

Request for Professional Advancement Credit For Out-of-District Professional Development Activities

Name: _____ School: _____ Position: _____
 Current Contract (check one): Full-Time Part-Time Leave of Absence

Please complete the **1 (one)** box below that signifies the category of credit requested. All requests must be made within the academic year that they occur. Activities occurring during the summer may be submitted any time through the following academic year. Incomplete forms will be returned for additional information. **Please complete a separate form for each credit request. Completed forms should be sent to PLLD, Doyle Administration Building.***

| Conference, Seminar or Convention <i>One day's duration or more = 1/2 PAC</i> | |
|--|--|
| <ul style="list-style-type: none"> 1/2 PAC is awarded for participation, unless an official completion certificate indicates 10 or more hours of participation during non-contract time (10 hours = 1 PAC) <i>Note: Credits may be granted in one half or whole increments only.</i> | |
| Title/Description: _____ Sponsoring Organization: _____ Date of Participation: _____ Connection to Current Job Assignment: _____ | |
| <i>Check those that apply. NOTE: ALL of the following conditions must be true, and all related documents attached:</i> <input type="checkbox"/> Participation occurred during non-contract hours; AND <input type="checkbox"/> MMSD did not provide release time, salary, tuition/fees, or reimbursement of expenses, including grant funding; AND <input type="checkbox"/> Copy of program schedule is attached (1/2 credit maximum); OR <input type="checkbox"/> Copy of official completion certificate OR conference official's signed verification of attendance hours is attached (5 hours = .5 PAC). | |
| No. of hours of attendance verified through documentation: _____ Number of PAC's Requested: _____ | |
| Signature: _____ Date: _____ | |
| Course or Workshop (non-academic credit) <i>Note: Courses with academic college credit should be submitted by transcript to Human Resources</i> | |
| <ul style="list-style-type: none"> Credit for non-academic courses is awarded based on official documentation of attendance. Credit may be earned in tenths of credits (1 hours = .1 PAC), 10 hours = 1 PAC, 14 hours = 1.4 PAC, etc.) | |
| Title/Description: _____ Sponsoring Organization: _____ Dates of Participation: _____ Connection to Current Job Assignment: _____ | |
| <i>Check those that apply. NOTE: ALL of the following conditions must be true, and all related documents attached:</i> <input type="checkbox"/> Participation occurred during non-contract hours; AND <input type="checkbox"/> MMSD did not provide release time, salary, tuition/fees, or reimbursement of expenses, including grant funding; AND <input type="checkbox"/> Copy of course or workshop description is attached (1/2 credit maximum); OR <input type="checkbox"/> Copy of official completion certificate OR course official's signed verification of attendance hours is attached (.5 PAC for 5 hours). | |
| No. of hours of attendance verified through documentation: _____ Number of PAC's Requested: _____ | |
| Signature: _____ Date: _____ | |

*NOTE: The PAC Committee meets four times per year. Requests must be submitted by listed dates if pay levels are impacted.
 1. July 1 - previous school year and most recent summer. If submitted by July 1, appears on Oct. paycheck
 2. October 1 - previous school year and most recent summer. If submitted by October 1, appears on Nov. paycheck
 3. February 1 - first semester and most recent summer. If submitted by Feb. 1, appears on March paycheck.
 4. June 1 - current school year and most recent summer. *Deadline is only for PACC review; official deadline for HR is July 1.

Professional Writing

- One PAC credit total is awarded for each manuscript or publication.

Title of Work: _____ **Date of Publication:** _____

Professional Publication Where Work Appears: _____

Check those that apply. NOTE: ALL of the following conditions must be true, and all related documents attached:

- ___ The work must be related to your professional expertise and prepared for a broad educational audience.
- ___ The work was written and prepared on non-contract time, and no district compensation was received.
- ___ Copy of the published work is attached.

Eligibility for PAC = 1 PAC credit

Signature: _____ **Date:** _____

Conference Presentation

- One PAC credit total is awarded for each conference presentation.
- Credit is awarded in recognition of preparation time; therefore, it is acceptable if MMSD provided compensation in some form for conference attendance.

Title of Presentation: _____ **Date of Presentation:** _____

Conference Title/Organization: _____

Check those that apply. NOTE: ALL of the following conditions must be true, and all related documents attached:

- ___ The presentation was of an academic/educational nature, and presented to a professional educational group.
- ___ The presenter was **NOT** serving as a discussion leader, a conference host/presider, or part of a panel (these options are not eligible for PAC credit).
- ___ A copy of the conference brochure indicating the specific session is attached.

Eligibility for PAC = 1 PAC credit

Signature: _____ **Date:** _____

Non-MMSD Committee Work

- One PAC credit is awarded for each 15 hours of non-MMSD professional committee work.

Name of Committee: _____

Sponsoring Organization: _____

Dates of Committee Work: _____ **Total Hours:** _____

Check those that apply. NOTE: ALL of the following conditions must be true, and all related documents attached:

- ___ Participation must occur during non-contract hours.
- ___ MMSD did not provide release time, salary, payment of fees, or reimbursement of expenses.
- ___ Written verification of committee participation by organization official is attached, including dates, times, and specific duties and tasks.

Total Hours: _____ Number of PAC Credits Requested: _____

Signature: _____ **Date:** _____

For Professional Advancement Credit Committee Only

- ___ Request approved for _____ credits.
- ___ Request approved for _____ credits pending receipt of: _____
- ___ Request denied for the following reason(s): _____

PACC Signature: _____ Date: _____