



## MARIN COUNTY OFFICE OF EDUCATION Professional Development Guidelines

Beginning with the 2008-09 year, regular certificated employees are required to complete five (5) units of Professional Development activity every 5 years. In the event an employee does not meet this requirement, he/she will not accrue a year of service credit for the purposes of advancement on the salary schedule or longevity. In addition, for a unit member who is receiving longevity, if the unit member does not meet the requirement, the unit member will not receive any longevity payment for the following year. Employee steps to initiate and document professional development activities include:

- ◆ Obtain prior approval from their Program Manager
- ◆ Present evidence of completion and secure Program Manager's signature
- ◆ Submit to Personnel Services

Eight hours of participation in an approved professional development activity is equivalent to one unit.

### ALL UNITS OR ACTIVITIES NEED PRIOR APPROVAL

- The maximum number of units that one may acquire for a particular activity may be no more than 4 units with the exception of travel study which is limited to two units.
- College or university units will be credited at the value awarded by the university.
- Only college or university upper division or graduate units will be applied to horizontal advancement on the salary schedule.
- If an employee believes that participation in a lower division course will benefit his/her professional development and that a similar course is not available at an upper division or graduate level, then such employee may petition the County Superintendent for a waiver.
- The employee may also request professional development college or university units be applied for horizontal advancement on the salary schedule.

### ACCEPTABLE ACTIVITIES FOR PROFESSIONAL DEVELOPMENT CREDIT

- College or University courses / Continuing Education Units
- Conference attendance
- Independent research – sabbatical for other than college credit
- Work experience where payment is not received from a public source
- Travel study
- Directing or attending an inservice / workshop program
- Re-certification of existing license other than teaching
- Service clubs / extracurricular committee service with exception of paid service
- Professional publications or projects
- Leadership in a professional organization

### EXCLUSIONS: No credit will be allowed if work is done while:

- Sitting on a committee, except as noted above (extracurricular committee)