



GUIDELINES FOR PLANNING YOUR PROFESSIONAL DEVELOPMENT ACTIVITIES

- **REGISTER:** You must sign up for a total of 6 hours of Professional Development – you **MAY NOT** sign up for more than 6 total hours of Professional Development. Sign up only for activities you intend to take. Priority for registration will be first-come, first-served within the target audience (respectfulness for colleagues).
- **PRESENTERS:** If you are a presenter for a 3 hour course, you will automatically receive 6 HOURS of professional development. You should **NOT** sign up for any courses.
- **CREDIT FOR ATTENDANCE:** You will be asked to sign-in and sign-out of every activity to document your participation. **YOU MUST SIGN-OUT** to receive credit for attending. ★
- **CREDIT:** Refer to Section 8.11
- **LATE TO CLASS:** Do not arrive more than 15 minutes late. Those missing more than 15 minutes of any hour of scheduled activity will not receive compensatory time credit for that 3 hours. If you cannot participate fully in the activity, please do not schedule it.
- **CANCELLATIONS by MCS:** Activities may be canceled due to insufficient enrollment. You will be notified prior to the scheduled date.
- **CANCELLATIONS by YOU:** Email Laurie Hykes hykesl@mcsOH.org if you are unable to attend a course for which you are registered.

The 2011-2012 MCS Staff Development Committee

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★ You must **SIGN OUT** to get credit for a course!

