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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!

**\*\*Please note**– all inservice points must be awarded in whole numbers. Partial credits will be rounded down as per FLDOE. e.g., A session lasting 6.5 hours will only earn 6 hours of inservice 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)
  - ◆ Please complete all information in the upper portion of the log.
  - ◆ Print and write or type directly onto the log a reflection of your learning for all sessions you attended for the learning opportunity. The Professional Development Department will use all information to determine IF points may be awarded and how many active hours of learning may be credited.
3. Attach all supporting documents\*<sup>†</sup>
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).

### College Courses:

***\*Completed Transcript showing course completion within the current validity period of your Florida Teacher Certificate.***

***\*\*Please note that college credits will not be added to your PD Transcript. The value of the credits earned are applied in lieu of inservice points at the time that you renew your teaching certificate.***

1. Complete the courses
2. Gather the transcript
3. At the time of your certificate renewal, supply the transcript to your Certification Specialist and let her know you will be using college courses in lieu of inservice points to renew.

**\*\*Don't forget to submit all documentation within one month of completing the learning opportunity. Courses tracked by SJCS D are automatically entered onto your transcript by the listed facilitator.**

**Anyone seeking credit for ESOL or Reading from College Coursework must submit their college transcripts directly to FLDOE via an application to add an endorsement to your certificate and receive a statement of eligibility. SJCS D does not review college transcripts for alignment to Endorsement Courses.**

**The Statement of Eligibility from FLDOE must be provided to your Certification Specialist.**



## Transferring Inservice Credit

### New to St. Johns County? Did you work in a Florida School District?

You can have your previously earned inservice points transferred to us and placed on your PD Transcript!

1. Contact the Professional Development Department of your previous school district
2. Request that a transfer of your inservice records be sent to: [Melinda.Bogart@stjohns.k12.fl.us](mailto:Melinda.Bogart@stjohns.k12.fl.us)
3. Allow up to two weeks once the transfer has been received for points to appear on your SJCS D transcript
4. Check your transcript by logging into BusinessPlus, go to Employee Online, Go to Professional Development, Click on Course Transcript

### Leaving St. Johns County? Moving to another Florida School District?

You can have your previously earned inservice points transferred to your new District!

1. Acquire the contact name and email address of the Professional Development Department for your new school district
2. Send the contact information and request for transfer to: [Melinda.Bogart@stjohns.k12.fl.us](mailto:Melinda.Bogart@stjohns.k12.fl.us)
3. Allow up to two weeks once the transfer has been requested

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:

Melinda Bogart

[Melinda.Bogart@stjohns.k12.fl.us](mailto:Melinda.Bogart@stjohns.k12.fl.us)

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