


Curriculum & Instruction



Professional Learning Checklist

Follow these procedures when offering a course for credit or relicensure points

- 6 WEEKS BEFORE COURSE, submit course proposal to Cindy Peterson at cipeterson@dsdmail.net
 - **REGISTRATION THROUGH ONTRACK IS REQUIRED OF ALL PARTICIPANTS** and will close one week prior to course beginning.

- You must submit the **CURRENT** Course Proposal/Relicensure Proposal form from our website: <http://dsd-pd.org/> under "FORMS".

- "Which should I submit: Credit Proposal or Relicensure Points Proposal?"

Fill out a CREDIT PROPOSAL if:

- ✓ Your course is at least 7 hours long (7 seat hours = 0.5 credit)
- ✓ You will require a 2 hour assignment for every 7 hours of instruction.

Fill out a RELICENSURE POINTS PROPOSAL if:

- ✓ Your course is less than 7 hours long OR
- ✓ The only thing required of the participants is attendance
- ✓ *Example:* school-wide training, staff meeting, retreat

- Make the contact person on your form the one that you would like to receive information. (Course approval information, Course Roll, etc.)
 - Once the course has been entered in On Track and been approved through USOE, the contact person will be notified of approval, course #, and registration closing date.
 - Rolls will be sent to the contact person one day before the start date. **THESE ARE THE ONLY ROLLS THAT WILL BE ACCEPTED FOR CREDIT / RELICENSURE POINTS**

- Use the rolls provided to record participant attendance
 - If you need additional information from the participants attending your class, please use a separate form. These rolls are to provide information for credit/relicensure points only.
 - Unregistered participants will not receive credit. Please do not hand-write names on the rolls.
 - **ALL REGISTRATION MUST BE DONE THROUGH ON TRACK**

- Pony completed course rolls, with signatures of participants and signature of instructor, to *Cindy Peterson* in *Curriculum and Instruction*

- Please allow up to two weeks for credit/points to be posted in On Track, once the roll has been received.