



FCS Professional Learning Procedures/Checklist

- _____ District Professional Learning Plan submitted to BOE for review
- _____ School Professional Learning Plan submitted to BOE for review
- _____ Read BOE Professional Development Policy & Procedures
- _____ Final Documentation of PL Hours: **May 1**

Procedures for Documenting Professional Learning in Fleming County Schools (District/School Provided)

1. Ensure your name is on the session sign-in
2. Upon receipt of your certificate of attendance, upload a copy to your PL Folder in OneDrive (shared with you by the Professional development Coordinator)
3. Complete session evaluation provided to you either online or paper/pencil
4. Before May 1, verify that all professional learning is complete and documented in the PL Folder in OneDrive and all sessions are listed fully on the verification form (Google Form)
5. By May 1, submit the verification form electronically via Google Forms
6. Employees who have not fulfilled their professional learning obligations will see a reduction in salary (see board policy).

Procedures for Documenting Professional Learning In Fleming County Schools (Outside Provider)

1. In order to attend a professional meeting, conference, cadre, etc. complete the request (form attached) to attend a professional meeting. This should be completed as early as possible, at least 5 days prior to the meeting. It is your responsibility to verify the funding source for substitute costs, travel, and registration.
[If your attendance is requested by administration, this form is not required]
2. Prior to attending ANY professional meeting or conference for which professional learning credit will be requested, complete the Flexible Professional Development Form (attached) and acquire the approval and signature of the principal.
3. Upon completion of the professional learning opportunity, complete the bottom portion of the Flexible Professional Development Form, sign/date, and attach a copy of the certificate and/or meeting agenda and submit to the Professional Development Coordinator for processing. This should be done within 30 days of returning from the meeting.
4. The PDC will verify that all information is complete and accurate. If not, it will be returned to you. Otherwise, it will be uploaded to your PL Folder in OneDrive.