



TIME EQUIVALENCY FORM 2019-2020

This form is for workshops NOT offered by ECISD.

Instructions:

1. Fill Out this Form Completely.
2. Attach copy of Agenda and CPE Certificate
3. Submit to Principal/Supervisor for Approval
4. **By January 31, 2020:** Upload this form and supporting documents to PDMaPP as an "Out of District Certificate"; or scan form and supporting documents to workshops@ecisd.us.

ECISD ID NUMBER: _____ *

E-mail: _____

**Form without ID number & email will be returned to principal*

NAME: Last: _____ First: _____ MI: _____

DEPT /CAMPUS: _____ / _____ Job Title: _____

Number of Contract Work Days: _____ Employee status: Professional Paraprofessional

I submit the following workshop for Time Equivalency credit:

TITLE: _____

ORGANIZATION: _____ Organization's TELEPHONE NUMBER: (____) _____

DATE: ____/____/____ ATTENDANCE TIME: ____:____ am / pm to ____:____ am / pm

Course/conference/workshop LOCATION: _____

Total CPE credit hours (6 hours): 6

Affidavit: I, _____
 _____ (initials) have acquired these 6 hours during non-contracted work time,
 _____ (initials) was not supervising students during the time; and
 _____ (initials) have not received money/stipend for the session(s) attended; and
 _____ (initials) have attached a copy of my Continuing Professional Education (CPE) certificate.

____/____/____
Date Submitted

Signature

For Principal or Supervisor use only

Approved: Not Approved:

Notes:

Principal /Supervisor Signature

Date



ADMINISTRATIVE PROCEDURES

René Gutierrez
Dr. René Gutierrez
Superintendent of Schools

5-2-19
Date

EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT Time Equivalency Program Requirements 2019-2020

DESCRIPTION

The E.C.I.S.D. Time Equivalency Program encourages all educators to continue professional learning throughout their lifetime. The district professional development day slated for Time Equivalency is **Monday, February 3, 2020**. The time period to accrue the minimum of 6 hours professional learning credit for Time Equivalency is designated below:

For E.C.I.S.D. Professional personnel:

May 1, 2019 until January 31, 2020, on non-contract days

For E.C.I.S.D. Paraprofessional personnel:

June through August 2019, after the 2018-2019 contract year ends, and before the 2019-2020 E.C.I.S.D. school year

Other personnel, as designated by the Superintendent, will be eligible for Time Equivalency to be redeemed on an alternate date. The following personnel are included, but not limited to:

- All Assistant Superintendents
- Finance and Operations Department- Designated Personnel as per Assistant Superintendent
- Support Services Department- Designated Personnel as per Assistant Superintendent
- Technology Department- Designated Personnel as per Assistant Superintendent
- Curriculum and Instruction Department- Designated Personnel as per Assistant Superintendent

PROFESSIONAL DEVELOPMENT- Board Policy DMA (LOCAL)

- Eligible personnel may attend official continuing professional education (CPE) conventions, conferences, seminars, and workshops on weekends, holidays, summer vacation, or other noninstructional time and shall be credited with Professional Development Time Equivalency hours, contingent upon the Superintendent's or designee's approval.
- Eligible personnel, in categories designated by the Superintendent, who wish to be excused from the District-designated Time Equivalency Day shall complete all requirements by the given deadline as stated in administrative procedures, submit a request to the supervisor, and present evidence of attendance and participation in approved activities.

REGISTRATION and ACCRUAL PROCEDURES

- All professional learning requested for Time Equivalency must be aligned to current job duties.
- Employees must register through Professional Development Management and Planning Portal (PDMaPP) system for all courses offered by E.C.I.S.D. Failure to register may result in non-issuance of Time Equivalency credit.
- Requests for Time Equivalency approved courses (CPE courses), that are not offered by E.C.I.S.D. must have prior approval from the supervisor and adhere to the TEP program requirements. These forms are uploaded to PDMaPP.
- Professionals who are the presenter for at least a full day session of ECISD professional development (6 hour minimum), and do not receive a stipend, may earn Time Equivalency credit.
- Employees must register on PDMaPP and sign-in for Time Equivalency credit.
- **The following examples are *not* eligible for Time Equivalency Credit:**
 - University and college courses for *additional* degree programs that are not in area of current certification/job
 - On-line computer courses
 - After hour general or procedural meeting(s)
 - Conference and/or sessions which are attended for personal, rather than professional reasons
 - Monetarily supplemented professional learning
 - Certificates that do not indicate "CPE" or "SBEC Provider #".

Employees who do not acquire the minimum allowance of 6 hours of approved Time Equivalency credit are required to attend district professional learning on **Monday, February 3, 2020**.

ECISD will maintain all official Time Equivalency eligibility records.