**Frequently Asked Questions: Professional Development**

As of August 25, 2016, Central Office will no longer be developing professional development certificates and you will no longer be required to track and submit hours for lane maintenance and changes. All internal professional development will be tracked using Google Forms Sign-in Sheets and external professional development and course work will be tracked using [BadgeList.Com](https://www.badgelist.com/)

**What do I do with the PD certificates and hours that I have accumulated prior to August 25?**

Complete and submit [a lane change document](http://bpsprofessionalgrowth.weebly.com/district-pd-forms.html) with all of the required evidence by January 1, 2017. We will merge this data into the new professional development tracking system.

**How will I receive credit for PD on district PD Days?**

1. Use the Google form provided by the district to sign into your session.
2. Complete a Google form for each session that you attend, using **your Barringtonschools account**.
3. Sign-in only during the session, and only with your Barringtonschools account, as the **form will automatically collect your email address, date, and time.**
4. **If you do not sign in, credit will not be awarded.**
5. Each time you submit a form, **you will receive an automatic email** that confirms your submission.

**What is the purpose of the PD credit received on district PD Days?**

The credit from in-district PD accumulates, allowing you to receive the 60 hours of required PD over 5 years to maintain your lanes, as indicated in the NEAB contract.

**What if I am absent several times and I do not accumulate the 60 hours over the course of 5 years?**

You will need to obtain approval to attend additional professional development **at your own cost and on your own time**.

**How do I get permission to attend a conference or other PD opportunity outside of the district?**

1. Request permission from your building administrator, by using the [updated conference request form.](http://bpsprofessionalgrowth.weebly.com/district-pd-forms.html)
2. Once you have received building-level permission, **send the email approval from the principal and any registration information** to the assistant to the Assistant Superintendent
3. Next, [complete the district PD plan](https://docs.google.com/a/barringtonschools.org/forms/d/e/1FAIpQLSeWjzgdYKxv7jMH9uVjyImRcKxgyQ9hg8ysvXPzZ62tojbmSg/viewform) form for district level approval.

**Will I get credit for PD attended outside of the district?**

1. If the PD was pre-approved, you will receive a link to [Badgelist](https://www.badgelist.com/).
2. You will upload the evidence to [Badgelist](https://www.badgelist.com/) illustrating your attendance and application of practice. The [Badgelist site](https://www.badgelist.com/) will indicated how many PD credits the session is eligible to receive.

**What evidence of my mastery of external PD can I provide?**

1. In [Badgelist](https://www.badgelist.com/), you may submit evidence of **attendance and** **application in your practice or classroom**. Example evidence: student work samples, videos, content created etc. You will receive the **specified PD hours** for this evidence.
2. In [Badgelist](https://www.badgelist.com/), may also submit for approval to **share your learning with your peers**. Upon submission of evidence, you are eligible for a **$50 preparation stipend**. Example evidence: videos of your instruction, flipped lessons, copies of your PowerPoint or PD materials, feedback forms from participants, etc.

**Can I receive pay or a stipend to attend PD instead of receiving credit?**

1. Internal and external PD offered during the school day is **not eligible for pay or a stipend.**
2. Pre-approved internal PD offered outside of the school day is eligible for PD credit for all teachers. Only teachers who are at **Masters 45 or higher are eligible for pay in lieu of credit**.
3. Pre-approved external PD is **eligible for PD credit only**.

**Can I take a course for credit?**

1. All courses must be pre-approved by the Superintendent using the [district form](http://bpsprofessionalgrowth.weebly.com/district-pd-forms.html)
2. Upon completion of the course, submit the transcript and evidence to [Badgelist](https://www.badgelist.com/) to receive your PD credits
3. Submit your [payment evidence](http://bpsprofessionalgrowth.weebly.com/district-pd-forms.html) to the office of the Superintendent for reimbursement for courses that received prior approval.

**Where will the PD credit reports be housed, if I have a question about my hours?**

The reports will be housed with the assistant to the Assistant Superintendent. PD attendance reports are updated daily. Accumulation reports will be available quarterly.