

EXTERNAL COURSE FORM

Instructions for Applying for External Course Credit

An external course is a professional development alternative that can be completed by a **current** Broward County Public Schools employee while employed in their current school, when there are no other established activities or learning opportunities found in the Broward County Public School's professional development options. It is highly recommended that instructional personnel always verify with the Certification Department what is acceptable for recertification. Instructional personnel may earn a maximum of sixty (60) inservice points for external professional development activities within his/her validity period (five years). Personnel that do not need to recertify may also wish to have external courses added to their transcript as a way to log their professional learning experiences.

An external course:

- qualifies as a single topic of study offered by a reputable organization or institution that is not part of the School Board of Broward County.
- is based upon a designed focus of study that is aligned with the School Improvement Plan or Department/District Strategic Plan and the individual's Growth Plan/Deliberate Practice.
- must be implemented through job-embedded use of new knowledge, skills and or behaviors.
- provides a Certificate of Completion (evidence of completion) to the participant.
- must meet the Standards of Professional Development as defined by the Florida Professional Development System Evaluation Protocol and referenced in the Professional Pathways Policy (SBBC 4214): Standards of Quality Professional Development and the definitions outlined in the BCPS Professional Learning System.

The following activities DO NOT qualify as external courses:

- Attending meetings
- Attending or presenting informational sessions
- Attending lectures
- Attending activities designed for personal improvement
- Administering / scoring / screening tests for students or teachers
- Chaperoning activities involving students
- Completing grants/Requests for Proposals (RFP's) /Growth Plan/Deliberate Practice/Accreditation
- Evaluating textbooks
- Travel
- Serving on/attending bargaining agency meetings or district councils, committees, or advisory boards
- Writing curriculum guides/instructional materials/lesson plans outside of a PLC/School Improvement Plans
- Attending activities that do not incorporate all of the standards of quality professional development
- Attending Open Labs for technology support in isolation of professional learning activity
- College Courses. For further information on obtaining credit for college courses contact the Certification Department

Prior to beginning an EXTERNAL COURSE (Professional Development activity)

1. Choose an external course with learning objectives aligned with your Growth Plan/Deliberate Practice Plan and your School's Improvement Plan or Department/District's Strategic Plan, and directly related to student needs/job performance.

2. Choose an external course that has a job-embedded component to be implemented and observed by a supervising administrator.
3. Plan and organize evidence of impact on student achievement.
4. Complete the REQUEST FOR EXTERNAL COURSE form.
 - a. Meet with your supervising administrator to obtain signature of approval prior to registering for (and upon completing) the learning experience.
 - b. Keep a copy of your REQUEST FOR EXTERNAL COURSE for future reference.

During the EXTERNAL COURSE (Professional Development activity)

1. Attend all sessions and complete all assigned coursework as mandated by the learning activity designer.
2. Document all course learning activities on the LEARNING ACTIVITIES LOG - EXTERNAL COURSE form.
3. Apply new learning and skills in your classroom or at your worksite, and document the job-embedded implementation on the IMPLEMENTATION LOG - EXTERNAL COURSE form.
4. Monitor and document impact of implementation on student achievement on the EVALUATION OF IMPACT OF EXTERNAL COURSE form.
5. Retain all documents to submit with EXTERNAL COURSE FORM APPLICATION.

After the EXTERNAL COURSE (Professional Development activity)

1. Obtain the following from the organization or institution that offered the course.
 - a. Certificate (evidence) of Completion displaying the name of the institution that provided the learning, the participant name, the beginning and end date for the learning, and number of hours participant was engaged in active learning.
 - b. Documentation of course learning requirements, i.e. syllabus, agenda, assignment log, etc.
 - c. Must be submitted with EXTERNAL COURSE CREDIT VERIFICATION form
2. Review and complete LEARNING ACTIVITIES LOG – EXTERNAL COURSE form.
3. Apply new learning and skills in your classroom or at your worksite and complete the IMPLEMENTATION LOG – EXTERNAL COURSE form.
4. Review and complete evidence of impact on student achievement on the EVALUATION OF IMPACT OF EXTERNAL COURSE form.
5. Retain all completed documents to submit with EXTERNAL COURSE FORM APPLICATION.
6. Meet with the supervising administrator who approved your participation in the EXTERNAL COURSE to review completed documentation and complete the EXTERNAL COURSE CREDIT VERIFICATION form.
7. Review and validate the following *originals* for final submission
 - REQUEST FOR EXTERNAL COURSE form
 - LEARNING ACTIVITIES LOG - EXTERNAL COURSE
 - IMPLEMENTATION LOG - EXTERNAL COURSE
 - EVALUATION of IMPACT - EXTERNAL COURSE
 - EXTERNAL COURSE CREDIT VERIFICATION form
8. Submit all original documentation to Professional Development Standards and Support (PDSS) via:
 - a. US Mail to PDSS, Attention: External Course Form, 3531 Davie Road, Davie, FL 33314
 - b. Pony to PDSS, Building B, Attention: External Course Form
 - c. Drop off at PDSS, 3531 Davie Road, Davie FL 33314
9. E-mail browardmlp@browardschools.com for assistance.

Parameters for receiving inservice credit for an EXTERNAL COURSE

1. Complete application including all required evidence and submit to Professional Development Standards and Support (PDSS) **within 12 months of the completion date listed on the External Course Certificate of Completion (evidence).**
2. Original forms will be returned to participant with status indicated.
 - a. If credit is denied, reasons will be indicated.
 - b. If credit is approved, PDSS will process the credit and it will appear on the individual's inservice report within 10 days of processing.
 - c. It is the responsibility of the individual to verify credit appears on the inservice report within one year of the end date of the EXTERNAL COURSE.

REQUEST FOR EXTERNAL COURSE

Participant Name _____ Personnel number _____

Title of External Course: _____

Course Offered by: _____

Start Date _____ End Date _____ Hours in learning _____

1. Choose one Area of Focus (check one box):

- | | |
|---|--|
| <input type="checkbox"/> Assessment/Data Analysis
<input type="checkbox"/> Classroom Management
<input type="checkbox"/> Family Involvement
<input type="checkbox"/> School Safety
<input type="checkbox"/> Florida State Standards/Math
<input type="checkbox"/> Florida State Standards/ Reading
<input type="checkbox"/> Federal/State Requirement | <input type="checkbox"/> Florida State Standards/Writing
<input type="checkbox"/> Florida State Standards/Science
<input type="checkbox"/> Florida State Standards/Social Studies
<input type="checkbox"/> Florida State Standards/Other
<input type="checkbox"/> Teaching Methods/Strategies
<input type="checkbox"/> Technology
<input type="checkbox"/> Job Performance
<input type="checkbox"/> Other |
|---|--|

2. Course Description: _____

3. Course Objectives: _____

4. Describe how this course is aligned with the individual's School Improvement Plan or Department Strategic Plan and Growth Plan/Deliberate Practice.

The EXTERNAL COURSE requested is professional development directly related to my School Improvement Plan or Department/District Strategic Plan and Growth Plan/Deliberate Practice. I agree to fulfill all EXTERNAL COURSE Form Application requirements as outlined in the EXTERNAL COURSE Form Application to qualify for inservice credit.

Participant Name _____
Please Print

Personnel Number _____

Location Number _____

Participant's Signature

Date

To be completed by Supervising Administrator prior to start date of EXTERNAL COURSE

I approve the above EXTERNAL COURSE for the participant's professional growth and will monitor implementation of new strategies and skills in the classroom/workplace and support the monitoring of impact on student achievement as needed. I approve the learning provided by the organization or institution listed above.

Job Title of Supervising Administrator _____

Current Supervising Administrator Name _____
Please Print

Supervising Administrator Signature

Date

LEARNING ACTIVITIES LOG - EXTERNAL COURSE

List specific activities conducted during the EXTERNAL COURSE as shown in the example below. Please note:

- a. Time equaling one clock hour is equivalent to one inservice point.
- b. Must meet a minimum total duration of 3 hours in learning and 1 hour of follow-up implementation.
- c. Must adhere to a maximum duration of 6 hours in learning and 2 hours of follow-up per day.
- d. Total hours of learning inclusive of implementation hours CANNOT exceed 60 hours per activity

Date	Learning Activity Description	Location	Begin Time	End Time	Time on Task (hrs)
<i>Example 3/3/16</i>	<i>Data logging for middle school science teachers using the Constructivist Theory</i>	<i>ValTech Electronics Lab</i>	<i>8:00 am</i>	<i>11:00 am</i>	<i>3hrs</i>
Learning Activities Log Total Hours <i>Whole Numbers ONLY</i>					

Duplicate page as needed

IMPLEMENTATION LOG – EXTERNAL COURSE

Document job-embedded use of new knowledge and skills including coaching and feedback. Please note: The ratio of hours in learning to hours of implementation activities is 3:1.

Date	Description of Implementation Evidence	Name of Observer/Facilitator/Coach	Begin Time	End Time	Time on Task
Example 3/3/10	Created and implemented 5 th grade science lesson using data loggers aligned with the Constructivist Theory to 2 nd period Life Science class.	Science Lab Facilitator	10:00am	11:00am	1hr

Implementation Log Total Hours

Learning Activities Log Total Hours

Add Implementation Log & Learning Activities Log Total Hours
Whole Numbers ONLY

Duplicate page as needed

EVALUATION OF IMPACT - EXTERNAL COURSE

1. Based on the specific objectives of this EXTERNAL COURSE, describe the impact this course has had on student achievement.

2. Provide data to support the impact described above. Include evidence of baseline needs assessment information and progress monitoring documentation. You may include charts and graphs if needed.

Section II: Completed by Professional Development Standards and Support (PDSS)

- DENIED CREDIT – Does not qualify as External Course
- DENIED CREDIT – Does not meet External Course requirements
- DENIED CREDIT – More than 60 points earned as External Course within validity period
- DENIED CREDIT – Not submitted within 12 MONTH of end/completion date
- DENIED CREDIT – Not a current employee (retired, substitute, charter employee, etc.)
- DENIED CREDIT – Incomplete application

DATE STAMP
RECEIVED

Database Date: _____ Scan Number: _____

CREDIT APPROVED – Number of Inservice Points earned: _____

Previous balance of Professional Development Alternatives Inservice Points earned in validity period: _____

Committee Member Reviewer Name: _____
Please Print

Committee Member Reviewer Signature: _____ Date: _____

Processed by: _____ Date: _____
PDSS staff