

# Carteret County Public Schools

## Staff Development Responsibilities & Procedures

### Teacher's Responsibilities

1. If On Campus Staff Development
  - a. Sign your name and social security number on the Staff Development Roster.
2. If Off Campus Staff Development
  - a. Prior to Off Campus or Out of Town Staff Development
    1. If you are attending staff development off campus or out of town you will need to complete a Prior Approval for License Renewal/Certificate of Credit Form (SD-1) and give to the principal for approval.
    2. Depending upon the funding source you will need to complete a Request for Professional Leave Funding and Absence form (SD-2) and give to your principal for approval or enter a SEA System Activity Proposal. If a SEA System proposal is entered then the SD-2 does not need to be completed.
    3. The signed/approved SD-2 form should be given to the office/bookkeeper to be filed in a central location.
  - b. At Time of Off Campus (within the county) Staff Development
    1. Sign your name and social security number on the Staff Development Roster. (If there is no roster available be sure to remind the facilitator to provide one).
  - c. After Staff Development
    1. Upon returning from out of town staff development you will need to turn in a Reimbursement for Overnight Travel (SD-10) to the office/bookkeeper along with receipts for motel/hotel, registration, parking, shuttle, etc. The office/bookkeeper will pull your approved SD-2 from the files and send your request for reimbursement for travel to the Central Office.  
If you entered a SEA System Activity Proposal an electronic email will be generated and sent to you. You will need to open up the email and complete the survey. This survey will navigate you to the reimbursement portion for you to complete and print off. You will need to attach receipts for hotel, registration, parking, shuttle, etc. The form will need to be signed by you and your principal then sent to the Central Office for payment.
    2. When returning from out of town or off campus staff development you will need to turn in the white and yellow copies of the SD-1 to the Human Resource Management System Data Manager at the Central Office. Obtain the pink copy for your files. ***(Please be advised that any teacher knowingly and willfully making a false report may be charged with a Class 1 misdemeanor and the Superintendent of Public Instruction shall revoke their professional license).***
3. Online Staff Development
  - a. Complete a Prior Approval for License Renewal/Certificate of Credit Form (SD-1) and give to the principal for approval.
4. Sign the License Renewal/Certificate form
5. June and July Procedure
  - a. If you attend out of county staff development or online staff development during the summer months you will need to forward your approved SD-1 directly to the Human Resource Management System Data Manager at the Central Office so the credit hours can be entered into the HRMS computer program.
  - b. You are to provide the Staff Development Recorder with a copy of the SD-1 when you return to school so they can record the information in their database.