



Guidelines for LPS Professional Learning Credit

- ❖ Classes submitted for LPS credit are required to address one of five models for professional learning: the training model, coaching cycles, action research, lesson study, or independent study.
- ❖ Applications for classes are available on the internet: Under: “For Staff”, “Professional Learning”, or on our intranet under the Instruction site. Prior approval is required two weeks before learning opportunities begin.
- ❖ Classes are reviewed and recorded in the Learning Services Dept. and then forwarded to Human Resources. HR tracks classes offered and issues credit to teachers for successfully completing class requirements. When LPS credit is issued, it will be documented in the employee’s Employee Online account.
- ❖ If a substitute is provided for district or building work during the school day, the professional development activity is not eligible for LPS credit. Exceptions to this guideline could include Coaching Cycles and Lesson Study.
- ❖ If sub-release days are provided for observing consultants, or meeting for planning or debriefing, the hours are not counted toward LPS credit. LPS credit is not available for participation in Elementary Planning Days which happen during the school day utilizing sub-release time.
- ❖ Planning time may be utilized for lesson study or coaching cycle activities such as observing fellow colleagues, debriefing an observation, or planning instruction in a collaborative setting, under the facilitation of an Instructional Coach or administrator. LPS credit is issued under the course requirements and guidelines of each professional learning model.
- ❖ If direct instruction is occurring, digitally or in-person, then that time/hours can be counted towards the calculation of hours earned for LPS credit. Homework or assigned reading completed outside of class will not count toward the calculation of hours for earning LPS credit. Some examples may be, but are not limited to, responding to blogs, research, assigned reading, videotaping, etc. Meal time is also excluded.
- ❖ All flyers, emails, or communications created to advertise approved LPS Professional Learning opportunities must be submitted to the Learning Services office for approval before they are distributed to LPS staff.
- ❖ Teachers who serve on the following building committees are eligible to earn 1 sem. hr. of LPS credit per the Collective Bargaining Agreement: School Accountability, Parent Teacher (PTO) Committees, Student Intervention Teams, Building Council Committees, and PLC Leadership where applicable.
Per Article 11.7.2.5 in the Collective Bargaining Agreement:
“Committee participation will be determined and verified by the appropriate building administrator. Annual documentation of committee participation, including teacher names and hours of participation, will be submitted to the Department of Human Resources for record keeping purposes.”