



## ***PROFESSIONAL DEVELOPMENT PROGRAM ALTERNATIVE REQUEST PROCEDURES***

There are many non-division-sponsored activities that may address the theme and focus of the **Professional Development Program (PDP)**. To have a non-division sponsored opportunity considered, the activity must address standards, data and strategies that affect student achievement and be relevant to the individual's **current, primary** teaching assignment.

### **PLEASE NOTE**

- To receive PDP hours, all procedures must be followed and the employee must provide documentation verifying the attendance and completion to the Office of Organizational Development. Failure to do so will result in the hours not being processed.
- PDP hours must be acquired during non-contractual time. If the non-division sponsored activity is offered during contractual hours, then **personal reasons leave** must be used to attend in order to receive PDP hours for the alternative request.
- **“In general the school board subscribes to the principle that no employee of the board shall be paid twice for the same work period,” according to Virginia Beach City Public Schools School Board Policy 2-57. If pay is offered for participation in the alternative request activity, then the PDP participant must decide whether pay or PDP is desired. Both cannot be earned for a single alternative request activity. If pay is decided, then it is not necessary to complete the Alternative Request Application.**

### **Procedures to acquire PDP from a non-division sponsored alternative request:**

1. Complete the *Professional Development Program Alternative Request Application* and attach information explaining how the activity corresponds to the current, primary teaching assignment.
2. Submit the form to the appropriate director **no later than** 2 weeks after the start date of the activity. Please attach a flyer, course description, syllabus or other identifying information related to the non-division sponsored activity. If personal reasons leave is acquired to attend the activity then also attach a copy of the approved personal reasons leave form. **Submission of the application prior to the start date of the activity is encouraged;** however, approval can be received up to two weeks after the start of the activity. Items submitted after this time may not be processed.
3. Receive the approval/disapproval from the appropriate director. Should your request be denied, you may choose to submit an appeal to the Assistant Superintendent of Curriculum & Instruction, Dr. Christine Caskey, within two weeks of receiving the denial notification. *Please Note: To access the appeal process, employees must have followed all processes and procedures for the approval of the alternative.*
4. Participate in the non-division sponsored activity.
5. Attach documentation verifying your satisfactory attendance and/or successful completion of the alternative activity to the application.
6. Attach a copy of the approved personal reasons leave form **ONLY** if you used personal reasons leave to attend the non-division sponsored activity.
7. Make a copy for your records.
8. Forward the APPROVED *Alternative Request Application* with the appropriate attachments to the **Office of Organizational Development, ATTN: PDP, Joanne Lucas** as soon as possible after completing the activity. **Items received after May 8, 2010 may not be processed.**
9. Call 263-1220 with questions.



## PROFESSIONAL DEVELOPMENT PROGRAM ALTERNATIVE REQUEST APPLICATION

**Step 1:** Complete the boxes below for activities not specifically listed in the *PDP Catalog*.

Legal Name (print):		WISE Number:
School:	School Email:	
Primary Teaching Assignment:	Home Address:	
Title Of Activity:	Date(s) for Activity:	Time for Activity:
Activity Offered During Contractual Time: ___yes ___no		Personal Reasons Leave used: ___yes ___no
<b>In accordance with school board policy 2-57, if pay is received for an alternative request activity then PDP hours are not awarded.</b>		
Number of PDP hours requested - <i>1 seat/contact hour = 1 PDP hour</i> (circle one)		
1    2    3    4    5    6    7    8    9    10    11    12    13    14    15		
Activity Description: <b>Please Attach Flyer, Course Description, Syllabus or Other Identifying Information</b>		
Relevance of Activity to Current Primary Teaching Assignment:		
<b>If The Requested Alternative Is A College Course:</b>		
Name Of College/University:		
Course Number And Title Of College Course:		

**Step 2:** Send this completed form to the appropriate director below at the pony mail location indicated **no later than 2 weeks** after the start of the activity. Submission of the completed form prior to the activity start date is encouraged. **Items received after this time may not be processed.**

<u>Teaching Area</u>	<u>Director</u>	<u>Office</u>	<u>Pony Mail Location</u>
Gifted Education	Kelly Hedrick	Gifted Ed. & Academy Programs	School Admin. Bldg.
Elementary	Marie Balen	Elementary Instructional Services	School Admin. Bldg.
Library/ Media	Bill Johnsen	Instructional Technology	School Admin. Bldg.
Tech & Career Education	Pat Konopnicki	Technical and Career Education	Adv. Tech. Center
Guidance	Alveta Mitchell	Guidance	Commonwealth Bldg.
Special Ed.	Bob Mitchell	Programs for Exceptional Children	Laskin Road Annex
Secondary	Joe Burnsworth	Secondary Instructional Services	School Admin. Bldg.

<b>DIRECTOR'S USE ONLY:</b>	
_____ Request Approved for _____ PDP Hours	Request Denied _____
_____ Signature of Director of Instructional Services	_____ Date

**Step 3:** Attend the event; forward this APPROVED form with documentation verifying satisfactory attendance and/or successful completion to **Organizational Development Attn: PDP, Joanne Lucas** as soon as possible after completing the activity. **Items received after May 8, 2010 may not be processed.** Call 263-1220 with questions.

<b>ORGANIZATIONAL DEVELOPMENT USE ONLY:</b>	
DATE Received: _____	Proof of Attendance and/or Successful Completions Provided: Yes ___ No ___
Comment: _____	
Authorization of Specialist for Processing: _____	DATE Processed: _____