

Mansfield Independent School District

Guidelines for Staff Development Credit Equivalency (SDCE)

2009 – 2010

1. All professionals and paraprofessionals may earn Staff Development Credit Equivalency (SDCE) for participation in approved professional development activities.
2. The DEIC designates, with Board approval, the number of SDCE hours that may be earned. Six (6) hours of SDCE credit must be earned in the content area and an additional six (6) hours may be earned in any area approved by the principal for a total of twelve (12) hours of SDCE.
3. One (1) hour of training = 1 hour of SDCE; therefore six (6) hours of training equals six (6) hours of SDCE or one (1) day of SDCE.
4. SDCE may be earned **only** on the employee's **off contract time**, i.e., after the school day, Saturdays, or during the summer. If the staff development falls on a day when the employee is on contract, the employee will not receive SDCE.
5. SDCE and Continuing Professional Education Credit (CPE) may be earned concurrently.
6. A standardized form called **Certificate of Validation* will be used throughout the District for requesting credit. The form may be obtained from a principal or supervisor. The MISD Registration System transcript may also be used as validation of SDCE hours.
7. The steps for obtaining SDCE are as follows:
 - The employee **must** obtain **prior approval** for attending a workshop for SDCE from a campus administrator by receiving the principal's or supervisor's signature and date of approval on the *Certificate of Validation*. If the workshop is offered by the MISD Department of Curriculum and Instruction, the MISD Registration System transcript will suffice as their *Certificate of Validation*.
 - SDCE may be earned after the final teacher workday of the school year and before the last day of the month preceding the date of the SDCE day for which the credit is sought. To receive SDCE credit for the November 23, 2009 day, the SDCE credit must be earned and documentation provided to the principal on or before October 30, 2009. To receive SDCE credit for the January 18, 2010 day, the SDCE credits must be earned and documentation provided to the principal on or before December 18, 2009.
 - The employee **must** obtain **prior approval** for attending a workshop for SDCE from a campus administrator. The employee **must** take the *Certificate of Validation* to the approved workshop and have the presenter or the facilitator validate their attendance by signing or stamping the form at the conclusion of the workshop, attach other validation of their attendance, or attach a copy of their CPE Certificate from the workshop.

- The employee **must** complete the *Certificate of Validation*, attaching additional documentation if necessary, and present it to his/her principal or supervisor in order to receive SDCE.
 - The principal or supervisor must record the employee's credit and keep records of staff development credit for all professional and paraprofessional employees.
8. SDCE cannot be carried over from year to year.
 9. Employees attending summer workshops, seminars, and/or conferences without prior approval by the campus administrator or supervisor should be advised that their hours of attendance might not be approved for SDCE.
 10. Failure to earn the SDCE/comp hours will result in a reduction of pay comparable to the daily rate of pay earned by the employee.

Employees conducting approved staff development for Mansfield ISD while off contract may receive SDCE for preparation and presentation time, **or** extra duty pay at the approved District rate if pay is available. One hour of preparation time will be awarded for each hour of presentation time for the first presentation.