



Professional Growth System Frequently Asked Questions

During the 2015–2017 term of the Collective Bargained Agreement between the Clark County School District and the Clark County Education Association, the following information is provided to explain frequently asked questions regarding the Professional Growth System (PGS).

Transition 2015–2016

1. Does the Professional Growth Plan (PGP) have to be completed prior to the educator/licensed professional being able to accrue CUs toward the 225 CUs? *Yes, the PGP must be completed prior to the educator/licensed professional being able to accrue CUs. However, during the transition to the new PGS from June 2, 2016, through October 31, 2016, CUs may accrue without the completion of the PGP.*
2. Can an educator/licensed professional use Professional Development Education (PDE) credits from the 2015–2016 school year toward accrual of the 225 CUs? *Only PDE credits taken and successfully earned during the spring semester of the 2015–2016 school year may accrue toward the 225 CUs.*
3. What happens to educators/licensed professionals who completed graduate-level university/college coursework but did not attain a degree during the 2015–2016 school year? *Only graduate-level university/college credits taken and successfully earned during the spring semester of the 2015–2016 school year may accrue toward the 225 CUs.*
4. How will an educator/licensed professional track/submit CUs earned during the spring semester of the 2015–2016 school year? *The educator/licensed professional collects and maintains the evidence from the PDE credits and/or university/college coursework. Please refer to the PGS Reference Guide for the required documentation and evidence for these professional learning activities.*
5. What happens to educators/licensed professionals who earned a Master's Degree or a Doctoral Degree during the 2015–2016 school year in anticipation of column movement in the 2016–2017 school year? *These educators/licensed professionals must submit a CCF-139 form by June 1, 2016, to the Human Resources Unit. All coursework and/or advanced degree requirements (including thesis and/or dissertations, projects, and oral examinations) must be completed prior to the last day of September 2016. A completed CCF-138 is required to be submitted with all original transcripts to the Human Resources Unit by November 1, 2016.*

Professional Growth Plan

6. Is an educator/licensed professional required to complete a PGP? *No, an educator/licensed professional is not required to complete a PGP.*
7. Why would an educator/licensed professional want to complete a PGP? *The PGP applies to all educators/licensed professionals and supports the Nevada Educator Performance Framework (NEPF) goals of positively impacting the achievement of students; growing professionally through targeted, sustained professional development; monitoring student growth; identifying and developing quality instructional practices; sharing effective educational methods with colleagues; reflecting upon practice and taking ownership for professional growth; and participating in constructive dialogue and obtaining specific, supportive feedback from supervisors.*
8. What if an educator/licensed professional does not complete a PGP and then later decides that he/she wants to use previous and/or future professional development activities to accrue CUs? *The PGP must be finalized by the last day of October in order to be implemented in the same academic year. If the educator/licensed professional does not complete a PGP by the end of October, previous and future professional development activities will not count for CUs.*



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9. If an educator/licensed professional moves to a different school, what will happen to the PGP? *If an educator/licensed professional moves to a different school, the new supervisor will approve all previously approved and completed CUs. As educators/licensed professionals transition to different schools, the goals of the school may be different from the previous school and the PGP may need to be adjusted to meet the students' learning needs at the school.*
10. Is there a dispute process if a supervisor does not approve a professional learning activity in the PGP? *Yes, the educator/licensed professional may submit his/her dispute to the Joint Hearing Panel or may file a grievance. If the educator/licensed professional submits the dispute to the Joint Hearing Panel, he/she may not utilize the grievance process for the same dispute.*
11. What is the Master Practitioner pathway? *The Master Practitioner pathway is a career pathway available to educators/licensed professionals who already have a Master's Degree. This career pathway is being developed in collaboration with the Clark County Education Association (CCEA) and the District.*
12. Does the PGP need to be completed on a yearly basis? *In order to accrue CUs an educator/licensed professional needs to complete a PGP on a yearly basis. The PGP must be completed by the end of October every year.*
13. If an educator/licensed professional is hired after the end of October, is he/she able to develop a PGP? *Yes, an educator/licensed professional hired after the end of October is able to develop a PGP. The PGP must be finalized within eight weeks of the educator/licensed professional's hire date.*
14. When must the Professional Growth Plan be completed for educators/licensed professionals serving in year-round schools on Track 3? *Educators/licensed professionals serving in year-round schools on Track 3 must have their Professional Growth Plan completed by the last day of November.*

Contact Units (CUs)

15. How many "clock" hours will earn an educator/licensed professional one CU? *Three "clock" hours or 180 minutes earn one CU.*
16. During what time periods may CUs be earned? *CUs must be earned outside of the educator/licensed professional's contractual workday; however, there are a few exceptions. Educators/licensed professionals on an extended day contract or an extended school year contract may not earn CUs during that contractual time. For purposes of CU accrual, school break/vacation time periods, summer, and year-round school track breaks are not considered contractual time.*
17. What if an educator/licensed professional earns 225 CUs but is not eligible for column movement? Can he/she begin accruing 225 CUs for the following column movement? *If an educator/licensed professional earns 225 CUs but is not eligible for column movement, he/she can begin accruing 225 CUs for the following column movement. The accrued 225 CUs must be verified through the Professional Growth System Department prior to the educator/licensed professional accruing CUs for the following column movement.*
18. Do CUs expire? *No, CUs that were approved do not expire.*
19. What if an educator/licensed professional does not complete 225 CUs during the two-year or three-year track? *The CUs that the educator/licensed professional completed in alignment with the PGP that were approved do not expire.*
20. Do extracurricular coaching and advising count toward CU accrual? *Yes, extracurricular coaching and advising count toward CU accrual. Refer to the PGS Reference Guide for the descriptions and limitations regarding extracurricular coaching and advising.*



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21. Can an educator/licensed professional accrue CUs for teaching Summer School? *Yes, an educator/licensed professional can accrue CUs for teaching Summer School as a supplemental assignment being compensated at \$22/hour and not part of an extended contract for the educator/licensed professional. The two-year track or three-year track column movement is tied to the educator/licensed professional's home school. Educators/licensed professionals who work both sessions of summer school will receive full pay and may accrue up to 30 CUs. Educators/licensed professionals who work one session of summer school will receive full pay and may accrue up to 15 CUs. The maximum CUs for Summer School is 30 CUs. In addition to the completed Contact Unit Verification Form (CCF-PGS2), this professional learning activity requires pre-approval from the educator/licensed professional's supervisor during Summer School and documentation of the days and hours of teaching Summer School.*
22. Can an educator/licensed professional accrue CUs while teaching an extended day or extended year contract? *No, an educator/licensed professional cannot accrue CUs while teaching an extended day or extended year contract.*
23. Can an educator/licensed professional accrue CUs while participating in Site-Based Collaboration Time (SBCT)? *No, an educator/licensed professional cannot accrue CUs while participating in SBCT. SBCT is part of the contractual workday.*
24. Where can an educator/licensed professional find CU options? *All CU options can be found in the PGS Reference Guide.*
25. If an educator/licensed professional participates in a one-hour professional development session and then attends a two-hour professional development session on a different topic, can the two professional development sessions be combined for three hours of professional development to earn one CU? *Yes, an educator/licensed professional may participate in a one-hour professional development session and a two-hour professional development session on a different topic and earn one CU for the total three hours of professional development.*
26. What are Research Tier I (Highest Research Activity) and Tier II (Higher Research Activity) colleges and universities and where can the list of these colleges and universities be accessed? *Research Tier I (Highest Research Activity) and Tier II (Higher Research Activity) colleges and universities are designated by the Carnegie Classification System of Institutions of Higher Education. Educators/licensed professionals can refer to <http://carnegieclassifications.iu.edu/> to review the classifications of colleges and universities.*
27. How will CUs be approved, tracked, and monitored? *At this time, educators/licensed professionals will track and log their professional development activities on the Contact Unit Verification Form (CCF-PGS2) and the Contact Unit Log (CCF-PGS3). In many instances, the Contact Unit Verification Form (CCF-PGS2) is used to collect pre-approval and documentation of professional learning activities. Each educator/licensed professional is responsible for maintaining all documentation in alignment with his/her PGP and ensuring that the professional learning activities count toward CUs for column movement.*
28. Can an educator/licensed professional be paid a supplemental instruction rate for an activity while still earning CUs for that activity? *If an educator/licensed professional is paid a supplemental instruction rate for an activity, he/she is only eligible to earn one-half (½) CUs for that activity. There are some exceptions in Title I, Tier I and Title I, Tier II Schools.*
29. What are the provisions for special education licensed professionals serving in a self-contained classroom? *Special education licensed professionals serving in a self-contained classroom at any school are eligible for the two-year column movement and may utilize the Title I, Tier I and Title I, Tier II Schools' CU options if these options are available at the school in which he/she works.*



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30. If an educator/licensed professional serves as a special education teacher in the Program Approach to Career Education (PACE) or the Post-secondary Opportunities for Students in Transition (POST), is the teacher on the two-year track in alignment with all self-contained special education teachers? *Yes, the PACE and POST programs are considered self-contained special education programs. Educators/licensed professionals serving students in these classrooms are on the two-year track toward column movement.*
31. What do maximum CUs mean when listed for professional learning activities? *Maximum CUs refer to the number of CUs that can be accrued in a specific professional learning activity for the two-year track or three-year track meaning an educator/licensed professional's column movement. For example, an educator/licensed professional serving at a Title I, Tier II School who accrued his/her 225 CUs during the two-year track can only accrue 30 CUs toward the 225 CUs for Micro-Credentials because this professional learning activity has a maximum of 30 CUs. An educator/licensed professional serving at a Title I, Tier III School who accrued his/her 225 CUs in five years can only accrue 10 CUs toward the 225 CUs for Webinars during the five years that it took the educator/licensed professional to earn his/her 225 CUs for column movement. Therefore, the maximum CUs for a specific professional learning activity is for each column movement.*
32. If an educator/licensed professional attends a professional development conference, can he/she accrue CUs for attending the conference? *An educator/licensed professional who attends a professional development conference provided by organizations officially recognized by the educational profession or content area at the state, local, or national levels, may accrue CUs for hours outside of the contractual workday of which travel time is not counted. In many instances, college/university credit(s) may be offered for a fee for attending a professional development conference. In these instances, educators/licensed professionals may select the college/university credit(s) to accrue CUs; however, educators/licensed professionals cannot accrue CUs for attending the professional development conference outside of the contractual workday and accrue CUs for the college/university credit(s). The educator/licensed professional must select one of the two options to accrue CUs for the professional development conference.*
33. If an educator/licensed professional serves at a Title I, Tier I or Title I, Tier II School, are they able to be paid for participating in Professional Learning Communities (PLCs) outside of the contractual workday and also receive full CUs? *An educator/licensed professional serving at a Title I, Tier I or Title I, Tier II School may be paid for participating in PLCs outside of the contractual workday and also receive full CUs.*
34. If an educator/licensed professional's home school is a Title I, Tier III School and he/she tutors outside of his/her contractual workday at a Title I, Tier I or Title I, Tier II School, can the educator/licensed professional be paid for participating in school-based tutoring at the Title I, Tier I or Title I, Tier II School and also receive full CUs? *If an educator/licensed professional serves in a Title I, Tier III School and he/she tutors outside of his/her contractual workday at a Title I, Tier I or Title I, Tier II School, he/she cannot be paid for tutoring and accrue full CUs. The professional development activities and CU maximums are tied to the educator/licensed professional's home school.*
35. If an educator/licensed professional's home school is a Non-Title I School and he/she coaches a sport at a Title I, Tier I or Title I, Tier II School, can the educator/licensed professional accrue the maximum 40 CUs that are available for coaches at a Title I, Tier I or Title I, Tier II School? *If an educator/licensed professional serves at a Non-Title I School and coaches a sport at a Title I, Tier I or Title I, Tier II School, he/she cannot accrue the maximum 40 CUs that are available for coaches at a Title I, Tier I or Title I, Tier II School. The different professional development activities and CU maximums are tied to the educator/licensed professional's home school.*
36. If an educator/licensed professional serves as an Advanced Placement Exam Writer for CollegeBoard, can he/she accrue CUs for participating in this activity? *An educator/licensed professional who serves as an Advanced Placement Exam Writer for CollegeBoard cannot accrue CUs because he/she is working for CollegeBoard and being compensated for his/her service.*



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37. If an educator/licensed professional serves as an adjunct professor at a college/university, can he/she accrue CUs for participating in this activity? *An educator/licensed professional who serves as an adjunct professor at a college/university cannot accrue CUs because he/she is working for the college/university and being compensated for his/her service.*
38. Can educators/licensed professionals accrue CUs during the contractual workday for participating in PLCs? *No, educators/licensed professionals cannot accrue CUs during the contractual workday for participating in PLCs.*
39. Can partial CUs be accrued? *No, CUs can only be accrued in whole numbers. For example, if an educator/licensed professional tutors students for 31 hours, he/she accrues 10 CUs for tutoring and not 10.333 CUs.*
40. If a school counselor has an intern, can the school counselor accrue CUs in alignment with the assignment of student teachers? *Yes, a school counselor who has an intern can accrue CUs in alignment with the assignment of student teachers.*
41. Can an educator/licensed professional accrue CUs for his/her administrative internship in alignment with his/her Master's Program in Educational Administration during the contractual workday? *No, CUs for administrative internship can only be accrued outside of the contractual workday.*
42. If an educator/licensed professional is compensated through a stipend for coaching a sport or advising or coordinating an extracurricular activity, do they accrue CUs at the full rate or the ½ rate? *If an educator/licensed professional is compensated through a stipend for coaching a sport or advising or coordinating an extracurricular activity, they accrue CUs at the ½ rate.*
43. If an educator/licensed professional receives pre-approval from his/her supervisor to serve as a mentor, can he/she accrue CUs during the contractual workday? *If an educator/licensed receives pre-approval from his/her supervisor to serve as a mentor, he/she can accrue CUs during the contractual workday only for observing another educator/licensed professional.*
44. Can an educator/licensed professional who serves in related services and writes present levels for an IEP, accrue CUs for Student-Based Activities: IEPs? *Yes, an educator/licensed professional who serves in related services and writes present levels for an IEP can accrue a ½ CU for each student for whom the licensed professional writes present levels for a maximum of 22 CUs.*
45. Can an educator/licensed professional who is paid his/her contractual rate of pay for an extended contractual workday or year, choose not to be paid his/her contractual rate for an extended contractual workday or year to accrue CUs? *An educator/licensed professional who is paid his/her contractual rate of pay for an extended contractual workday or year, cannot choose to accrue CUs and not receive his/her contractual rate of pay for an extended contractual workday or year.*
46. If a school offers credit retrieval options during the summer for students, can educators/licensed professionals serving in Title I, Tier I and Title I, Tier II schools receive full pay and full CUs like Student Tutoring? *The educator/licensed professional cannot receive full pay and full CUs. CUs and supplemental rate of pay would be earned in alignment with the District's Summer School Program. The educator/licensed professional would receive \$22/hour and ½ CUs. The maximum CUs for credit retrieval options is 30 CUs.*
47. Does an educator/licensed professional accrue CUs for travel time and sleep time for academic trips and competitions? *No, an educator/licensed professional does not accrue CUs for travel time and sleep time for academic trips and competitions. The educator/licensed professional can only accrue CUs for the time in which he/she is engaged in direct contact with students on the specific academic activities and competition.*



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48. Can an educator/licensed professional accrue CUs for substitute teaching? *An educator/licensed professional cannot accrue CUs for substitute teaching.*
49. Can an educator/licensed professional accrue CUs for attending high school graduation? *An educator/licensed professional cannot accrue CUs for attending high school graduation.*
50. Can an educator/licensed professional accrue CUs for being a summer camp counselor/instructor? *An educator/licensed professional cannot accrue CUs for being a summer camp counselor/instructor.*
51. Can educators/licensed professionals in the Alternative Route to Licensure Program accrue CUs? *An educator/licensed professional in the Alternative Route to Licensure Program can accrue CUs.*
52. If an educator/licensed professional earns CUs for coaching a sport or advising/coordinating an extra-curricular club or activity, can he/she choose to not receive his/her stipend for coaching a sport or advising/coordinating an extra-curricular club or activity to receive CUs at the full rate? *An educator/licensed professional will receive his/her allocated stipend for coaching a sport or advising/coordinating an extra-curricular club or activity and receive CUs at the ½ rate.*
53. As Western Governors University is an approved university and the courses are pass/fail, does an educator/licensed professional accrue 8 CUs per 1 semester credit? *An educator/licensed professional accrues 8 CUs per 1 semester credit at Western Governors University.*
54. If an educator/licensed professional is on a leave of absence from the District, can he/she accrue CUs during this time period? *If an educator/licensed professional is on a leave of absence from the District, they need to contact the PGS Department at 702-799-4PGS (702-799-4747) for further information.*
55. If an educator/licensed professional is on Family Medical Leave (FML), can he/she accrue CUs during FML? *If an educator/licensed professional is on FML, they need to contact the PGS Department at 702-799-4PGS (702-799-4747) for further information.*
56. Can educators/licensed professionals use personal leave to attend a conference or a professional development session to earn CUs? *Educators/licensed professionals cannot use personal leave to attend a conference or a professional development session to earn CUs as they are still paid by the District for personal leave.*
57. If an educator/licensed professional is teaching a course for the Regional Professional Development Program, can he/she accrue CUs? Who signs the Contact Unit Verification Form for pre-approval? *An educator/licensed professional may earn CUs for teaching a course outside of his/her contractual workday for the Regional Professional Development Program. Pre-approval is required from the Director of the Regional Professional Development Program.*
58. Can an educator/licensed professional who proctors proficiency exams during the District's Summer School Program accrue CUs? *An educator/licensed professional cannot accrue CUs for proctoring proficiency exams during the District's Summer School Program.*
59. If an educator/licensed professional coaches a sport or advises/coordinates an extra-curricular club or activity at a school that is not his/her home school, who signs the pre-approval section on the Contact Unit Verification Form? *The administrator who directly supervises the sport or the extra-curricular activity at the school of which the educator/licensed professional coaches a sport or advises/coordinates an extra-curricular activity signs the pre-approval section on the Contact Unit Verification Form. The CU maximums are tied to the educator/licensed professional's home school.*



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60. If an educator/licensed professional provides after-school tutoring at a school that is not his/her home school, who signs the pre-approval section on the Contact Unit Verification Form? *The administrator who directly supervises the tutoring at the school of which the educator/licensed professional tutors signs the pre-approval section on the Contact Unit Verification Form. The CU maximums and options are tied to the educator/licensed professional's home school.*
61. If an educator/licensed professional serves at a Title I, Tier I or Title I, Tier II School, are they able to be paid for participating in professional development outside of the contractual workday and also receive full CUs? *No. If an educator/licensed professional at any school is paid a supplemental rate for professional development, he/she is only eligible to earn one-half (½) CUs for that activity.*
62. *May an educator/licensed professional accrue CUs for completing activities in an inactive or archived MOOC? *No. A MOOC must be fully active in order for the educator/licensed professional to fully participate in all components and accrue CUs.*
63. *May an educator/licensed professional accrue CUs for completing any coursework that is offered by an approved institution? *No. Certain institutions/universities are advertising programs of study for Contact Units that will not actually result in CU accrual. Coursework "must be substantively related to the educator/licensed professional's assignment" and align with the focus area(s) of the individual's Professional Growth Plan to accrue CUs.*
64. *What is the required documentation for accruing CUs through completion of micro-credentials? *In addition to the Contact Unit Verification Form (CUVF), the educator/licensed professional should attach evidence of the digital badge/credential upon completion of the course and documentation of the hours spent completing the activities required for the credential.*
65. *Will an early childhood endorsement qualify as an accepted additional endorsement on a teaching license for additional CUs? *For teachers serving in Title I, Tier I and II elementary schools, an Early Childhood endorsement will qualify as an accepted additional endorsement if it is not required for an educator's primary teaching assignment.*
66. * How many hours are allowed for the creation of professional development? *For every hour of professional development that will be presented, educators/licensed professionals may count up to three hours towards CUs for the creation of professional development, with proper documentation.*

School's Tier Designation

67. How is each school's tier designation determined? *Each school's tier designation is annually determined by the Nevada Department of Education and is based on a combination of the percentage of students receiving free and reduced lunch and student achievement levels.*
68. What are the differences between CU accrual options in Title I, Tier I and Title I, Tier II Schools and other schools? *The differences between CU accrual options in Title I, Tier I and Title I, Tier II Schools and other schools is that there are some additional options and increased CU maximums in earning CUs at Title I, Tier I and Title I, Tier II Schools.*
69. Can an educator/licensed professional at a Title I, Tier III School be on the two-year track toward salary advancement? *No, an educator/licensed professional at a Title I, Tier III School cannot be on the two-year track toward salary advancement. Educators/licensed professionals serving at a Title I, Tier I and Title I, Tier II Schools and special education teachers serving in a self-contained classroom at any school can be on the two-year track toward salary advancement.*



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70. What if a school was designated as a Title I, Tier III School one year and is then designated as a Title I, Tier II School the next year? *Educators/licensed professionals who were serving in the school for both years would be eligible for the two-year track.*
71. What if a school was designated as a Title I, Tier II School one year and is then designated as a Title I, Tier III School the next year? *Educators/licensed professionals who were serving in the school while it was designated as a Title I, Tier II School and had already completed one year of the two-year track would be allowed to move columns after two years. During subsequent years, the educators/licensed professionals would be on the three-year track if they remained at the Title I, Tier III School.*
72. What happens if an educator/licensed professional works for two years in a Title I, Tier I or Title I, Tier II School and then moves to another school/site not in that category? *The educator/licensed professional would have to wait another year before column advancement.*
73. What happens if an educator/licensed professional works at a school/site not eligible for the two-year track, accrues 225 CUs, and then in the third year moves to a Title I, Tier I or Title I, Tier II School? *The educator/licensed professional would have to wait for another year before column advancement.*
74. When is the first school year that an educator /licensed professional is able to move columns? *If an educator/licensed professional works during the 2016–2017 and 2017–2018 school years at a Title I, Tier I or Title I, Tier II School and accrues his/her 225 CUs, he/she advances on the Professional Salary Table (PST) at the beginning of the 2018–2019 school year. The educator/licensed professional must stay at a Title I, Tier I or Title I, Tier II School during the 2018–2019 school year to earn the salary advancement. The first year column movement is available for all other schools/sites will be at the beginning of the 2019–2020 school year.*

Column Advancement

75. What happens if an educator/licensed professional earns the 225 CUs before column movement is available? *The educator/licensed professional may only move columns once every two years beginning in the 2016–2017 school year for Title I, Tier I and Title I, Tier II Schools and self-contained special education teachers or once every three years for all other schools/sites regardless of when the 225 CUs were earned.*
76. What will an educator/licensed professional submit to the Professional Growth System Department to move across a column? *The Contact Unit Log (CCF-PGS3) and the documentation and evidence of the professional learning activities including the Contact Unit Verification Forms (CCF-PGS2) are required.*
77. Once eligible, if an educator/licensed professional moves across a column, does he/she also get a “step” that same year? *Educators/licensed professionals who move across columns will also earn one step; however, only one step per year is allowed.*