

TO: All Staff
FROM: Tyler ISD Professional Development Office
RE: Out of District Staff Development Requests

Issue # 1

We have received numerous certificates documenting professional development credit without receiving a request within the Eduphoria Workshop System. In order to process these requests, a request must be initiated from your personal professional development portfolio. Once we receive the electronic request and the documentation, then we can fulfill your request.

Issue#2

We have received numerous requests for outside professional development credit through the Eduphoria workshop system. These requests cannot be fulfilled because we have not received copies of the documentation validating these requests. If you have submitted a request and the status is "pending" in your portfolio you will need to submit the proper documentation before we can complete the process.

Note: No request for outside credit is granted for professional development prior to May 1, 2007. In addition, outside professional development credit is also only granted during your time of employment with Tyler ISD.

Should you believe you might have either of the issues above, please read the information below for resolving these issues. Additional information regarding Professional Development Standards and Guidelines may be found on the Staff Development Website at <http://vision/curriculum/StaffDevelopment/SD%20Guidefinal%2008-09.pdf>

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Outside District Training Credit Request Procedure

The approval process is:

- 1) obtain prior approval from principal/supervisor for workshop/college courses/conferences
- 2) submit a request for credit through the Eduphoria Workshop on-line management system (directions below)
- 3) send documentation of attendance with the following information:
 - name of training, date and location,
 - amount of credit hours, and
 - appropriate campus administrator signature.

Procedure to submit a new outside credit request through Eduphoria Workshop.

1. Log into Eduphoria Workshop
2. Access "my portfolio" from your workshop tab in Eduphoria.
3. On the bottom left of the window is a selection "add a new portfolio entry". Click on this choice and complete the required information, including the session title, training description, date of training, and amount of credit hours awarded.

NOTE: "Submit a Course" option on the portfolio page IS NOT for outside credit. It is the option for "teaching" a course.

4. Submit for credit.
5. Send copies of the documentation, signed by the approving administrator, to the Professional Development Office, Tyler Professional Development Center.

The credit will be reviewed and granted when the request and course validating documents are received. Documents should be submitted in a timely manner after completing the training. If these documents are not received within 10 days of the Eduphoria submission request, the request is subject to being denied until such documents are submitted.

NOTE: Approval cannot be granted without the documentation on file. When approval is granted, courses will appear in the individual on-line staff development portfolio. NOTE: If credit is denied, due to lack of documentation or missing information, it will stay in your portfolio marked "pending" until you resubmit for approval.

Removing "denied" outside professional development requests from your individual portfolio.

1. Open your portfolio on Workshop tab in Eduphoria
2. Highlight the course submitted for credit under "My Portfolio Column"
3. Select "delete entry" or "resubmit" if wishing to resubmit for credit
4. Save and close