

Professional Growth Credit Program

The Dubuque Community School District believes that the continual growth in the knowledge of content and methodology of education is essential for district staff members. The purpose of the Professional Growth Credit Program is to provide a worthwhile and convenient method for district staff members to continue to increase their effectiveness in their assignments.

A Professional Growth Credit is that course credit for which the staff member does not receive university credit or recertification credit. Fifteen (15) hours of attendance and successful completion of an approved district professional growth class will equal one (1) Professional Growth Credit. Professional Growth Credit will not be allowed for ongoing inservice education activities provided by the Dubuque Community School District within the contract day.

Employees are encouraged to earn additional credits through enrollment in courses offered by accredited colleges, universities, or AEAs. Non-certified personnel will be permitted to participate in Professional Growth Credit courses on a space available and non-credit basis.

Adopted: February 14, 1983
Reviewed: November 29, 2007
Reviewed: April 7, 2014

Professional Growth Credit Program

General Guidelines for District Professional Growth Credit Participants

Participants may receive Professional Growth Credit for fifteen (15) hours of successfully completed class work approved and offered by Keystone AEA or the Dubuque Community School District but not duplicated by university credit or recertification credit.

1. Participants must follow the registration procedure as specified in the course offering notice.
2. Participants pay the cost of their own materials, tuition, and other fees.
3. Fifteen (15) hours of attendance in and successful completion of an approved district professional growth class will equal one (1) Professional Growth Credit.
4. Only credit earned after the date the highest degree was conferred shall be accepted for horizontal lane advancement on the salary scale.
5. Attendance and credit verification records will be kept by the instructor and submitted to the Executive Director of Human Resource Services on Form P.G.C. #2.
6. Professional Growth Credit will not be allowed for activities for which participation occurs during contract time.

Guidelines for Independent Professional Growth Credit

Participants may receive one Professional Growth Credit for 15 hours of requested, approved and successfully completed independent study not duplicated by university credit or recertification credit.

1. Professional Growth Credit allowance must have a direct relevance to the individual's professional assignment, and the relationship must be stated on the application.
2. Application Form P.G.C. #3 must be submitted to the Director of Elementary or Secondary Education/Professional Learning at least 90 days prior to beginning the Independent Professional Growth Experience. (A waiver of this 90-day notification requirement is subject to the approval of Director of the Elementary or Secondary Education/Professional Learning.) Application forms may be secured from the Professional Learning Office. The application must include a narrative description of the experience and identification of the agency/organization that is sponsoring the Professional Growth Program.
3. Upon completion of the course, the applicant must submit a written summary report on Form P.G.C. #4 and schedule a summary conference with the Director of Elementary or Secondary Education/Professional Learning.
4. One Professional Growth Credit will be granted for each fifteen (15) hours of participation, with a maximum of three (3) credits granted per application.
5. Verification of fifteen (15) hours of participation should be submitted to the Director of Staff Development upon completion of the course of activity.

Guidelines for Recommending District Professional Growth Courses

Recommendations for Professional Growth Courses may be submitted on P.G.C. Form #1 by:

- individual staff members who identify need
- individuals who desire to teach a professional growth course
- Keystone AEA

1. An application to request or offer a Professional Growth Course must be submitted to the Director of Elementary or Secondary Education/Professional Learning. P.G.C. Form #1 must be received by the first Friday in March in order to be considered for the following school year.
2. To substantiate the need for the Professional Growth Credit course, the request must be signed by ten (10) school district employees.
3. Professional Growth Credit classes will not be allowed for activities for which participation occurs during contract time.