

PIR Facilitator Information

Did I....

- Sign up for my own class if I want PIR credit for myself (limit: 6 hours/year)
- Send an email reminder one week prior to class
- Accommodate those on the waiting list if possible
- Have everyone **sign a roster** sheet for all dates (don't just put check marks by their names). Any teachers outside GFPS or non-teachers who want credit will need to provide their address so that the certificate can be mailed to them. If the out-of-district teacher's name is on the roster sheet, then the teacher will receive a certificate by logging into PIR eCentral just like GFPS teachers, so no address is needed.
- Provide a time-record sheet for classes that are offered for pay. **Not many are offered for pay.** Check the course description and the curriculum office **before offering pay** to teachers.
- Clearly mark next to each teacher's name the number of hours he/she attended.
- Turn in my signed Time Record sheet and Attendance Sign In Sheet with the hours indicated next to each teacher's name to the curriculum office within one week of the class.

Quick list of procedures (see below for in-depth explanations)

- A week before your class, email reminders to registrants. Ask them to drop the class if no longer interested so those who are on a waiting list can attend.
- If you have a waiting list and can accommodate a few more, please email those on the wait list and let them know. Please do so in the date order that they enrolled.
- Print the attendance sheet, one copy for each day. Label the attendance sheets with the date of each session and have the participants sign the sheet each day. Make a copy of the signed sheet(s) before sending to Genii—keep them on file in case of questions. Please note any issues or no-shows and mark the number of hours each teacher attended, such as a teacher leaving early and the reason (if you know) it on the sheet.
- Turn in a signed timed record sheet for yourself, clearly marked PIR and the hours left blank.
- Request course evaluations from Genii if you want them.

Logging in—you may log in from anywhere as long as you have Internet. We have a link on the GFPS webpage under the Staff>Bookmarks drop-down menu or go to pir.gfps.k12.mt.us (no 'www').

Marking Hours on the Attendance Sheet

Only indicate credit for the **actual number of hours a person attended**. If the teacher did not attend the full six hours, award partial credit only in increments of full hours and note this on the roster. The minimum number of hours the teacher must stay for any credit at all is two hours. For OPI credit, the minimum is five.

Keeping rosters

Please have participants sign in rather than calling roll. The attendance sheet is our proof of attendance.

Course Session Attendance Sheet

Course Name: DD--EPAS Secondary
Instructor: Micken Mouse
Session Number: Any Classroom Teacher/Any Building EPAS Training
Start Date: 9/15/2015
Maximum Participants: 200
Open Seats: 185

Session Title	No. Units	Unit Type	Hours	Cost
Any Classroom Teacher/Any Building EPAS Training	2	PIR - District Directed Hours	0	0.00

Scheduled Date(s):

Date (MM/DD/YYYY)	Start time (H-MM)	End time (H-MM)
09/15/2015	4:30 PM	7:30 PM

FirstName	LastName	Hours	Building	Signature
Micken	Mouse	3	C M Russell High School	Micken Mouse
Farah	Fawcett	2	Great Falls High School	Farah Fawcett
Bruce	Wills	3	C M Russell High School	Bruce Wills
			C M Russell High School	No show
			East Middle School	No show
		3	East Middle School	Darth Vader

Make a column to record the number of hours for each participant.

Have each participant SIGN the form!

Facilitator Must Assure Compliance to the Following

FROM: 10-57-215 RENEWAL REQUIREMENTS and 10.57.201 Definitions

"Renewal Unit" means a quantitative recognition of a certificate holder's participation in activities designed to supplement, enhance, and/or upgrade their professional skills or knowledge base. Any professional development activity used to award renewal units for the renewal of teaching certificates must be:

- a planned and structured experience;
- of benefit to the certificate holder's professional development, and
- an exposure to a new idea or skill or an extension of an existing idea or skill.

(This excludes homework assignments, organization business meetings, travel time not directly connected to an educational tour, viewing of exhibits, "networking," and other activities not fitting the definition above.)

The following restrictions and conditions on renewal activities apply:

- Renewal units will be available only in whole units and in amounts **of six (6) or more per approved activity.**
- One renewal unit equal to one (1) hour (minimum of 50 minutes per hour if site changes required.) **This excludes meals (except actual program portion) and breaks of over 15 minutes per half day.** (if class is less than three hours in length, any break time would need to be added onto the length of the day.)

Administrative Rules of Montana as Related to PIR

From: 10.55.714 PROFESSIONAL DEVELOPMENT (1)

As part of a continuous program for instructional and administrative improvement, each school district shall provide a minimum of three days of professional development annually for each certified employee. A day of professional development is defined as six hours of actual contact time. Professional development time may be divided into no less than two-hour increments to facilitate delivery of professional development programs.

Summer Classes

Summer classes have low attendance rates some of which is due to no reminder sent via email in the summer. It helps if you can call to remind your class of the upcoming dates.

Breaks and lunches

You are allowed one 15 minute break per three hour class. Any other break cannot be counted toward the 6-hours. If attendees bring a sack lunch, add an extra half hour to the class (6 ½ hours total). If venturing off site, allow one hour (7 hours). Instruction time must equal 6 hours. (See administrative rules above).

2-hour minimum credit

Teachers are to be awarded credit in two-hour minimums. If a teacher is making up time and only needs one hour, he/she technically must stay for two.

Make-up classes

Teacher may ask you to hold a makeup session if they miss an hour or two of your class. This is not necessary and at the discretion of the facilitator, but there is no extra pay for the facilitator.

How much do I get paid?

You will be paid for 16 hours at the teachers' instructing rate for a six-hour class (six hours for instruction time and 10 hours prep time). If there are more than one facilitator, you will split the pay. You may elect instead to receive six hours PIR credit and you will still be paid for prep time. Study group facilitators may receive 6 hours of pay or 6 hours PIR. Some study group facilitators are eligible for PIR only.

What is a study group?

Study groups may be groups who read a book and discuss it or meet to discuss issues related to a specific targeted area such as Gifted Ed. Instructors receive only 6 hours pay or PIR for facilitating study groups, and study groups may be approved even if the minimum number of participants is not met. If more than one person facilitates, the pay is split. Study groups added late in the year may not

offer pay to the facilitator. Also, most PIR classes added after the deadline for submissions are considered study groups.

Adding registrants to a course

Teachers may enroll in a course through the first day of the class. Even if the class says “in-session,” they may still sign up for it. If they wait and cannot sign up, then have them hand-write their name and sign the Attendance Sheet. It is much easier to have the teacher register on PIR eCentral on the first day if they hadn’t registered previously.

Getting Paid/PIR credit

You need to fill out a time record sheet and return it to Curriculum office along with your signed Attendance Sheet and signed Time Record sheet. The Time Record sheet is available from your school secretary or the Curriculum Office. Fill in the following: official title of your PIR class with “PIR” after it, the dates, times, check Certified/Instructing, print your name and then sign. A sample is below. **Leave the number of hours and the bottom lines blank.** The Curriculum Office will record the hours based on your request in PIR eCentral. Also, if co-teaching a course, all facilitators must sign the time record sheet (if being paid). The total pay will be split evenly between instructors. If you want PIR credit for your own course, be sure to sign up for the course in PIR eCentral.

TIME RECORD

Name of Workshop: PowerGrade PIR

Date of Workshop: 9/11, 9/9 2006 Certified: Classified/Administrator:

Time: Start 4:00 End 7:00 p.m. Instructing: Not Instructing:
(check (✓) boxes that apply)

Position Number: _____ Distribution Code: _____

Leave hours blank.

Include "PIR" at the top.

EMPLOYEE ID NUMBER	EMPLOYEE	HOURS	EMPLOYEE SIGNATURE
<u>1111</u>	<u>Michelle Smith</u>	<u></u>	<u>Michelle Smith</u>

Leave the bottom lines blank.

Instructor/Presenter Signature

Date

Administrator Signature

Date