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Valerie Etienne-Leveille
 Administrator on Assignment with
 PD and Evaluations
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Receiving Inservice Credit

Opportunities Offered through the District / School:

Check for opportunities on the PD Webpage, in BusinessPlus, or on the PD Calendar!

**The listed facilitator is responsible for in-putting attendance and credits.*

1. Register in Sungard/BusinessPlus PRIOR to the date of the event
2. Sign in at the event
3. Complete the Evaluation



Conferences, Workshops, or Webinars sanctioned by outside organizations:

**(1) Evidence of Registration, (2) Copy of the Agenda with times, (3) Official Certificate with participant's name and date(s) of the event.*

† Inservice points are earned for trainings. Points may not be earned for meetings nor for commissioned work. (e.g., AP Reading is commissioned work.)

1. Attend the event
2. Complete a Learning Log (see Forms on the PD webpage)
The log must be completed with a reflection of learning for each session attended.
3. Attach all supporting documents*[†]
ALL documents must be included. THE SJCSO PD Dept determines if points may be earned and if so, how many qualify based upon the supporting documents.
4. Submit Log and Documents as one file to Professional Learning Logs via the Upload Files link in BusinessPlus (this is the last link on the page where you register for courses).

Please visit the PD webpage at:

<http://www.stjohns.k12.fl.us/pd/>

College Courses:

**(1) Evidence of Registration, (2) Copy of Transcript showing credits earned/dates, (3) Course Description with as much detail as possible of the learning targets from the course.*

*† Courses must be related to the field of education and **CAN NOT have been taken during initial degree work.***

1. Complete the course
2. Gather the transcript and course description
***Please note that course requests for ESOL or Reading endorsement MUST align to the state indicators.. The more detail you can send, the better chance you have of receiving credit. See the specific guidelines for requesting Endorsement credits for more information.*
Endorsement Course review will no longer be available after 12/19/2020.
3. Attach and Submit all supporting documents*[†] as one file to College Transcripts via the Upload Files link in BusinessPlus (this is the last link on the page where you register for courses).

Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>

For current employees, the PD calendar is located at: <https://inside.stjohns.k12.fl.us/pd/>

For any Professional Development Questions, Comments, Feedback, please contact:

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