

Professional Development FAQ's for 2009-2010

Changes to Professional Development for 2009-2010

Beginning in 2009-2010 hours of district in-service workshop credit may be earned toward units for salary schedule credit. A total of 15 hours constitutes one unit of credit.

How is the attendance information tracked?

- Staff members register for courses on Go Sign Me Up
- Course instructors/facilitators record attendance in Go Sign Me Up and then send the physical attendance sheets for final review
- Attendance is reviewed in Go Sign Me Up and then transcribed
- Transcribed attendance appears on staff records in Go Sign Me Up
 - NOTE: It generally takes 7-10 days from the date the class was held for the transcribed class to appear on staff records in Go Sign Me Up.

How will staff submit the information to personnel for salary schedule credit?

- Staff members who have accumulated 15 hours of district in-service credit will submit the following to personnel
 - A copy of their **transcript from Go Sign Me Up**
 - Completed **Salary Schedule Credit** form
 - Access the main district page (www.fcusd.org) and click on the **Employee Training** link at the bottom of the page to access instructions on printing transcripts and copies of the Salary Schedule Credit form.
 - Submit the completed form and transcript to Linda Thurlo, Personnel Technician
 - All paperwork must be submitted by October 1st

Additional Questions?

- Can staff accumulate more than (1) unit of salary schedule credit?
 - Yes, more than (1) unit can be accumulated. Each 15 hours of district in-service equates to (1) unit
- Do all courses listed in Go Sign Me Up qualify?
 - No, only classes that happen outside of the work day qualify
 - Qualifying courses all have course numbers that begin with "PDD"
- Can I accumulate hours for classes and trainings other than those offered by the district?
 - No, only district offerings can be used to earn hours toward salary schedule credit
 - Credit on the salary schedule can also be granted for units received from accredited institutions per the FCEA contract

General FAQ's

How can I find out what courses are being offered?

Access the Go Sign Me Up web site (www.fcusd.gosignmeup.com) to see what courses are available. You can also access the website by going to the main district page (www.fcusd.org) and clicking on the **Employee Training** link at the bottom of the page.

How do I create a Go Sign Me Up account?

Complete instructions on creating accounts are available on the district web page. Access the main district page and click on the **Employee Training** link at the bottom of the page. (www.fcusd.org)

Do I need to register on Go Sign Me Up to attend a course?

Yes, you need to use Go Sign Me Up to register for district offered professional development. This system will offer staff the ability to track their own professional development hours.

Can substitutes attend district professional development offerings?

Yes, they may attend offerings. Substitutes can browse the courses on Go Sign Me Up without having an account. If they wish to attend a course, they need to contact the instructor to make certain there is room.

Minimum Number of Participants:

Any courses with fewer than four participants registered may be rescheduled by the instructor to allow for greater participation. Participants will be notified via email of any changes.