

**DEPARTMENT OF PROFESSIONAL LEARNING APPLICATION FOR IN-SERVICE CREDIT**  
**Washoe County School District**

This application is to be used for Site-Based Professional Learning Opportunities such as  
Site-based Teams and Book Studies, and for attendance at Educational Conferences.

**Please read the attached guidelines before submitting your application.**

|  |                           |
|--|---------------------------|
| <b>Title of Project:</b>                               |                           |
| <b>Name of Applicant:</b>                              | <b># of Participants:</b> |
| <b>Position:</b>                                       | <b>Work Location:</b>     |
| <b>Work Phone:</b>                                     | <b>Email:</b>             |
| <b>Is Graduate Credit available for this activity?</b> |                           |

- Check One:**     Site-based Teams (PBS, RTI, IAT, Leadership, Parent Engagement)  
                   Site-based Book Study (see Book Study guidelines attached)  
                   Educational Conference (see Conference guidelines attached)

**Describe the Activity in Detail:**

**Describe the Desired Outcomes of the Activity:**

**Describe How the Activity Directly Relates to Student Achievement:**

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| <b>Dates</b><br>(Please list all dates) | <b>Contract Time</b><br>(Start Time/End Time) | <b>Professional Learning Time</b><br>(Start Time/End Time) | <b>Meal/Break</b><br>(Time)                             | <b># of Hours</b><br>(excluding breaks) | <b>Location</b> |
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| <b>Total Instructional Hours</b>        |   |  | <b># of Credits Requested:</b><br>(15 hours = 1 Credit) |   |                 |

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Principal/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of In-service Coordinator

Approved     Denied

\_\_\_\_\_  
Date of Applicant Notification

**Department of Professional Learning**  
**In-service Division**  
**1150 Matley Lane, Suite 201**  
**Reno, NV 89502**  
**(775) 353-6947 / Fax: (775) 333-5097**

**THE FOLLOWING GUIDELINES APPLY TO ALL ACTIVITIES:**

- The activity is a minimum of seven-and-a-half (7.5) instructional hours per one-half credit and the dates/times for instruction are clearly indicated.
- The activity is scheduled outside the participant's regular workday.
- The activity matches one of the approved categories, is directly related to student achievement, and is beyond the expected duties of an educator.
- If graduate credit, in any form, is available for the activity, then in-service credit will not be approved.
- The application is complete and signed by both the applicant and his/her supervising administrator.
- The activity is scheduled for completion within 12 calendar months.
- After the activity, all paperwork is completed properly and returned within 3 weeks.
- Applications need to be submitted at least three weeks prior to the beginning of the activity to allow time for Nevada Department of Education approval.

**GUIDELINES FOR BOOK CLUBS:**

- The entire certified staff in the school or department is invited to participate.
- A minimum of three (3) participants are in attendance during each book club session.
- The name of the book is included in the application.
- Reading the book and doing "homework" outside of contract time is not counted toward in-service credit; only the time spent together as a group discussing the book is counted toward in-service credit.
- Maximum length of time for book club sessions is 2 hours.
- Minimum length of time for book club sessions is 30 minutes.
- Book club discussion sessions must be held at a district site.

**GUIDELINES FOR EDUCATIONAL CONFERENCES:**

- Application must be received and approved prior to the conference.
- Attach an official conference schedule.
- Please note that the following activities DO NOT count as qualify time for the conference: Breaks or meals, orientation, registration, or social activities.
- If the conference offers graduate credit, even at an additional cost, in-service credit will not be approved.
- Only qualifying conference time that is scheduled outside of the participant's contract time will be counted, unless a Request for Leave form (without pay) is attached to the application.
- After the conference, submit verification of hours of attendance. Verification includes certificates of completion or similar documentation.

**PLEASE NOTE:**

- Activities **NOT** approved for credit include: online courses (unless facilitated by an approved WCSD trainer), correspondence courses, independent study courses, courses held outside of the country, or courses that involve travel as part of the activity.
- A maximum of 3 credits is allowed per application. A maximum of 6 credits may be earned by an employee in one school year.
- Upon approval, the applicant will be notified and forms will be sent with further instructions.
- In-service credits meet requirements for recertification and salary movement.
- One activity per application is allowed. Applicant may not combine hours from different types of activities.