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# BSCTA INTEROFFICE MEMORANDUM

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**TO:** ALL MEMBERS

**FROM:** LORI GSCHWIND, CHAIRPERSON FOR THE PROFESSIONAL DEVELOPMENT COMMITTEE

**SUBJECT:** PROFESSIONAL DEVELOPMENT INSTITUTIONS

**DATE:** SEPTEMBER 2019

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Through the collaborative effort of the District and the Professional Development Committee, the following information was comprised to clarify procedures regarding the acceptance of credits for salary advancement, along with recognizing accredited educational institutions. Please keep in mind that approval or denial of credits is consistently based on an individual's case.

## **Masters – Masters 30 (M – M30):**

- No pre-approval is required for IN-SERVICE courses when taken from the following educational agencies:
  - Bay Shore, BOCES, NYSUT, SCOPE, Suffolk Edge \*
- \* **Although prior approval is not required, please notify the HR office as to any courses taken.**
- Pre-approval is mandated for IN-SERVICE credit from all other institutions such as LIIPS, LILIE, Fresno, Creative Teacher Education Institute, CORE, etc.
- LaVerne University courses may be taken only at the graduate level.
- LEEDS Corporation is **NOT** recognized by the District, *except* for courses related to a coaching certification.

**Masters 30+:** As per our contract, all other courses, in-service and/or graduate are subject to prior approval of the Superintendent, and must be directly related to the teacher's instructional responsibilities, or be for curriculum, or staffing purposes.

**Please note:** The Professional Development Fund may not be applied toward a first Master's Degree or an Administrative Certification.