to a maximum of 12 CE hours total)
- 4.0** All professionals are required to submit a record of their eighteen hours of CE annually on the provided form.
- 5.0** The form should be submitted only once the employee has completed all eighteen hours.
- 6.0** The professional and his/her supervisor must sign the form prior to its submission to the CE Council.
- 7.0** The form must be submitted prior to May 1, 2014 to the superintendent's CE designee.
- 8.0** Employees are expected to retain a copy for their records.
- 9.0** The form must include the credit form and required documentation if the professional intends to use either graduate classes or conferences for CE.

10.0 The use of graduate classes or attendance at a conference for CE hours may only be approved by the Professional CE Council during a regular meeting.