

# CAMDEN COUNTY SCHOOLS

## Prior Approval for Staff Development Activities, Reimbursements, and CEU's

The State Board of Education requires prior approval of any staff development activities before imbursement of or issuance of debt. Payment will be according to procedures of Camden County Schools. Credit will be issued when documentation of successful completion of the activity has been received by the Personnel Office.

Complete this form **before** the beginning of an activity. School-based staff submits the form to their principal and all others submit their forms to their immediate supervisor, who will then submit it to the Central Office. If applying for Independent Study or In-House Staff Development renewal credit, please complete both sides of this form. General renewal and reinstatement requirements are listed on back.

To be considered for payment, all Requests for Reimbursement must be completed and received in the Finance Office within **30 days** of completion of activity.

Name of Requester \_\_\_\_\_  
 Title of Activity \_\_\_\_\_  
 Site of Activity \_\_\_\_\_

Date of Request \_\_\_\_\_  
 Departing Date \_\_\_\_\_  
 Returning Date \_\_\_\_\_

To be reimbursed, check applicable items below  
 (One asterisk, need receipt. Two asterisks need receipt and grade.)

If renewal credit is expected, check type of activity  
 and show hours.  
 (At least 10 contacts hours required for 1 CEU)

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> Substitute _____         | Days \$ _____       |
| <input type="checkbox"/> Mileage \$ _____         | Meals \$ _____      |
| <input type="checkbox"/> Lodging \$ _____         | Tuition**\$ _____   |
| <input type="checkbox"/> Excess Lodging *\$ _____ | Stipend \$ _____    |
| <input type="checkbox"/> Registration *\$ _____   | Materials *\$ _____ |

- |  |                      |
|--|----------------------|
| <input type="checkbox"/> Workshop _____          | Contact Hours _____  |
| <input type="checkbox"/> Course _____            | Quarter Hours _____  |
| <input type="checkbox"/> Course _____            | Semester Hours _____ |
| <input type="checkbox"/> Independent Study _____ | Contact Hours _____  |

TOTAL AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
 Activity Instructor's Name

\_\_\_\_\_  
 Activity Instructor's Employer

Payment to be made from funds at:

- CCHS Program Area \_\_\_\_\_
- CTHS Program Area \_\_\_\_\_
- CMS Program Area \_\_\_\_\_
- CIS Program Area \_\_\_\_\_
- GPS Program Area \_\_\_\_\_
- CO Program Area \_\_\_\_\_

**SUPERVISOR'S APPROVAL**

Approval for Renewal Credit Yes  No

Technology  Reading  Academic

Approved for Reimbursement Yes  No

Approval for Activity Yes  No

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SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

| <b>FOR FINANCE OFFICE USE</b> |       |        |
|-------------------------------|-------|--------|
| Type of Funds                 | Code  | Amount |
| Substitute                    | _____ | _____  |
| Stipend                       | _____ | _____  |
| Social Security               | _____ | _____  |
| Retirement                    | _____ | _____  |
| Travel                        | _____ | _____  |
| Subsistence                   | _____ | _____  |
| Registration/                 | _____ | _____  |
| Tuition                       | _____ | _____  |
| Other                         | _____ | _____  |

**CENTRAL OFFICE APPROVAL**

Approval for Renewal Credit Yes  No

Technology  Reading  Academic

Approved for Reimbursement Yes  No

Approval for Activity Yes  No

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SUPERVISOR/  
 DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**IN-HOUSE STAFF DEVELOPMENT  
OR  
INDEPENDENT STUDY**

**Program Plan for Independent Study:** No more than five units of renewal credit per five-year renewal period which meets the following criteria:

- The employee, immediate supervisor, and the Superintendent or his/her designee plan the experience in advance including identification of competencies to be acquired and an evaluation to determine satisfactory achievement of those competencies.
- In determining appropriateness, the agency must consider direct relationship to critical job responsibilities, suitability of the content level and properly established credit for the activity.

Objective must be related to professional growth in an area directly tied to job assignment or extra-curricular responsibilities.

**Please fill out or attach the following information to this Prior Approval.**

- Date(s) and Time(s):
  
- Specific Objectives/Competencies/Needs to be acquire:
  
- Activities for Meeting Objectives:
  
- Materials to be used:
  
- Method of Evaluation:

North Carolina licenses must be renewed every five years. The renewal process ensures that professional school personnel continually update their professional knowledge and technical competency. Each license holder is responsible for knowing and satisfying license renewal requirements. Failure to renew a license makes one ineligible for employment.

License holders renew continuing licenses, which are valid for 5 years, by earning 10 semester hours or 15 units of renewal credit within the current five-year renewal cycle. For a license to remain current, all credit must be earned by the expiration date of the license. If the license expires, reinstatement requires 10 semester hours or 15 units of credit earned within the most recent five-year period. (A unit of renewal credit is equivalent to 1 quarter hour, 2/3 semester hour, or 1 in-service credit from a North Carolina public school system.)

Course work must be directly related to applicant's professional responsibilities as public educators (e.g. classes in computers; reading; exceptional children; sign language; drug, alcohol, or child abuse; CPR, first aid; classroom management; assertiveness training, Newspapers in the Classroom; education; effective teacher training; second languages; and AIDS education) or to their areas of licensure.

License holders employed in Camden County Schools (or other institutions authorized to administer staff development programs) should contact their Superintendent or designee, or designated staff development coordinator about all renewal questions and recording of credits. Local units establish official procedures for planning in-service courses or workshops and also maintain records of renewal credit earned by their employees. The State Licensure Section does not keep individual records of credit earned.