Mansfield Independent School District
Guidelines for Staff Development Credit Equivalency
(SDCE)
Professional Employees
2023- 2024

1. Paraprofessional employees do not earn SDCE time; rather, they earn compensatory time, the procedures for which are governed by Board Policy DEAB (LOCAL).

2. All professional employees may earn Staff Development Credit Equivalency (SDCE) for participation in professional development activities approved by your supervisor.

3. MISD professional employees supporting curriculum, instruction, and assessment must earn twelve (12) hours of SDCE credit annually. Teachers shall earn a minimum of six (6) hours of content training specific to the teacher's academic assignment. For the remaining six (6) hours, principals and teachers shall consider Federal, State, and Local MISD required trainings prior to additional hours being approved by the employee's supervisor. All SDCE hours shall be pre-approved by the campus principal or his/her designee. Required trainings may be found in the MISD Curriculum Management Plan, MISD CIA Compliance PD .

4. 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.

5. 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.

6. Professional development where the employee earns a stipend or is paid for attending may not be used for SDCE credit hours unless the employee declines the stipend or payment.

7. SDCE and Continuing Professional Education Credit (CPE) may be earned concurrently.

8. 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.

9. The steps for obtaining SDCE are as follows:

SDCE DATES:

November 20, 2023 (hours must be earned between April 1, 2023 – October 31, 2023).

March 11, 2024 (hours must be earned between April 1, 2023 – February 29, 2024)

- 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.*
- 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 employees' credits and keep records of staff development credits for all professional employees.

10. SDCE cannot be carried over from year to year.

11. 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.

12. Failure to earn the SDCE 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.

3/20/2023