

## Professional Learning – Policies & Procedures

**Course Standards:** Courses are comparable to high-quality university graduate courses which challenge participants to make lasting changes in their approach to learning and teaching. District courses are directly tied to the District Vision and Goals. A final project is required in each course; instructors will provide feedback.

**Time Commitment:** Courses for 1 credit hour will meet for a minimum of 15 hours; 2 credit hour courses will meet for a minimum of 30 hours; 3 credit hour courses will meet for a minimum of 45 hours. Courses are scheduled outside regular working hours. Attendance is mandatory at all sessions. Be sure to check your calendar prior to registering to avoid conflicts. Attendance emergencies (illness or death in the family) must be discussed with the instructor. The instructor, at his or her discretion, may choose to allow for compensatory time or work in emergency situations.

**Course Project Requirement:** Course projects must be completed to receive stipend or credit.

**Fees:** The standard fee is \$100 per credit hour of salary schedule credit. This fee is waived when taking a course for stipend or Mentoring Program credit. Any supply fee will be disclosed within the course description and will be required of all participants.

**Cancellations and Withdraws:** District 303 reserves the right to cancel any class dues to insufficient enrollment. Refunds will be issued if courses are cancelled by District 303. No refunds will be given if staff members withdraw from courses (except in cases of personal illness or the death of a family member).

**Course Credit, Stipend, or Mentoring Program Credit:** Most courses are offered for credit, stipend, or Mentoring Program credit. Choice of credit, stipend, or Mentoring Program credit must be indicated at time of registration and **may not be changed once a course begins**. Partial credit or stipend cannot be given for any course. Stipend payments will be included in your paycheck within 45 days of course completion. Please note the provisions of the Mentoring Program when registering for mentoring program credit.

Please refer to the Stipend/Credit Eligibility chart provided below for eligibility information. Participants should track their own CPDU's for recertification purposes. CPDU's are earned on an hour-for-hour basis.

Employment Status	Stipend Eligibility	Credit Eligibility
Certified Staff (contract 50% or more)	1 credit hour course – \$175 stipend 2 credit hour course – \$350 stipend 3 credit hour course – \$525 stipend	1 credit hour course – \$100 fee – 1 hour salary schedule credit 2 credit hour course – \$200 fee – 2 hours salary schedule credit 3 credit hour course – \$300 fee – 3 hours of salary schedule credit
Certified Staff (contract less than 50%)	1 credit hour course – \$175 stipend 2 credit hour course – \$350 stipend 3 credit hour course – \$525 stipend	Not eligible for salary schedule credit
Certified Substitute Homebound Tutors	Not eligible for stipend	Not eligible for salary schedule credit
Support Staff	Not eligible for stipend unless a recommendation from building principal precedes their registration and indicates a benefit to current position for the staff member to participate in the course and course is during non-work hours	Not eligible for salary schedule credit
Administrators	Not eligible for stipend	Not eligible for salary schedule credit

**Student Teachers:** State guidelines mandate that a student teacher cannot receive stipends for anything related to their assignment. If Professional Development is notified and space is available, student teachers are welcome to sit in on a class for their own knowledge.

**Repetitions:** Courses may only be taken one time for credit. After three years, some courses may be taken a second time for stipend, based on written approval by the Director of Instruction. Additional audited repetitions of some classes/workshops are possible, if space is available. Please contact Annette Sheehan, Professional Development Assistant, at 630-513-2297 or [Annette.Sheehan@d303.org](mailto:Annette.Sheehan@d303.org) to check on availability.

**Waiting List:** First priority is given to full-time, certificated staff members on a first-come, first-serve basis. If the class is full when you register, you will be notified that you are on the waiting list. You will be contacted if space becomes available.

**Course Verification Process:**

1. Register for a course/workshop.
2. Complete the course and the Evaluation Form provided at course completion.
3. Receive an Evidence of Completion Form at course completion.
4. Facilitator will submit attendance records to the Professional Development Assistant.
5. Appropriate notation (credit, stipend, or Mentoring Program credit) will be made to the participant's in-district transcript.

**Questions or Concerns:** Please direct questions or concerns to Annette Sheehan, Professional Development Assistant, at 630-513-2297 or via e-mail at [Annette.Sheehan@d303.org](mailto:Annette.Sheehan@d303.org).