



## 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 6, 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 6, 2017.**

**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, 2017.**

*\*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:**

**Approved:**

**Not Approved:**

VERIFIED and ACCEPTED by Principal:

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

**Notes:**

NOT ACCEPTED by Principal/Supervisor- Reason:

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

\_\_\_\_\_  
Principal /Supervisor Signature

\_\_\_\_\_  
Date