

## **SCOTLAND COUNTY SCHOOLS CEU PROFESSIONAL DEVELOPMENT PLAN effective 11-2010**

1. Staff Development Credits secured OUTSIDE of Scotland County or that provide certificates of completion (such as conferences, courses, technology courses, etc.) will be approved by the principal prior to attending and will be submitted to Human Resources on the individual teacher's staff development log with principal's signature.
2. Staff Development offered by SCOTLAND COUNTY SCHOOLS CENTRAL OFFICE has been through the pre-approval process; therefore, a signature on the staff development sign-in sheet assures that credit will be awarded for that activity. This is provisional on completion of the entire session.
3. The process for Staff Development offered by INDIVIDUAL SCHOOLS in Scotland County is as follows:
  - a. Request prior approval from the applicable director (Elementary, Middle School, High School) on the district form.
  - b. These directors will channel the request to the appropriate staff member for approval.
  - c. The form will be returned to the person who made the request reflecting approval or denial.
  - d. Submit the original sign-in sheet to the appropriate director upon completion of the approved staff development activity.
  - e. The respective director will initial beside the Instructor/facilitators signature on the form, confirming the prior approval.
  - f. The respective director will forward the original sign-in sheet to the Office of Curriculum and Instruction prior to submission to Human Resources for posting of CEU credits.
  - g. NO CEU SIGN-IN FORMS GO DIRECTLY TO HUMAN RESOURCES. If the Human Resources office receives a form without appropriate pre-approval, it will be returned to the sender.
  - h. Teachers may check their CEU credit status on-line through the Human Resources webpage.
  - i. Form available on the Human Resources webpage.