

# Credit Information

## **St. Vrain Valley School district credit**

When registering for classes, teachers should always choose “Professional Development credit” or “Professional Development and Salary credit”. The choice called “Professional Growth credit” is for classified staff.

- Professional Development credit is good for re-licensure. It cannot be used with Human Resources for salary movement. Usually this is because the training takes place during the work day and salary credit cannot be earned while being paid.
- Professional Development and Salary credit can be used for both re-licensure and salary movement.

You must provide an official district transcript with a signature and seal.

## **College/university credit**

All graduate-level university credit is accepted by both Colorado Department of Education for renewal and Human Resources for salary movement. You must provide an official transcript from the university or college.

## **Certificate from a workshop, conference, or seminar**

- Certificates with the name of the organization, address, date of the activity and clock hours printed on it will be accepted by Colorado Department of Education for renewal.
- In order to use such hours for salary movement with Human Resources, you will need to go through the Office of Professional Development and apply for either Professional Conference attendance credit or Independent Study credit. This must be done **3 weeks ahead** of time. The credit packets and applications are found online at [www.stvrainopd.org](http://www.stvrainopd.org). Use the pull-down menu under Credit Applications and choose Types of PD Model Applications.

## **Educational Travel**

Both CDE and Human Resources will accept educational travel for renewal and salary movement if you first go through the Office of Professional Development and apply for Independent Study credit (see above process for workshop/conference). It will then be on your district transcript.

If you don't choose to apply for Independent Study credit, CDE will accept travel when the experience is related to your endorsement area(s). You must submit all of the following:

- copies of airline tickets or a passport showing proof of date/location of travel

- copy of the curriculum created as a result of the educational travel and an explanation of how the experience will be used in the school system
- a letter from your administrator verifying approval of the educational travel experience. The letter should be on school letterhead and must verify dates of travel and activities involved.

### **Supervision of a student teacher**

Both Colorado Department of Education and Human Resources will accept supervision of a student teacher for credit. You will need to submit the Verification of Supervision of Student Teacher form from the college the student teacher attends. CDE also requires that your administrator sign the verification form found in the renewal application.

### **Inservice, training, involvement in school reform, professional development**

Colorado Department of Education lists these activities as acceptable for renewal. In St. Vrain, these types of activities are approved for credit in the form of Professional Study Teams or Trainings. All St. Vrain PSTs and classes successfully completed will appear on your district transcript, which is accepted by both CDE and Human Resources.

### **CEUs (Continuing Education Units)**

Some associations, companies, and even colleges will issue CEUs for a non-credit educational course. CEUs are most often used with organizations relating to Special Education, OT/PT, Speech/Language, etc. CEUs do not convert the same way as semester hours:

1 CEU = 10 contact hours = **.75** semester hours

15 contact hours = 1 semester hour

Both Colorado Department of Education and Human Resources accept CEUs for credit. Human Resources requires prior approval from your supervisor.