

**IN-SERVICE DIVISION**  
**Frequently Asked Questions**

	Frequently Asked Questions	WCSD In-service	Comments
			<b>W, WA, or WCSD = WCSD In-service number on Certificate of Credit</b>
	<b>GENERAL INFORMATION</b>		
1	Are classes with a W, WA, WCSD or SDE number approved for recertification?	Yes	Only when held outside of contract hours.
2	Are classes with a W, WA, WCSD or SDE number approved for salary movement?	Yes	Only when held outside of contract hours.
3	Can I earn in-service credit for a class that is less than 7.5 hours long?	No	7.5 - 14.5 hours = 0.5 credit      15 - 29 hours = 1 credit 30 - 44 hours = 2 credits      45 hours = 3 credits
4	May people from another district enroll in classes?	Yes	Participants from another district should check with their district regarding the acceptance of the Certificate of Credit for salary movement.
5	Is a Certificate of Attendance from a conference or seminar the same as a Certificate of Credit?	No	
6	Is there a fee for classes?	Yes	There is a \$25 fee for some in-service classes. This fee is waived for New Teacher Academy participants.
7	Do I have to pay the in-service fee ahead of time?	Yes	You are required to pay at least three days prior to the beginning of the course in order to assure your place on the registrant list. Payment by credit card is required at the time of registration.
8	Do registrants have to pay the fee under all circumstances?	No	For mandatory classes, the \$25 fee is waived (i.e. New Teacher Academy classes).
9	Is the \$25 fee refundable?	Yes	If notification occurs 3 days prior to the beginning of class, the credit card will be refunded, or the payment may be applied towards another class.
10	Must I complete the entire 15 hours of class in order to earn credit?	Yes	When unforeseen circumstances arise, a participant may miss up to one hour of a 15-hour WCSD in-service class without needing to make it up.
11	Are there make-up dates for classes?	Yes	Participants may make up a WCSD in-service class by attending the very same hours they missed if/when the class is offered again. Participants have 3 years in which to make up a class.
12	Are all online classes approved for recertification and salary movement?	No	Only online classes listed on the web registration site with an SDE, W, WA, or WCSD number are approved for salary advancement and recertification.

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13	Is educational travel approved for in-service credit?	No	Requests for travel must be submitted directly to the Nevada Department of Education.
14	Are classes which are taught outside the country approved for in-service credit?	No	
15	Do participants register for classes on the web?	Yes	Registration takes place at <a href="https://washoe.truenorthlogic.com">https://washoe.truenorthlogic.com</a> .
16	Is in-service credit given for a course taken during a contract day?	No	In-service credit is not available when you attend a course during a contract day.
17	Is in-service credit given for a course taken during a personal day?	No	Employees receive pay for personal days, thus no credit is awarded.
18	Is in-service credit given for a course taken during non-contract hours?	Yes	Yes. You may earn in-service credit if you are attending a class during non-contract hours.
19	May I earn in-service credit if part of my class attendance is during non-contract hours and part of my attendance is during contract time?	Yes	In-service credit is given only if at least 7.5 attendance hours occur during non-contract hours.
20	May I get in-service credit for the same course twice?	No	Credit may only be given again if the course number changes each year.
21	Are there prerequisites for classes?	Varies	Some courses have prerequisites or are open to certain groups. Check the course description on the web registration system for details.
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.
23	May I earn a stipend in lieu of an in-service credit?	Varies	Check the course description on the web to see if the course has that credit/stipend option. If you receive a stipend, you cannot earn in-service credit.
24	Are correspondence courses approved for in-service credit?	No	
25	Are conferences available for in-service credit?	Varies	Conferences may be approved if they meet all of the in-service credit guidelines. You must submit a Department of Professional Learning application prior to the conference. Please see the In-service website to obtain an application.

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26	Are there consequences if I take a class and don't pay for it?	Yes	The in-service Certificate of Credit will not be issued, and the course will not appear on your transcript. Your web registration privileges may be blocked.
27	Are there consequences if I sign up for many classes and don't attend/don't pay?	Yes	The course will not appear on your transcript. Your web registration may be blocked if there are many instances of no-shows/non-payments.
28	Do I get in-service credit for participating in the Mentor Program?	Yes	Novice teachers earn in-service credit for attending New Teacher Academy classes, including Novice On-Site Seminar. Mentor teachers earn in-service credit for attending mentoring classes and for mentoring novice teachers. Novice teachers do not receive in-service credit for being mentored.
29	If I pay for an in-service course but have to make up a portion of it, do I have to pay the fee again?	No	
30	Do I enroll on the web registration system for the make-up session?	No	Registrants contact the course instructor and the In-service Program Services Technician prior to the start of the class.
31	Do I get my Certificate of Credit after my make-up session?	Yes	Either the course instructor or the In-service Program Services Technician will issue you the Certificate of Credit upon completion of the make-up session. Your web transcript will be updated accordingly.
32	Is in-service credit given for courses taken through an accredited college or university?	No	
33	Do you publish an in-service catalog?	No	Course catalogs are available online at <a href="https://washoe.truenorthlogic.com">https://washoe.truenorthlogic.com</a> .
34	Is there homework involved in in-service courses?	Varies	Read the course description for details regarding homework or any additional projects outside of the instructional hours.
35	May I appeal the decision of the In-service Coordinator?	Yes	You may present your information in a letter to the In-service Committee.
	<b>CERTIFICATES OF CREDIT</b>		
36	Is a Certificate of Credit awarded to participants upon completion of the class?	Yes	Certificates of Credit will be issued as soon as possible; however, allow 1-3 months for processing.
37	Is a copy of the Certificate of Credit sent to Human Resources?	Yes	Although the In-service Division sends copies of the Certificates of Credit to Human Resources as a courtesy to employees, participants are ultimately responsible for providing a copy of their Certificate of Credit to Human Resources.

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38	Is a copy of the Certificate of Credit sent to the Nevada Department of Education?	No	Participants are responsible for providing a copy of their Certificate of Credit to the Nevada Department of Education for relicensure.
39	Does the In-service Division keep copies of Certificates of Credit?	No	The In-service Division sends copies of the Certificates of Credit to Human Resources.
40	Will the In-service Division issue a duplicate copy of a Certificate of Credit if Human Resources does not have a copy on file?	Yes	Contact the In-service Division for a duplicate copy after first checking with Human Resources. There is a \$10 fee for each duplicate Certificate of Credit.
41	Are in-service credits good for both salary movement AND recertification?	Yes	You may use the same Certificate of Credit for both salary movement and recertification.
	<b>WEB REGISTRATION</b>		
42	Are all classes on the web approved for recertification and salary movement?	No	Courses approved for in-service credit may be used for both recertification and salary movement, when held outside of contract hours. These courses typically contain a W, WA, WCSD, or SDE number. All professional learning opportunities, even those held during contract time, may be used for recertification.
43	Are social security numbers/personal information/financial information secure in the web registration system?	Yes	This is a secure website and does not pose a security risk. The district's IT security administrator is current with all security issues. Social security numbers are not listed on the web registration system.
44	Is my web transcript acceptable for recertification and salary movement?	No	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 form. Click the Print button on the transcript and then save it as a PDF. For salary movement, you MUST present a paper copy of your certificate of credit to Human Resources. If the MyPGS transcript appears to be incorrect, please email ethomas@washoeschools.net.
45	Is my current email address necessary for enrollment on the web registration system?	Yes	Email addresses are required so that you may receive confirmation of enrollment and any course change notification.
46	Will I be notified if a course is canceled?	Yes	Yes. Registrants will be notified by e-mail if a class is cancelled. In some cases, registrants will be notified by phone.
47	Do I have a logon ID and password for the web registration system?	Yes	Professional Learning is a tab within the MyPGS program. You will log into MyPGS to access it.

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48	Are my university courses posted on the web registration system?	No	
	<b>INSTRUCTORS</b>		
49	How many weeks prior to the class or activity must an application be submitted?	6 weeks	Six weeks is necessary for adequate advertising time.
50	Do instructors get paid for teaching?	Varies	A minimum of 15 paid registrants is required for payment to Department of Professional Learning cadre instructors.
51	How much do instructors get paid?	\$560	Department of Professional Learning cadre receive \$560 to teach a 15-hour WCSD in-service class. If there are more than three cadre members teaching a class, they will split \$1120.
52	What is the in-service fee used for?	Yes	The fee goes into a fund to pay Department of Professional Learning (DPL) instructors. For some classes DPL instructors are paid even though participants don't pay the \$25 fee. In other cases, DPL instructors are not paid. This balance allows the District to offer New Teacher Academy participants free classes as approved by the In-service Committee and the WEA.
53	When is the in-service fee waived?	Yes	The fee is waived for participants taking mandatory classes (i.e. New Teacher Academy classes).
54	May I offer an in-service course free of charge to participants if my grant or school account pays the in-service fee?	Yes	Your department or school may pay the in-service fee through a school check or through a budget transfer.
55	May instructors choose an in-service credit instead of payment?	Yes	An instructor may receive in-service credit one time for teaching a course.
56	May I offer a class that involves travel?	No	Travel requests must be submitted directly to the Nevada Department of Education.
57	May I offer an in-service class for one-half credit?	Yes	
58	May non-district personnel offer in-service classes?	No	Classes offered by non-district personnel must be submitted directly to the Nevada Department of Education, unless the course is sponsored by a District-level department.

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59	May I offer a non-traditional class for in-service credit?	Varies	In-service courses must meet district goals and must pertain directly to the academic standards.
60	May I access the courses I teach on the Web?	Yes	When the course is approved, you will receive a confirmation email with instructions on how to access your class.
61	Do I take attendance on the Web after the course is complete?	Yes	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.
62	May I cancel a class due to lack of enrollment?	Yes	Call the In-service Division at 353-6947 to cancel. The course will be canceled and the registrants notified and given refunds or credit toward a future class, if applicable.
63	May I cancel a class due to inclement weather?	Yes	Call the In-service Division at 353-6947 to obtain permission to cancel or postpone. The registrants are notified and given refunds if applicable. In general, if the WCSD cancels school or closes schools early, in-service classes are also cancelled.
64	If I want to teach a class, do I complete an application?	Yes	Applications for in-service classes are submitted electronically through the Professional Learning Management System. Each department has an approved course requestor. Applications for site-based learning teams (RTI, MTSS, IAT, Leadership, Parent Engagement), site-based book studies, and educational conferences are still submitted to the In-service Division. The application can be found on the In-service Division website.
65	Does the District arrange for a room in which I teach an in-service class?	No	Instructors or facilitators must make their own room arrangements. Contact the In-service Division for more information on suitable locations.
66	Does the instructor accept non-registered participants on the day of the class?	Varies	Instructors have the prerogative of accepting non-registered participants on the day of the class.
	<b>TF TG - MASTERS PLUS</b>		<b>TF TG = columns on the salary schedule</b>
67	May I take an undergraduate college course for salary movement if I have a Masters Degree?	Yes	With prior approval from the In-service Division, some undergraduate level courses from an accredited institution may be approved for salary movement.
68	Are in-service courses approved for salary movement if I have a Masters Degree?	Yes	
69	Is travel approved for salary movement?	No	Contact the Nevada Department of Education for questions regarding travel.
70	Is there a maximum number of credits approved in one semester?	Yes	The maximum number of credits approved for TF TG salary movement is 6 in one semester and 12 in one year.

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71	Where can I obtain a Masters Plus application?		Applications are available on the In-service website.