

Expectations for Recording CEUs and for the Management of the EXTraxx System

To: All Administrators

From: Natalie Elder, Director of School Improvement and Professional
Professional Development

Date: May 2, 2011 (Revised)

District-Initiated Professional Learning Activities

- All Professional Development activities must be recorded on the page ***Description of a Professional Learning Activity for CEUs*** (Appendix A) three weeks prior to the date of the professional learning activity. **This form must be thoroughly completed by the individual conducting the professional learning activity.**
- Upon completion of the ***Description of a Professional Learning Activity for CEUs***, this form must be signed by the Director of School Improvement and Professional Development prior to the workshop being entered. This description page must be saved with all related documentation such as attendance sign-in sheets for the Professional Learning activity, either electronically or in hard copy.
- Once the ***Description of a Professional Learning Activity for CEUs*** form has been approved by the Director of School Improvement and Professional Development, the activity will be entered into EZTraxx. ***Please note the number of hours/minutes for each multiple activity must be consistent. If the number of hours/minutes/location per meeting varies, then these Professional Learning Activities should be documented as separate Professional Learning activities. This must be done prior at least two weeks prior to the first date of the professional learning activity.***
- Individuals who will be attending should self-enroll prior **to the first date of the activity**. This information will be used to generate an Attendance/sign in sheet (sample on Appendix B) from EZTraxx.
- The instructor or facilitator should print out the EZTraxx-generated attendance/sign in sheet (Sample on Appendix B). **This is the only acceptable form to be used for documenting participation in Professional Learning Activities.**
- On the day of the Professional Learning Activity, participants must sign the Attendance Sheet (Appendix B). The CEU Attendance sheet (Appendix B) must be submitted to the office of the Director of School Improvement and Professional Development within **twenty-four (24) hours** of the completion of the Professional Learning Activity so that attendance can be posted.
- Once attendance has been posted, the CEU designee must then send an email, (via EZTraxx) to all attendees notifying them that the evaluation is available to be completed on EZTraxx.

- Within 45 days after the Professional Learning Activity occurs, participants must complete the **online** evaluation on EZTraxx. **Completion of presenter's paper-based feedback/exit slip will not satisfy this requirement.**
- Upon completion of the evaluation, CEUs will be awarded within 90 days of the last day of the professional learning activity. CEUs will be awarded for professional learning activities during the current school year. **Participants are responsible for staying current in the completion of their evaluations relative to professional.**
- **Completions of evaluations outside of the current school year will be addressed upon the submission of a request through the [CEU Help Desk](#)** which can be found on the Stamford Public School website which can be found by going to:
 - Stamfordpublicschools.org
 - Select Human Capital
 - Select Professional Learning
 - Select the [CEU Help Desk](#) on the Professional Learning page.
- Participants who complete the Professional Learning Activity evaluation for any activities prior to the current school year, must contact [CEU Help Desk](#) to formally request a CEU award.

School-Initiated Professional Learning Activities

- All Professional Development activities must be recorded on the page ***Description of a Professional Learning Activity for CEUs*** (Appendix A) three weeks prior to the date of the professional learning activity. **This form must be thoroughly completed by the individual conducting the professional learning activity.**
- Upon completion of the ***Description of a Professional Learning Activity for CEUs***, this form must be signed by the school administrator prior to the workshop being entered. This description page must be saved with all related documentation such as attendance sign-in sheets for the Professional Learning activity, either electronically or in hard copy.
- Once the ***Description of a Professional Learning Activity for CEUs*** form has been approved by the school administrator, the activity will be entered into EZTraxx by the CEU designee. ***Please note, the number of hours/minutes for each multiple activity must be consistent. If the number of hours/minutes per meeting varies, then these Professional Learning Activities should be documented as separate Professional Learning activities. This must be done prior at least two weeks prior to the first date of the professional learning activity.***
- Individuals who will be attending should be enrolled prior to the **first date of the activity**. This information will be used to generate an Attendance/sign in sheet (sample on Appendix B) from EZTraxx.
- The instructor or facilitator should print out the EZTraxx-generated attendance/sign in sheet (Sample on Appendix B). **This is the only acceptable form to be used for documenting participation in Professional Learning Activities.**
- On the day of the Professional Learning Activity, participants must sign the Attendance Sheet (Appendix B). The CEU Attendance sheet (Appendix B) must be submitted to the CEU point person (list attached) and/or the school

- administrator within **twenty-four (24) hours** of the completion of the Professional Learning Activity so that attendance can be posted.
- Once attendance has been posted, the CEU designee must then send an email, (via EZTraxx) to all attendees notifying them that the evaluation is available to be completed on EZTraxx.
 - Within 45 days after the Professional Learning Activity occurs, participants must complete the **online** evaluation on EZTraxx. **Completion of presenter's paper-based feedback/exit slip will not satisfy this requirement.**
 - Upon completion of the evaluation, CEUs will be awarded within 90 days of the last day of the professional learning activity. CEUs will be awarded for professional learning activities during the current school year. **Participants are responsible for staying current in the completion of their evaluations relative to professional.**
 - **Completions of evaluations outside of the current school year will be addressed upon the submission of a request through the [CEU Help Desk](#)** which can be found on the Stamford Public School website which can be found by going to:
 - Stamfordpublicschools.org
 - Select Human Capital
 - Select Professional Learning
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 - Participants who complete the Professional Learning Activity evaluation for any activities prior to the current school year, must contact [CEU Help Desk](#) to formally request a CEU award.

Professional Learning Communities

Professional Learning Communities (PLCs) fit the Connecticut State Department of Education's definition of professional development activities that are eligible for CEUs. As a result, Stamford has developed specific procedures for the tracking and recording of CEUs for PLCs through EZTraxx, as outlined in detail below. These procedures will continue to be updated as EZTraxx updates their recording processes and as additional questions arise.

PLCs take place over the duration of the school year (approximately 36 weeks). PLC-related CEUs need to be awarded within 90 days of the last date of the PLC term. With this in mind, you will need to divide your annual PLC meetings into groups of 90 days. We recommend that you divide the school year PLC meetings into the following time ranges:

- September through December
- January through March
- April through June

Request for CEUs to be Awarded to a PLC

- As the focus of each PLC in a school is different, the PLC should refer to its own instructional goals in completing the *Professional Learning Communities Setting Instructional Goals* form (Appendix D) This form should be completed two weeks prior to the first date of the PLC and submitted to the administrator at the school who is in charge of CEUs for his/her approval.
 - Using the information from the *Professional Learning Communities Setting Instructional Goals* form (Appendix D) all PLCs must be recorded on the **Description of a Professional Learning Activity for CEUs** form (Appendix A) two weeks prior to the first date of the PLC. **This form must be thoroughly completed by the individual/s coordinating the PLC.**
 - Once the PLC **Description of a Professional Learning Activity for CEUs** form has been approved by the administrator, the PLC Activity *must* be documented as a multiple activity class in EZTraxx by your school's CEU designee. **This must be done prior to the first date of the PLC activity.**
 - **Please note the number of hours/minutes for each PLC meeting must be consistent. If the number of hours/minutes/location per meeting varies, then these meetings should be documented as separate PLC activities.**
 - Members of each PLC should be enrolled **prior to the first date of the PLC activity.** This information will be used to generate an attendance/sign in sheet (sample on Appendix B) from EZTraxx and given to the instructor weekly **prior** to the day of the professional learning activities. The EZTraxx generated attendance/sign in sheets (Sample on Appendix B) are the **only** acceptable form to be used for documenting participation in PLCs. Please do not use any other form for documenting attendance.
 - On each day of the PLC, participants must sign the Attendance Sheet (Appendix B). Following the last PLC meeting, the EZTraxx-generated CEU Attendance sheets (Appendix B) must be submitted to the CEU designee within **twenty-four (24) hours** so that attendance can be posted on a timely basis. It is very important that the individual responsible for posting attendance indicates the total number of hours each person participated in the notes section of the EZTraxx attendance page.
 - Once attendance has been posted, the CEU designee must then send an email, via EZTraxx) to all attendees notifying them that the evaluation is available to be completed on EZTraxx.

Recording Attendance for PLCs

- Each PLC should be provided with an EZtraxx generated CEU Attendance Sheet included in this packet. Teachers need to sign in at each PLC meeting.
- At the end of the PLC series of meetings, completed CEU attendance sheets, with accurate attendance recorded for each participant, should be submitted to the school administrator in charge of approving CEUs. The administrator will verify the time for each participant, sign the form, and give the attendance sheet to the school's EZTraxx Coordinator who is in charge of entering attendance on EZTraxx. **Since CEUs cannot include partial hours, the total number of hours for each participant should be rounded down to the nearest whole hour.**
- When the EZTraxx Coordinator receives a signed and completed "CEU Attendance Sheet" he/she will record the attendance in EZTraxx. The Activity Number from EZTraxx should be recorded on the attendance sheet for that PLC,

- at which time it should be returned to the administrator, who will retain it in a file for that PLC.
- Please note that PLC Attendance Sheets **MUST** be maintained in a file at the school with the relevant completed “Description of a Professional Development Activity for CEUs” template. In the case that a teacher is audited, he/she must be able to verify attendance at professional development activities, including PLCs.

EZTraxx Recording Procedures for PLCs

The CEU Coordinator at each school must first establish an activity class for each PLC in the school. For example, a possible PLC activity name in EZTraxx might be, “S31 Physical Science Professional Learning Community” or “S10 5th Grade Professional Learning Community.”

**** All school-led professional learning activities must begin with the school number when recorded in EZTraxx.**

Each school PLC will be set up as a multiple activity class (see attached directions and sample) and can then be recorded as follows:

- Each week that the PLC meets will be designated as a separate meeting date in EZTraxx under the Activity Schedule.
- Each week, the PLC members will sign an attendance sheet for their PLC.
- The CEUs to be awarded will be totaled across all meetings and entered in the “**max and min**” CEU fields in EZTraxx.
- We encourage you to submit the attendance sheet to the school’s administrator or CEU point person so that attendance can be posted on a regular basis. Please keep all information on file for audit purposes.
- When he/she obtains the attendance sheet from each PLC at the end of each week, the school’s EZTraxx Coordinator will record attendance for each meeting.
- **Please remember, one hour equals .1 CEUs**

Activity Code Selection in EZTraxx

A PLC may be designated as one of the two following codes in EZTraxx:

- 025 Effective Teaching and Instructional Strategies
- 301 Early Childhood and Elementary Reading

The PLC should be coded as 025 unless the entire range of meetings is dedicated to literacy, in which case, the PLC activity code should be 301.

For Further Assistance

Any questions pertaining to CEUs, please review the Professional Learning Page and the Frequently Asked Questions on the [Stamford Public Schools Professional Learning FAQ](#) page. If that does not answer your question, you can access the [CEU Help Desk](#) and then post your question.

- Stamfordpublicschools.org
- Select Human Capital
- Select Professional Learning
- Select the [CEU Help Desk](#) on the Professional Learning page.

