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| This short (6 minute) [Credit Proposal Directions video](https://web.microsoftstream.com/video/cba3c306-57b9-4f83-b4a2-e588e2117342) will show you how to complete this form. |
| The Utah State Board of Education requires addressing 11 Professional Learning Standards for eachprofessional learning course. These help determine whether or not to award credit for the class you are proposing. In order to make this process easier, we have included some tips for filling out the form. * Each area must have a written response.
* Include information about the contact person and instructor.
* The focus of each question is about the training you are delivering and what will be covered.
* Make sure your hours reflect the actual seat time of the professional learning. You can also include time for online work such as response to peers in Canvas.

The project should be something of value to your teachers and reflect an understanding of the concepts learned in the professional learning. The goal is to help teachers strengthen practices and support student achievement. |
| Courses may be denied by the Utah State Board of Education for the following reasons:* Proposals are incomplete, do not include enough information, or contain too many N/As.
* Proposals contain misspellings and/or inaccurate information.
* Proposed courses are not instructionally significant and do not support student achievement or teacher education.
* Proposed courses are not professional learning. (Example: You cannot receive credit for attending a department meeting or faculty meeting.)
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| To submit the form for credit: * Save the completed form to your computer. (If you offer the same professional learning in the future, you may make simple adjustments such as dates and instructor.)
* Submit your proposal at least six weeks prior to the start of your class. This will give USBE time to review and approve the course for credit.
* Submit rolls within one week of course completion. This will give us time to enter teachers’ credits into MIDAS for relicensing or salary changes.

If you need assistance, please call or email: Daron Kennettdkennett@dsdmail.net801-402-5148 |

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| **IMPORTANT INFORMATION FOR INSTRUCTORS**: The instructor must notify participants that all papers, projects, or presentations are to be completed and received by the due date. Instructor is responsible for verification of the successful completion of course requirements by each participant. The information and the instructor’s initials on the class roll provide verification of completion of the course. The amount of credit awarded for the workshop/class is determined under the USBE credit rules by the Teaching & Learning Director. University credits and lane change/recertification (professional learning) points are managed under separate systems and are mutually exclusive. ***\*Any instructor offering a class for credit must have established credentials recorded in MIDAS.*** |

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| **Course Title:** Click here to enter text. | Grade Level: Click here to enter text. |
| Location: Click here to enter text. | Max. # ofparticipants: Click here to enter text. | Min. # ofparticipants: Click here to enter text. | MaterialsFee: Click here to enter text. |
| Contact Person: Click here to enter text.  | Type: Choose an item. |
| Phone: Click here to enter text. | E-mail: Click here to enter text. |
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| **To be eligible for USBE credit, a learning opportunity must be of sufficient duration to provide lasting impact.****Please indicate how this learning opportunity meets the following minimum requirements.** |
| CLOCK HOURS OF INSTRUCTION(ACTUAL SEAT TIME) | CREDIT |
|[ ]  7 hours + 2-hour assignment | 0.5 |
|[ ]  14-20 hours + 4-hour assignment | 1.0 |
|[ ]  21-27 hours + 6-hour assignment | 1.5 |
|[ ]  28-34 hours + 8-hour assignment | 2.0 |
|[ ]  35-41 hours + 10-hour assignment | 2.5 |
|[ ]  42-48 hours + 12-hour assignment | 3.0 |
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| Date of Class | Class Times | Class Hours |
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|  |  | **Total Hours:** |

For a course to be approved for professional learning credit, **ALL** of the following questions must be answered.

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| STANDARDS | EVIDENCE THAT THE REQUESTED COURSE SUPPORTS EACH SECTION. |
| **Subject Area:** Click here to enter text.Learning Focus: Click to choose an option | [Utah Core Standards](http://www.uen.org/core/) (Use for content-specific training)[Utah Effective Teaching Standards](https://www.schools.utah.gov/file/7313cfe5-5e68-41ef-9de4-03e5a9d395d8) (Use for general pedagogy training)USBE will not accept alignment to Evaluate Davis standards. You can find a crosswalk [here](https://livedsdmail-my.sharepoint.com/%3Ab%3A/g/personal/dkennett_dsdmail_net/EWLGHhgA_gFMhFQDLaO_AkMB-YKPzpmuz3c_6nMmcJC-mA?e=fd5PST).Copy and paste the applicable standard(s) here. |
| 1. **Course Description** Briefly describe the focus of the instruction. This will appear in the MIDAS Course Catalog.
 | Enter a course description. |
| 1. **Learning Communities**

Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment. | Describe how this professional learning builds learning communities. |
| 1. **Resources**

Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning. | Describe how this professional learning uses resources responsibly and effectively. |
| 1. **Outcomes**

Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards. | Describe the outcomes of this professional learning. |
| 1. **Learning Designs**

Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes. | Describe how this professional learning aligns with best practices for teaching and learning. |
| 1. **Implementation**

Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long-term change. | Describe how you will ensure that this professional learning is implemented for long-term change. |
| 1. **Data**

Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning. | Describe how this professional learning will support educators’ effective use of data. |
| 1. **Technology**

Please describe how this learning opportunity addresses using technology. | Describe how this professional learning will support educators’ effective use of technology. |
| 1. **Skillful Leaders**

Describe how this learning opportunity addresses building skillful leaders (teacher leadership). | Describe how this professional learning will build educators’ leadership skills. |
| 1. **Assignment**

Describe the product, paper, or presentation assigned to assess learning. Include criteria used to determine participant understanding. | Describe the assignment. |
| 1. **Instructor(s) Information**

Include name, email, phone number and qualifications of instructor(s).. | Enter instructors’ information. |

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| **Disclaimer:** Click here to enter text. |
| **Notes:** Click here to enter text.*Optional statement* regarding payment information, required class materials, or other instructions to participants.  |
| **Geographics**  | [ ]  Restrict Registration to Davis District [ ]  Open to All | **Registration Open/Close** |
| Open Date: Click here to enter text. | Close Date: Click here to enter text. |
|  | Open Time: Click here to enter text. | Close Time: Click here to enter text. |

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| OFFICE USE ONLY | OFFICE USE ONLY | OFFICE USE ONLY |
| Course Number: Click here to enter text | Section Number: Click here to enter text | Credit: Click here to enter text |
| Reviewed by PL Supervisor  | Click | Entered in Spreadsheet  | Click | Roll Received/Date  | Click |
| Submitted to USBE for Course #  | Click | Proposal, Course # and Roll to Instructor  | Click | Credit Entered on MIDAS  | Click |