

## PROFESSIONAL GROWTH FAQs

### *Enrollment*

1. Will I be reimbursed for tuition expenses related to my Professional Growth Program?

No. All approved courses must be paid for by the employee.

2. Why do I have to submit transcripts?

Transcripts are needed when you submit a new program to make sure that you have not previously completed any courses for which you are seeking approval. Transcripts are needed with your Notice of Completion to make sure you have received a passing score and the dates which you took approved courses align with your program.

3. What if my supervisor does not sign off on my Professional Growth program?

The PG Committee is unable to review PG Plans that have not been signed off by the supervisor. All employees are encouraged to discuss their program with their supervisor in advance.

4. When will I know if my courses are approved?

The Professional Growth Committee Chair will notify you by email of the committee's decision.

5. Why does my supervisor have to sign off on my course list?

Your supervisor's signature indicates that they support your program *and* acknowledge that the courses listed, and justification meet the requirements of a PG program.

6. If my Professional Growth Program is approved, can I take courses during my regular work hours?

No. Courses must be taken outside of your regular work hours. You may be eligible to receive up to 4-hours of Release Time if the course is job-related and it's approved by your supervisor.

### *Professional Growth Points*

7. What if I took a course that was not on my approved course list?

If the course was not approved by the Professional Growth Committee prior to the start of the semester, then you will not receive PG points for the course.

8. Do PG points roll over?

No. You can earn a maximum of 10 PG points per semester. Additional points earned during that semester do not roll over to the next semester. You need 20 PG points to complete a program. Additional points earned during your program do not roll over to the next program.

9. Can I earn PG points for courses I have already completed prior to starting a PG program?

No. If the course was completed prior to enrolling in a PG Program, you will not receive PG points for the course. When you submit your course approval form, the PG Chair will review your transcripts to make sure you have not taken any of the courses listed.

10. Do you only earn PG points by taking classroom coursework?

No. PG points can also be earned through workshops, seminars, participation in Governance Committees or Professional Associations. All costs must be paid for by the employee.

11. Can I earn PG points for taking workshops in the 3PD Portal?

No. PG points can only be earned if the employee is paying for the cost of the workshop.

#### *Release Time*

12. Am I eligible for release time?

Full-time employees may request release time to take up to four (4) hours of classes per week during work time if the class is directly related to the employee's current job. Permanent employees on less than 100% contract will be eligible for a corresponding percentage of release time. Probationary employees and permanent employees not enrolled in a Professional Growth Plan may still be eligible for release time at the request of their departments. The Assistant Superintendent/Vice President, Human Resource Services, must approve all such requests.

13. Can I use release time to study?

No. Release Time is specifically for attending a job-related course.

14. Does approval for release time also make the course eligible to receive points?

No, you must submit for Course Approval separately. You can be approved for release time, but if the course isn't on your course approval list, then you will not receive PG points.

#### *Course Changes/Additions*

15. What if I need to make a change or add a course to my plan?

Additional course can only be added before the start of each semester (Fall, Spring, Summer). The Professional Growth Chair sends out reminders by email. Deadlines are also posted on the PG Webpage.

16. Can I make changes mid-semester?

No. You can only make changes prior to the start of the semester. Please refer to the deadlines posted on the website. It is the employee's responsibility to review their approved course list.

#### *Completion*

17. When can I turn in my notice of completion?

After you reach 20 PG points; must be at least two semesters.