



EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT Time Equivalency Program Requirements 2017-2018

DESCRIPTION

The E.C.I.S.D. Time Equivalency Program encourages all educators to continue professional learning throughout their lifetime. The district professional development day slated for Time Equivalency is Monday, February 5, 2018. The time period to accrue professional learning credit for Time Equivalency is designated below:

For E.C.I.S.D. Professional personnel: May 1, 2017 until January 31, 2018, on non-contract days
For E.C.I.S.D. Paraprofessional personnel: June through August 2017, after the 2016-2017 contract year ends, and before the 2017-2018 E.C.I.S.D. school year

Other personnel, as designated by the Superintendent, will be eligible for Time Equivalency to be redeemed on an alternate date. The following personnel are included, but not limited to:

- All Assistant Superintendents
- Student Services Department- Designated Personnel as per Assistant Superintendent
- Finance and Operations Department- Designated Personnel as per Assistant Superintendent
- District Administration Department- Designated Personnel as per Assistant Superintendent
- Technology Department- Designated Personnel as per Assistant Superintendent
- Curriculum and Instruction Department-
 - Area Directors
 - Professional Learning Supervisor
 - Content Area Specialists
 - ECISD Central Office Receptionists

PROFESSIONAL DEVELOPMENT– Board Policy DMA (LOCAL)

Eligible personnel may attend official continuing professional education (CPE) conventions, conferences, seminars, and workshops, on weekends, holidays, summer vacation, or other non-instructional time and shall be credited with Professional Development Time Equivalency hours, contingent upon the Superintendent's or designee's approval.

Eligible personnel, in categories designated by the Superintendent, who wish to be excused from the District-designated Time Equivalency Day shall complete all requirements by the given deadline as stated in administrative procedures, submit a request to the supervisor, and present evidence of attendance and participation in approved activities.

REGISTRATION and ACCRUAL PROCEDURES

- All professional learning requested for Time Equivalency must be aligned to current job duties.
- Employees must register through the Electronic Registrar Online (ERO) system for all courses offered by E.C.I.S.D. Failure to register may result in non-issuance of Time Equivalency credit.
- Requests for Time Equivalency approved courses (CPE courses), that are not offered by E.C.I.S.D. must have prior approval from the supervisor and adhere to the TEP program requirements.
- Professionals who are the presenter for at least a full day session of ECISD professional development, and do not receive a stipend, may earn Time Equivalency credit.
- Para-Professional employees must register on ERO and sign-in to Kronos for Time Equivalency credit.
- **The following are not eligible for Time Equivalency Credit:**
 - University, college and/or program courses for *additional* degree programs that are not in area of current certification/job
 - On-line computer courses
 - After hour general or procedural meeting(s)
 - Monetarily supplemented and/or stipend professional learning
 - Any non-CPE, SBEC certified professional learning and/or certificates without "CPE", "SBEC Provider #", or "Continuing Professional Education" status

Employees who do not acquire the minimum allowance of approved Time Equivalency credit are required to attend district professional learning on Monday, February 5, 2018.

ECISD will maintain all official Time Equivalency eligibility records.



PROFESSIONAL LEARNING OFFICE

TIME EQUIVALENCY FORM

2017-2018

All requests should include a copy of CPE certificate or official college/university transcript.

This form is for courses NOT offered by ECISD/ERO

EMPLOYEE ID NUMBER*

Instructions:

1. Please Fill Out this Form Completely
2. Attach Agenda/Certificate
3. Submit to Principal/Supervisor for Approval
4. Submit to Mara Lee Moats, Professional Learning Supervisor, by **January 31, 2018.**

***Forms without employee number will be returned**

NAME: Last: _____ First: _____ MI: _____

DEPT./CAMPUS: _____ / _____ Job Title: _____
Number of Contract Work Days: _____ Employee status: Professional Paraprofessional

To the Professional Learning Supervisor:

Please consider the following professional development for Time Equivalency credit:

TITLE: _____

DATE: _____ ATTENDANCE TIME: _____

Course/conference/workshop LOCATION: _____

Total CPE credit hours (MAXIMUM of 6 hours): 6
Total college/university credit hours (MAXIMUM of 3 hours): _____

Affidavit: I, _____,
 _____ (initials) have acquired these hours during non-contracted/work time,
 _____ (initials) was not supervising students during the time; and
 _____ (initials) have not received money/stipend for the session(s) attended.
 _____ (initials) have attached a copy of my **Continuing Professional Education (CPE)** certificate.

_____/_____/_____
Date Submitted

Signature of Professional or Paraprofessional Staff

For Principal or Supervisor use only:

VERIFIED and ACCEPTED by Principal:

- ✓ Not an ECISD/ERO session
- ✓ No stipend for attendance
- ✓ Not during the contract or school day

Approved:

Not Approved:

NOT ACCEPTED by Principal/Supervisor- Reason:

- _____ Currently on ERO / ECISD
- _____ Participant Received money/stipend
- _____ Not Eligible for Time Equivalency
- _____ Other

Notes:

Principal /Supervisor Signature

Date