

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

IN-SERVICE REQUIREMENTS AND COMPLETION POLICY

It is the policy of the Clarksville-Montgomery County School System (CMCSS) that all contracted teachers comply with the State Department of Education's annual in-service requirements. The State Department of Education requires each full year, 100% contract teacher to complete a minimum of five days or 30 hours of in-service each year (6 hours equals one day). Exceptions to this requirement are referenced in Section 5.2, PRD-P001, In-service Requirements Procedure.

Completion of in-service hours is a contractual requirement. Hours must be completed within the contract year. Teachers are expected to complete the number of hours required by their contract based on hire date, percent contract and/or leave taken during a contract year.

Teachers may exceed the number of required hours and use them toward certificate renewal. They may not, however, carry hours forward or "bank" hours to count toward future years' in-service requirement.

Professional Learning will publish annual guidelines detailing the types of activities for which in-service credit may be awarded. This will be posted on the district web-site's Master Document List.

Implementing Procedures: In-service Hours Reporting Procedure ([PRD-P009](#))
In-Service Requirements ([PRD-P001](#))

Associated Documents: [State Department of Education](#), T.C.A., Section 49-6-3004

Revision History:

Date:	Rev.	Description of Revision:
2/20/06		Initial Release
9/22/10		Reviewed, no revisions
10/25/10	A	Added exceptions to 30 hours required in-service in first paragraph. Changed Staff Development to Professional Development in second and fifth paragraphs.
07/11/11	B	Removed CMCSS/CMCEA Memorandum of Agreement from Associated Documents; changed procedure posting website reference.
2/18/13	C	Updated logo and hyperlinks
4/2/15		Reviewed, no changes
4/4/16	D	Changed Professional Development Coordinator to Professional Development Facilitator.

6/27/16	E	HUM-A050 reassigned to Professional Development. New policy number PRD-A001. Removed procedural information already covered in PRD-P001.
2/19/18	F	Updated Section reference and changed Professional Development to Professional Learning.

***** End of Policy *****