

My Learning Plan Reference Sheet for Staff



After logging in, click the appropriate line from the left hand Menu to access a form

Fill-In Forms:

1. Graduate Course
2. Same Day Conference
3. Overnight Conference
4. Inservice Credit

Form Detail:

1. **Graduate Credit** forms should be filled out for graduate credit only. (Undergraduate courses are not eligible for this record.) Submit an official transcript for final approval. Request the institution send a transcript to the attention of *Suzan Bajardi in the Human Resources Department*. A transcript submitted by you must be in its original sealed envelope. Credit will be awarded as of the date confirmation is received at the Dutchess BOCES Human Resource Office, not the date courses were attended. Computer printouts are evidence of completion only in the case of online courses.
2. **Same Day Conference** forms should be used when requesting hours which will be earned without the need of an overnight stay. Credit may be requested for NYS Certification and/or Professional Development. In-Service credit may also be requested on this form, either for its own purpose or in conjunction with one or both of the other choices. Costs incurred toward in-service credit are not reimbursable. Teachers and Teaching Assistants may request permission to attend appropriate events, though Teaching Assistants are not eligible for in-service credit.
3. **Overnight Conference** form requests are for those events where hotel accommodations are necessary. A standard of reasonableness must be used when requesting lodging. If meals must be purchased outside of the event, remain within the allocation of \$50.00 each day. Mileage for driving will be reimbursed at the IRS rate of \$.565/mile. Determine the exact mileage to be reimbursed for driving by using a web service such as Mapquest or Google Maps. You will be reimbursed for the shortest route, comparing the start point from your home or 5 BOCES Road. Multiply the rate by the number of miles.
4. **In-Service Credit** is only for teachers, tenure notwithstanding. The event must be relevant to your position at Dutchess BOCES. The attendee will assume all associated expenses. Consideration will be given to appropriate events attended outside of school hours, on weekends, holidays or during a summer recess with prior approval from your supervisor.

Payment for In-Service hours consideration: Proof of the hours must be submitted by June 1st of any school year. The cycle of coverage runs from June 1st of the previous year to May 31st of the current school year. The first ten hours of each cycle are considered base hours and are not eligible for payment. Each additional 15 hour increment will be reimbursed at three times the current credit rate. Anyone accumulating fewer than 15 hours in a cycle, aside from the ten base, may carry them over until the minimum of 15 hours is satisfied.