



Professional Development Frequently Asked Questions

1. What are the changes to the eight (8) hour TRI PD requirement reimbursement for the 2017-2018 school year?

For 2017-2018, rather than the 8 hours of TRI required professional development being paid out in monthly installments, it will be paid as earned. This change will provide funds to employees as soon as possible after completing an activity. It will also prevent funds being withheld from an employee's pay warrant at the end of the year if the eight (8) hours are not completed since funds are paid out when earned.

2. On the VPS PD Site, what does the green dollar sign  mean?

A dollar sign located on the registration page signifies that there is no district funding and that participants may apply for individual PD funds for hourly reimbursement.

3. Where can I view my clock hour credit/transcript?

There are 3 places where you can find your clock hour credit.

- a. The first is a transcript that can be printed from the VPS PD Site. This transcript will only provide in-district clock hour credit that was complete on July 1, 2015 to current. Directions are provided on the Quick Guide found on the District staff portal, under HR: Professional Development.
- b. The second is on Skyward. This report will view as an excel document and will provide any credit, in-district and out-of-district, submitted to ESD 112 or VPS. Directions are provided on the Clock Hour Report found on the District staff portal, under HR: Professional Development.
- c. The third is your most recent ESD 112 transcript, received in fall of 2015. If you no longer have this document, you can contact ESD 112 at (360) 750-7503.

4. Where do I submit my completed clock hour forms for out-of-district courses?

Completed clock hour in-service registration forms are submitted to the VPS HR department. We are no longer on contract with ESD 112, so they will not transcribe them. Instead, they will be documented in Skyward at no cost to the employee.

5. How do I apply for PD reimbursement for an out-of-state course?

All requests for out-of-state travel reimbursement must be submitted at least 20 days prior to the course start date. The applicant would need to submit an out of district application on the VPS PD Site and also a rationale. Contact Nicole Niesz in Professional Development for a template. Once both of these documents are received, they will be reviewed at the next Educational Director or Operations meeting.

6. How do I request an absence for National Board preparation/testing?

As funding permits, each certificated district employee receives 2 absences for work toward completing their National Board certification. If you request a partial day, this would count as one absence. Submit an email request to Nicole Niesz in Professional Development, with the date(s) you wish to be absent. Please try to avoid Mondays, Fridays, and dates next to a holiday weekend.

7. How much time do I have to complete my course evaluation/acknowledgment and is this a requirement to receive clock hour credit?

Once an in-district course is complete, participants have 30 calendar days from the course end date to submit their online course evaluation/acknowledgement on the VPS PD Site. Washington Administrative Code requires the evaluation must be complete and the participant affirms the hours attended.