

# **Sarasota County School Board**

## **In-service Credit Policies and Procedures**

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### **IN-SERVICE CREDIT**

In-service is a generic term that applies to training which a teacher attends while he/she is in service as a Florida Certified Teacher. Generally, one hour of training is equivalent to one in-service credit point. This is one point of re-certification credit toward the 120 points required every five years for Florida teacher re-certification.

### **RE-CERTIFICATION**

In-service training credit is used for renewing your Florida teaching certificate and is also known as re-certification credit. Teachers certified in one or two areas must earn 120 points to renew their certificate every five years.

Questions regarding more than two certification areas should be addressed to **Human Resources**.

### **WHAT QUALIFIES FOR RE-CERTIFICATION?**

Only State/District-approved professional development training counts toward re-certification. See **What Is Professional Development?**

### **SCHOOL-SPONSORED TRAINING**

You earn in-service credit whenever you attend professional development training at your school. This training is submitted to our department by your Professional Development/PD System Coordinator. Be sure you sign in on any rosters at your school.

## ONLINE COURSES

Online courses must be on the list of [Approved Out-of-District Online Class Providers](#) to earn credit.

### District- or State-Sponsored/ Online Courses

Completion of any district- or state-sponsored or district-recognized online course earns in-service credit. The following courses are recognized by the district:

- Any online class leading to endorsement in ESOL, Gifted, Reading, Autism, or Athletic Coaching
- PDA online courses
- CAR-PD
- Online coursework that leads to state-approved industry certifications.

### Approved Out-of-District Online Courses

Go to this link for a list of online providers that offer classes we will accept for in-service credit:

**IMPORTANT: ONLY ONLINE COURSES ON THE DISTRICT-APPROVED LIST  
WILL EARN IN-SERVICE CREDIT**

### Withdrawal policy:

When unable to complete district online course requirements on time, the participant must contact the course facilitator immediately.

Participants will be withdrawn from an online course if they do not complete all assignments on time or if they submit the work of other individuals as their own. In such cases, the instructor will notify the participant(s) of the withdrawal and advise the person(s) to register for another course.

## UNIVERSITY/COLLEGE CLASSES

You may obtain re-certification credit for university/college coursework by asking the university to send your official transcript directly to Human Resources at the Sarasota School Board. The school or institution must be regionally accredited.

## CERTIFICATION AREA EXAM

A teacher may satisfy 60 points of recertification credit by taking an FTCE exam within their current validity period in a subject area in which they are currently certified.

An exam taken in a new area of certification must be added to their certificate before they can use the 60 points towards recertification.

## SUBMITTING YOUR IN-SERVICE

In-service credit earned at district-sponsored workshops is entered into the professional development system by the class instructor/facilitator. You do not need to request or submit credit for school or district sponsored training.

In-service earned outside the district requires that you request credit electronically through the [Professional Development System](#). You must then mail hard copies of the confirmation page and verifying documentation to In-service/HR Department.

On the Professional Development homepage under Professional Development Forms is a [Matrix of In-service Credit Requirements](#) that indicates which forms to use for any training activity.

## **WHERE TO SUBMIT** (for out-of-district-training)

In-service credit should be submitted electronically through the **Professional Development System**. Follow the prompts, then mail hard copies of the confirmation page and verifying documentation to In-service/HR Department.

## **WHEN TO SUBMIT**

Submit your requests for in-service credit for conferences and out-of-district workshops to Professional Development within 30 days of completion of those activities.

In-service must be completed by June 30 of each year for recertification purposes.

## **SALARY CREDIT**

Salary credit is available only to instructional staff hired prior to July 1, 2011.

If the re-certification credit is earned outside of duty time, and no other compensation is paid, then it also earns salary credit points toward the Bachelor+30 (600 points) and Masters+45 (900 points).

- Accumulation of salary credit begins the first day of your board-approved instructional contract.
- You must request your step increase by contacting **Human Resources** when you reach Bachelor +30, Masters or Masters +45.
- Salary points are added when you submit for in-service credit and indicate if salary credit was earned.
- Salary credit cannot be earned for transfer credit, during personal days, sick time or while on a leave of absence. It also will not be counted if submitted more than 5 years after completion.
- University classes count toward B+30 and M+45, but may not show on your in-service report in the PD System.

## **CONVERSION OF POINTS**

1 clock hour training = 1 in-service point

1 semester hour = 20 in-service points

1 CEU = 10 in-service points (dependent upon sponsoring organization)

## **IN-SERVICE HISTORY REPORTS**

You may access your in-service history report in the **Professional Development System**. It is a record of all the training hours you have completed while employed with the Sarasota County School Board.

On it, you will find a column for Crt Points, which are points that go toward recertification and a Sal Points column for recording salary credit points.

If you find an error in your report, contact Cinda Cassity in the HR Department.

## **IN-SERVICE FORMS**

You can find in-service forms on the Professional Development homepage.

## **PROFESSIONAL DEVELOPMENT SYSTEM**

The **Professional Development System** allows users to access their in-service history report, submit for out-of-district in-service credit, and to view and register for school- and district-sponsored courses.

## **PROFESSIONAL DEVELOPMENT FACILITATORS**

All schools have a **Professional Development Facilitator** who is a contact between your school and the Professional Development Department. Your professional development facilitator can answer your questions or find answers regarding in-service training that is held at your school.