INSERVICE POINTS

When are points posted to an inservice record?
Points for inservice are posted onto an inservice record when:
- A participant is officially registered in SAP.
- A participant has completed all course requirements including:
  - Attendance at all sessions, documented on sign in sheet.
  - All coursework, follow-up and mastery activities, by the course deadline.
  - Achievement of 80% mastery of the course objectives.
  - Completed course appraisal via ESS on or before the End Date of the course.
- The trainer has provided the Inservice Facilitator or Course Organizer with verification of attendance, completed coursework and follow-up and mastery of objectives
- The Inservice Facilitator or Course Organizer has closed the course in the Professional Development/LSO Management system.

Note: *An End Date for each course is advertised in the catalog when you initially book into the course.*
> *The End Date is the bottom date listed in "My Training Activities" under Schedule. This date signifies when the Inservice Facilitator or Course Organizer will close the course in the* Professional Development/LSO Management system. This is the date when the inservice points become valid.

When are points not posted to an inservice record?
Points for inservice are **not** posted:
- If the participant is not booked in the course prior to the End Date
- If the participant does not complete all course requirements, the participant is cancelled from the course by the Course Organizer or Inservice Facilitator and will not earn points.
- If the participant does not complete the course appraisal prior to the advertised End Date.
- IF the End Date has not occurred.

If you need the points for renewal or incentive purposes, be sure the advertised <u>END DATE</u> meets the deadlines prior to booking the activity:
> **End Date of August 30 for September Incentive Award**
> **End Date of April 30 for CAP Award**
> **End Date of May 30 for Teacher Recertification by 6/30**