

Master Inservice

The FCIS Master Inservice Plan is designed to assist FCIS schools in assisting their teachers with earning inservice credit for recertification.

A teacher may earn inservice credit in two ways:

1. **Workshops organized by their school and held on campus.** The Master Inservice Coordinator completes the Application for Inservice Activity form and submits it to FCIS for approval at least 30 days prior to the activity. FCIS staff indicates approval of the activity by signing the form and assigning an activity number (activity # will be recorded by MIS Coordinator on completion certificate). A copy of the form is then returned to the MI Coordinator.

The coordinator keeps an attendance log for the workshop. The workshop might be completed in two or three sessions or spread out over several months; either is acceptable. Once the workshop is completed, the coordinator requests the number of Certificates of Completion needed (only certified teachers receive certificates), has the workshop participants complete them, and then returns the top copies to FCIS.

Keep in mind that any small workshop, between 2-9 hours, must be counted under the **Professional Growth and Development component**, #8 408 001. The Master Inservice Coordinator keeps a running total for each teacher and then completes the paperwork (Certificate of Completion) at the end of the school year. At least 12 hours must be earned within a school year.

2. **One or more teachers attend a workshop off campus.** Teachers should take the **Inservice Independent Activity** form to the workshop and complete it during the workshop. Of particular importance is the section where the teacher lists the sessions, times and dates. Teachers submit the form to their Master Inservice Coordinator who then signs it and sends it to FCIS. **FCIS can accept a certificate from the workshop as long as the certificate has the title, participation dates, number of hours and the teacher's full name.**

In either case the Master Inservice Coordinator is responsible for identifying the appropriate component number and name from the Master Inservice Manual. Each component has a maximum number of points. No matter how many hours the teacher devotes to the workshop, the maximum may not be exceeded. **The teacher earns one inservice point for each hour spent in a workshop.** There are a wide variety of components, enough to fit virtually any activity.

Remember:

1. All paperwork for inservice credit must be submitted by the end of July of that school year.
2. No teacher can use more than 60 Professional Growth and Development points for renewal of a certificate.
3. MI Coordinators should request FCIS completion certificates for certified teachers **ONLY**.
4. Meetings and planning sessions do not count for inservice credit.

**To obtain a Master Inservice Manual, contact the FCIS Office, fcisoffice@aol.com.
You will be billed \$75.**