



# Saint Paul Public Schools

## PRE-APPROVAL APPLICATION TO OFFER WORKSHOP IN-SERVICE CREDIT

Submit this Application for Pre-Approval **two (2) weeks** prior to the workshop **start** date.

**COMPLETE THE FOLLOWING INFORMATION:**

Today's Date: \_\_\_\_\_ Title of Workshop: \_\_\_\_\_

Workshop Date(s): \_\_\_\_\_ Workshop Time(s): \_\_\_\_\_

Workshop Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Workshop Instructor: \_\_\_\_\_ Workshop Location: \_\_\_\_\_

Total Workshop Hours (excluding break and meal times): \_\_\_\_\_  
 (To qualify for In-Service Credit, there must be a minimum of two hours instructional time)

Please provide a brief description of Workshop (please attach a copy of workshop brochure):

\_\_\_\_\_

How does this relate to the District's Action Plan?

\_\_\_\_\_

Number of workshop participants requesting In-Service Credit: \_\_\_\_\_

For which employee group/s is this workshop offered?	Will participants attend on paid contractual time?	Will participants be given a stipend for attending?	Will participants be offered graduate college credit?
_____ Teachers	Yes ___ No ___	Yes ___ No ___	Yes ___ No ___
_____ Other Staff	Yes ___ No ___	Yes ___ No ___	Yes ___ No ___
_____ E. A.'s	Yes ___ No ___	Yes ___ No ___	Yes ___ No ___

Classified Service employees and Teaching Assistants (TA's) cannot use in-service credit to advance their salary schedules.

**TO BE COMPLETED BY THE PROFESSIONAL DEVELOPMENT CENTER FOR ACADEMIC EXCELLENCE:**

**Please ensure that In-service Certificates are only given to participants that fully meet requirements.**

**In-service credits are equivalent to college credits.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dorothy J. Levin  
 Director, Center for Academic Excellence

Number of In-Service Credits Approved: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Dorothy J. Levin  
 Director, Center for Academic Excellence

Comments: \_\_\_\_\_

## INSTRUCTIONS

1. Complete the Pre-Approval Application to Offer Workshop In-Service Credit. Send the completed application with workshop description to the Center for Academic Excellence, 1001 Johnson Parkway, Saint Paul, MN 55103, Attn: René Aultman.
2. The application will be reviewed for approval; if the workshop has been **approved** for In-Service Credit, a signed copy of the application will be returned to the workshop contact person, along with the number of In-Service Credit Certificates requested to be presented to all qualifying workshop participants at the completion of the workshop. **If the course has been denied** for In-service Credit, a copy of the application will be returned with an explanation of why the request has been denied.
3. Upon completion of the workshop, the workshop instructor will give In-Service Credit Certificates to qualifying participants and send a copy of the following information to the Human Resources Department at 360 Colborne, Attn: Janine Cummins:
  - a) Attendance sheets
  - b) List of participants and their work location receiving in-service credit

**WORKSHOP INSTRUCTORS MAY NOT ALTER IN-SERVICE CREDIT CERTIFICATES IN ANY WAY**

## GUIDELINES

1. In accordance with the Agreement between the Saint Paul Board of Education and the Saint Paul Federation of Teachers, credit may be granted for coursework. Credits earned may result in movement on the wage scale.
2. Workshops offering In-Service Credit must be pre-approved by the Center for Academic Excellence **two (2) weeks prior** to the workshop **start** date.
3. Workshops offered must be directly related to a Teacher's/Educational Assistant's employment responsibilities. It is the workshops presenters' responsibility to ensure that In-service Certificates are only given to participants that fully meet requirements.
4. The number of in-service credits earned is determined by actual instructional time. Ten (10) hours of instructional time is required for one (1.0) in-service credit. The minimum number of hours accepted for in-service credit is two (2) hours for 0.2 in-service credits.
5. Workshops must be taken on the participant's own time, without pay or stipend from Saint Paul Public Schools, District (#625). Coursework/workshops will not be approved if they occur during a participant's work time. The participant must pay tuition or fees for the coursework. Fees cannot be paid for by a grant or funds received from the district.
6. **Coursework must be paid for by the employee, taken on the employee's own time, without pay or stipend from the district (#625).** Workshops will not be approved if they occur during a participant's work time.
7. Participants must understand that they **CANNOT** receive **BOTH Graduate Credit and In-Service Credit**. If a participant chooses to receive Graduate Credit, the participant must pay the college fee. Fees **CANNOT** be paid for by Saint Paul Public School District funds or grants.

**PLEASE NOTE: Course work must be directly related to a Teacher's/Educational Assistant's current assignment or lead to teacher licensure by the State of Minnesota.**