

## WCSD In-service Frequently Asked Questions

### GENERAL INFORMATION

1) How do I register for courses?		Registration takes place in Professional Learning in MyPGS at <a href="http://washoe.truenorthlogic.com">washoe.truenorthlogic.com</a> .						
2) What types of courses can be used for recertification with the Nevada Department of Education?		The Nevada Department of Education will now accept a PDF copy of the WCSD transcript as evidence of professional learning hours, including hours labeled as in-service, substitute, stipend, contract, and professional learning hours. ESP hours are not accepted.						
3) What types of courses can be used for salary advancement within WCSD?		Graduate level educational courses taken at an accredited college/university are acceptable for salary advancement, as well as courses offered for in-service credit in the MyPGS registration system. These courses must be completed outside of contract time.						
4) Can I earn in-service credit for a course that is less than 7.5 hours long?		No. The minimum number of hours for in-service credit is 7.5 hours. In-service credit is awarded based on the following number of hours: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">7.5-14.5 = 0.5 credit</td> <td style="width: 33%;">22.5-29.5 = 1.5 credit</td> <td style="width: 33%;">37.5-44.5 = 2.5 credits</td> </tr> <tr> <td>15.0-22.0 = 1.0 credit</td> <td>30.0-37.0 = 2.0 credits</td> <td>45.0 = 3.0 credits</td> </tr> </table>	7.5-14.5 = 0.5 credit	22.5-29.5 = 1.5 credit	37.5-44.5 = 2.5 credits	15.0-22.0 = 1.0 credit	30.0-37.0 = 2.0 credits	45.0 = 3.0 credits
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5) Can individuals from outside WCSD enroll in MyPGS courses?		Yes. Participants from outside WCSD can register using a guest account in MyPGS. They should check with their district regarding the acceptance of the credit for salary advancement. The hours will be accepted by the NDOE for license renewal (see #2 above).						
6) Is there a fee for courses?		MyPGS does not require a registration fee. However, there may be a fee required by educational entities who have courses in MyPGS, such as NASA, WEA, educational conferences, etc. These courses require dual registration in MyPGS and their own registration system.						
7) Must I complete the entire course to earn credit?		Some courses allow participants to receive partial credit/hours. Others require that the missed time be made up when the course is offered again.						
8) Are there make-up dates for courses?		Participants may make up a WCSD in-service course by attending the very same hours they missed if/when the course is offered again. Participants have 3 years in which to complete a course.						
9) Do I enroll in MyPGS for the make-up session?		Yes. Also contact the course instructor and the In-service Program Services Technician prior to the start of the course so that they know you are making up a course.						
10) Do I receive my in-service credit after my make-up session?		Yes. The in-service credit will be posted to your MyPGS transcript upon completion of the make-up session.						

11)	In the case of an emergency, can I miss a portion of a course and not have to make it up?	In the case of an emergency, participants may miss up to one hour of a one-credit in-service class without penalty. A second hour may be missed and made up IF the instructor is able to give a one-hour make-up assignment. If more than two hours are missed, the participant must make up the exact hours of the content missed,
12)	Are there prerequisites for courses?	This will vary. Some courses have prerequisites or are only open to certain groups. Check the course description for details.
13)	Is there homework for in-service courses?	This will vary. Read the course description for details regarding homework or any additional projects outside of the instructional hours.
14)	Are all courses in MyPGS approved for salary advancement?	No. Check the course description in MyPGS to see if the course offers in-service credit. Only courses offering in-service credit can be used for salary advancement.
15)	Is educational travel approved for in-service credit for salary advancement?	No.
16)	Are courses which are taught outside the country approved for in-service credit for salary advancement?	No.
17)	Are correspondence courses approved for in-service credit for salary advancement?	No.
18)	Are conferences available for in-service credit?	Conferences may be approved if they meet all the in-service credit guidelines. You must submit an Application for In-service Credit prior to the conference. Please see the In-service website to obtain the application ( <a href="https://www.washoeschools.net/Domain/188">https://www.washoeschools.net/Domain/188</a> )
19)	Is in-service credit given for a course taken during a contract day, on a personal day, or when receiving a stipend for the course?	No. In-service credit is only available when the course is taken outside of contract time, and no payment is received for the course.
20)	May I earn in-service credit if part of my course attendance is during non-contract hours and part of my attendance is during contract time?	Yes. You can receive in-service credit for the portion of the course that is during non-contract time, if the non-contract time is at least 7.5 hours.
21)	May I receive in-service credit for the same course twice?	No. If the course has the same course number as a previously taken course, you may not receive in-service credit again. Some courses change course numbers each year, and therefore are eligible for in-service credit.
22)	May I get in-service credit instead of Professional Development contract day?	No. Professional Development contract days satisfy the 2-day district requirement and are not approved for in-service credit. These trainings take place during contract time and are ineligible for in-service credit.
23)	May I earn a stipend in lieu of an in-service credit?	Check the course description in MyPGS to see if the course has that credit/stipend option. If you receive a stipend, you cannot earn in-service credit.

24)	Do I get in-service credit for participating in the Mentoring and Induction Program?	Novice teachers earn in-service credit for attending New Teacher Academy courses, including Novice On-Site Seminar. Mentor teachers earn in-service credit for attending mentoring courses and for mentoring novice teachers. Novice teachers do not receive in-service credit for being mentored.
25)	Is in-service credit given for graduate courses taken through an accredited college or university?	In-service credit is never available for courses or conferences that offer graduate credit. For salary advancement, submit an official transcript from the issuing institution to Human Resources.
26)	Do you publish an in-service catalog?	A full listing of available courses can be found online at <a href="http://washoe.truenorthlogic.com">washoe.truenorthlogic.com</a> .

## CERTIFICATES OF CREDIT

27)	Is a Certificate of Credit awarded to participants upon completion of the course?	No. The In-service Division no longer issues physical certificates of credit. For license renewal, the MyPGS transcript can be uploaded as a PDF into OPAL. Just click the Print button on the transcript and save it as a PDF. The in-service credit for in-service courses posted in MyPGS is electronically downloaded to Human Resources to be added to your pay card for salary advancement. The only exception is NWRPDP courses. You must submit your physical certificate of credit for these courses directly to Human Resources to be applied to your pay card.
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## MyPGS REGISTRATION

28)	How do I register for courses?	Registration takes place in Professional Learning in MyPGS at <a href="http://washoe.truenorthlogic.com">washoe.truenorthlogic.com</a> .
29)	Is my web transcript acceptable for recertification and salary advancement?	The MyPGS transcript can be uploaded into OPAL as documentation of professional learning for recertification purposes with the Nevada Department of Education. The transcript must be uploaded in PDF format. Click the Print button on the transcript and then save it as a PDF. The in-service credit for in-service courses posted in MyPGS is electronically downloaded to Human Resources to be added to your pay card for salary advancement. The only exception is NWRPDP courses. You must submit your physical certificate of credit for these courses directly to Human Resources to be applied to your pay card.
30)	Is my current email address necessary for enrollment on the web registration system?	Email addresses are required so that you may receive confirmation of enrollment and any course change notification. If you have a WCSD email address, please do not use your personal email address.
31)	Will I be notified if a course is canceled?	Yes. Registrants will be notified by e-mail if a course is cancelled. In some cases, registrants will be notified by phone.
32)	Do I have a logon ID and password for the web registration system?	Professional Learning is a tab within the MyPGS program. You will log into MyPGS to access it.

33)	Are my university courses posted on the web registration system?	No. Only courses posted in MyPGS will appear on the MyPGS transcript.
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## INSTRUCTORS

34)	If I want to teach a course, do I complete an application?	Applications for in-service courses are submitted electronically through MyPGS. Each department has approved course requestors. Applications for site-based learning teams (MTSS, IAT, Leadership, Community Engagement), site-based book studies, and educational conferences are submitted to the In-service Division. The application can be found on the In-service Division website ( <a href="https://www.washoeschools.net/Domain/188">https://www.washoeschools.net/Domain/188</a> )						
35)	How many weeks prior to the course or activity must an application be submitted?	Six weeks is preferable for obtaining the needed approvals, and to allow time for participants to register.						
36)	Do instructors get paid for teaching?	Some instructors are paid by their departments for teaching courses when the course is during non-contract time.						
37)	May instructors choose an in-service credit instead of payment?	An instructor may receive in-service credit one time for teaching a course.						
38)	May I offer an in-service course for one-half credit?	Yes. In-service credit is awarded based on the following hours: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">7.5-14.5 = 0.5 credit</td> <td style="width: 33%;">22.5-29.5 = 1.5 credit</td> <td style="width: 33%;">37.5-44.5 = 2.5 credits</td> </tr> <tr> <td>15.0-22.0 = 1.0 credit</td> <td>30.0-37.0 = 2.0 credits</td> <td>45.0 = 3.0 credits</td> </tr> </table>	7.5-14.5 = 0.5 credit	22.5-29.5 = 1.5 credit	37.5-44.5 = 2.5 credits	15.0-22.0 = 1.0 credit	30.0-37.0 = 2.0 credits	45.0 = 3.0 credits
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39)	May non-district personnel offer in-service courses?	Educational agencies who work closely with WCSD may offer in-service credit courses in MyPGS. They must work with either a sponsoring department, or with the In-service Division. They do not have access to MyPGS to directly post their own courses.						
40)	May I offer a non-traditional course for in-service credit?	In-service courses must meet district goals and must pertain directly to the academic standards.						
41)	May I access the courses I teach on the Web?	When the course is approved, you will receive a confirmation email with instructions on how to access your course as the instructor to view the roster, print sign-in sheets, and take attendance.						
42)	Do I take attendance on the Web after the course is complete?	When the course is approved, you will receive a confirmation email with instructions on how to take attendance. Attendance must be entered on the web registration system within ONE WEEK of course completion.						
43)	May I cancel a course due to lack of enrollment?	Contact the In-service Division to cancel. The MyPGS system will send an automated email to the registrants, but the instructor should also notify them regarding the reason for cancellation and the possibility of the course being rescheduled in the future.						
44)	May I cancel a course due to inclement weather?	Protocol states that when WCSD cancels school or closes schools early, in-service courses are also cancelled for the day. Notify the registrants of the cancellation, as well as the In-service Division.						

45)	Does the District arrange for a room in which I teach an in-service course?	Instructors or facilitators must make their own room arrangements.
46)	Does the instructor accept non-registered participants on the first day of the course?	Instructors have the prerogative of accepting non-registered participants on the first day of the course. Instructors can then add the participant to the roster.
<b>TF TG - MASTERS PLUS (TF TG = columns on the salary schedule)</b>		
47)	May I take an undergraduate college course for salary advancement if I have a Masters Degree?	With prior approval from the In-service Division, some undergraduate level courses from an accredited institution may be approved for salary advancement. The Masters Plus application can be found on the In-service website ( <a href="https://www.washoeschools.net/Domain/188">https://www.washoeschools.net/Domain/188</a> ).
48)	Are in-service courses approved for salary advancement if I have a master's degree?	Yes. In-service courses are considered to be graduate level courses and can be used for both salary advancement and recertification.
49)	Is travel approved for salary advancement?	No.
50)	Where can I obtain a Masters Plus application?	Applications are available on the In-service website ( <a href="https://www.washoeschools.net/Domain/188">https://www.washoeschools.net/Domain/188</a> ).