Documentation Required for CU Submission in ELMS

Page in 9/1/2023 Reference Guide	Parent Category	CU Activity Name	Required documentation to be uploaded into the employee's Google Drive and shared through CCSD ELMS unless otherwise noted	Category Maximums	9/1/23 PGS Reference Guide - Noted Changes
Page 2	College Coursework	College Credit in Education (200-level or higher) - Approved Universities	Official University Transcript delivered Attention PGS Department - via school mail at HR Division, Location 031 - directly to 2832 E. Flamingo Road, Las Vegas, NV 89121 - or directly from the university electronically to pgs@nv.ccsd.net. Note that this will not be accepted from the employee's email 200-level coursework requires the Contact Unit Approval Form - Lower-Level College Coursework (bit.ly/CULowerUniveristy) with administrative approval	N/A	Change in wording only - not substantive
		College Credit in Education (200-level or higher) - Non-Approved Universities			
		College Credit not in Education (200-level or higher) - Approved Universities			
		College Credit not in Education (200-level or higher) - Non-Approved Universities			
		College credit with content substantively related to multiculturalsim (200-level or higher) - Approved and Non-Approved Universities			
		College credit with content substantively related to multiculturalism at the 100-course level - Approved and Non-Approved Universities	Official University Transcript delivered Attention PGS Department - via school mail at HR Division, Location 031 - directly to 2832 E. Flamingo Road, Las Vegas, NV 89121 - or directly from the university electronically to pgs@nv.ccsd.net. Note that this will not be accepted from the employee's email Contact Unit Approval Form - Lower-Level College Coursework (bit.ly/CULowerUniveristy) with administrative approval	30 CUs	
Page 3	District-Level Professional Development Activities	District Professional Development	Submission is not required as these courses will be recorded in the District PD report in ELMS and Contact Units will be automatically calculated	N/A	No change
		Vegas PBS Professional Development Credit Courses	Certificate of completion from Vegas PBS Time Report available through the Vegas PBS My Classroom Tab		Change in wording only - not substantive
		RPDP Professional Development Workshops or Courses	Certificate of completion from responsible organization that includes hours		No change
		CCEA/The Nevada Collaboratory Professional Development			No change
		Teaching a Professional Development course at the District level, including PDE credit, RPDP, or CCEA	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity Agendas from each session showing start and end times	70 CUs	Categories combined and maximum increased (or decreased if multiple categories had been submitted per the 2017 guide)
		Writing or developing a new PD course for the District, RPDP, or CCEA		50 CUs	Change in wording only - not substantive

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Page 4	School-Level Professional Development Activities	School/Site Professional Development	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in activity with a description of activities	N/A	No change
		Teaching a professional development course at a school/site	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity Agendas from each session showing start and end times	50 CUs	No change
		Writing or developing a new professional development course for the educator/licensed professional's school/site		50 CUs	No change
		Participation in a Professional Learning Community (PLC) in or among schools/sites by grade-level band, content, or course	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in the activity Agendas from each PLC session	30 CUs	Maximum decreased
Page 5		Special Education Teachers and Related Services Special Education Providers: Writing IEPs and MDTs	Signature page from each IEP with all parent/student information, including signatures, redacted	30 CUs	Maximum increased
		Participating as a Member of the IEP/MDT Team		30 CUs	Maximum increased
Page 5	Student-Based Activities: Extracurricular Activities	Educators/licensed professionals who coach a sport, advise, or coordinate an extracurricular club or activity	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with athletic/activity administrative approval documenting time spent engaged in the activity	50 CUs	Maximum increased
Page 6	School & Community Activities	Parent or Community Engagement Leadership: Designing, leading, and conducting academic-centered activities designed to maintain and improve parent or community engagement with the parents/guardians at the educator/licensed professional's school/site	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity Agendas from the sessions	30 CUs	Maximum increased
		Serving on a School Organizational Team at the educator/licensed professional's school/site	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity Agendas from each session	40 CUs	No change
		Schoolwide Planning	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity Agendas from each session	30 CUs	Now available for all employees and not just two-year track employees
		Academic Trips with students as requested by School Administration or the District	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval Signed CCF-145 or CCF-798 Itinerary documentation from academic trip	20 CUs	Removal of the word "competitions" from the description to avoid confusion with athletic/activity competitions
		Assignment of Field Observation Students (FOS)	Contact Unit Approval Form - University Student Assignment (bit.ly/CUunivstudent) with administrator approval Certificate of completion or other documentation from the assigning university teacher preparation program	8 CUs	Higher category maximums and CUs per assignment now available for all employees and not just two-year track employees
		Assignment of Practicum Students		20 CUs	
		Assignment of Student Teachers		20 CUs	

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Page 7	Supplemental Instruction	School-Based Tutoring in Core-Content Areas	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity A copy of the educator's license showing the endorsement in the core-content area being tutored	50 CUs	Higher category maximum now available for all employees, not just two-year track employees
		Summer School	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with District-approved credit-retrieval summer school administrator approval documenting time spent engaged in activity	30 CUs	No change
Page 7	Award Recipient	Recipient of a Community-Based Award provided by local agencies, companies, or other organizations.	Notification or certificate of award being received	5 CUs	Replaced award application Maximum decreased Now tied to receiving the award and not based upon hours
		Recipient of a state professional award for the educator/licensed professional's recognition of excellence in professional practice		15 CUs	Replaced award application Separated national and state awards
		Recipient of a national professional award for the educator/licensed professional's recognition of excellence in professional practice		No Maximum	Maximum increased Now tied to receiving the award and not based upon hours
Page 8	Mentoring	Participating in a mentoring relationship as the mentor	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with the mentor and mentee identified and with administrative approval documenting time spent engaged in activity with a specific description of activities for each session	80 CUs	Maximum decreased for two year track employees and increased for three year track employees Mentee must be identified on approval form
		Participating in a mentoring relationship as the mentee		30 CUs	Maximum increased Mentor must be identified on the approval form
Page 8	Grant Recipients	Recipient of a grant that directly impacts students, the school, or the community	Notification or evidence of grant being awarded	30 CUs	Maximum increased for three year track employees Now tied to receiving the grant and is based upon the number of grants received, not hours

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Page 9	External Professional Development	In-person/live or virtual/synchronous attendance at professional development conferences provided by organizations officially recognized by the educational profession or content area at the state, local, or national levels	Certificate of completion or transcript or other documentation displaying evidence of attendance at the conference such as documentation of time with sessions attended and proof of registration	80 CUs	Maximum now implemented Asynchronous activities removed
		Asynchronous Conference/Webinar	Certificate of completion or transcript from issuing organization that includes hours/duration If hours/duration is not identified on the certificate of completion or transcript, then two additional documents will be needed: 1 - Asynchronous conference/webinar description with estimated time range and 2 - Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) documenting the time spent engaged in the activity - administrative approval is NOT needed	10 CUs	Asynchronous conferences combined with webinars
		Presentations at conferences provided by organizations officially recognized by the educator/ licensed professional's profession or content area	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) documenting time spent engaged in creating and giving the presentation - administrative approval is NOT needed Agenda of the presentation/session at the conference with the presenter's name aligned to the presentation/session	50 CUs	Maximum increased
		Micro-Credentials	Evidence of the digital badge/credential from Digital Promise	5 CUs per micro-credential 50 CUs	Maximum increased
		National Board for Professional Teaching Standards (NBPTS) Certification	Evidence of NBPTS Certification	92 CUs	No change
		National Board for Professional Teaching Standards (NBPTS) Process (submission)	Evidence of submission of all four NBPTS components	133 CUs	No change
		National Board Maintenance of Certification (MOC)	Evidence of NBPTS Maintenance of Certification	30 CUs	Maximum decreased
Page 10		Maintain a second endorsement on the educator/licensed professional's license	A copy of the educator/licensed professional's license from the NVDOE A copy of the page from the most recent evaluation showing "effective" or "highly effective" status	20 CUs	Now available for all employees and not just two-year track employees
		Professional/Specialty License Continuing Education Units (CEUs)	Certificate of completion or transcript from responsible organization that includes hours/CEUs	N/A	No change

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Removed from Reference Guide	Activity categories that expired 5/1/2024	Professional Learning Related to Extracurricular Assignment	Certificate of completion from issuing organization that includes hours	16 CUs for two-year track schools/positions 8 CUs for all other licensed employees	Category removed as absorbed into School/Site Professional Development
		Writing, developing, or evaluating Districtwide curriculum as part of a Districtwide or state task force	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with District administrator approval documenting time spent engaged in activity	30 CUs	Category removed as absorbed into District Professional Development
		Teaching a professional development course for RPDP	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with RPDP administrator approval documenting time spent engaged in activity Agendas from the sessions	40 CUs	Category removed as absorbed into other District-level presenting
		Teaching a professional development course for a Districtwide audience for which PDE credit is issued	PDE instructor class on Pathlore/ELMS transcript	50 CUs	Category removed as absorbed into other District-level presenting
		Massive Open Online Content Courses (MOOCs)	Printout of course syllabus with estimated time range Certificate of completion as issued by EdX or Coursera or evidence of the activity progress with completion status	40 CUs for MOOCs completed after August 21, 2017 No maximum for MOOCs completed prior to August 21, 2017	Category removed
		The writing of a common assessment either for the District or as part of a schoolwide improvement plan	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity	10 CUs	Category removed
		Group Level Professional Learning	Unused	60 CUs	Category removed as activities all fit in other categories
		Vegas PBS Teacherline Courses	Unused	N/A	Category removed as absorbed into college coursework
		Annenburg Learner Courses		40	

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Removed from Reference Guide	Activity categories that expired 5/1/2024	Grant writing that directly impacts students, school, or school community	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in activity Evidence of submission of completed award applications	30 CUs for two-year track schools/positions 10 CUs for all other licensed employees	Category replaced by grant recipient
		Applying for national or state professional awards	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in the activity Evidence of submission of completed award applications	10 CUs if unsuccessful 30 CUs if successful	Category replaced by recipient of state or national based awards
		Applying for Community based awards		12 CUs	Category replaced by recipient of community-based award
		NEA Early Career Leadership Fellows (ECLF) Program capstone project	Certificate of completion from CCEA that includes hours/CUs	35 CUs	Unused category removed
		NEA Early Career Leadership Fellows (ECLF) Program modules and webinars		15 CUs	Unused category removed
		National Education Association: Teacher Leadership Initiative (TLI) capstone project		35 CUs	Unused category removed
		National Education Association: Teacher Leadership Initiative (TLI) modules and webinars		15 CUs	Unused category removed
		Public Education Foundation: Teacher Leadership Academy capstone project	Certificate of completion or transcript A documentation log or time and activities, and Documentation of the completed Capstone Project with approval from the coach/program sponsor	6 CUs	Category removed as Leadership Instutute of Nevada Teacher Leadership Academy now falls under conference attendance
		Public Education Foundation: Teacher Leadership Academy modules and webinars	Certificate of completion or transcript A documentation log or time and activities	24 CUs	
		Administrative Internship	Unused	N/A	Category removed as absorbed into college coursework
		New Teacher Induction Program	Unused	N/A	Category removed as absorbed into District Professional Development
		Parent or Community Engagement Participation (Tier I & II only)	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrator approval documenting time spent engaged in activity Agendas from the sessions	30 CUs	Category removed as absorbed into Parent and Community Engagement Leadership
		Peer Assistance & Review (PAR) Program (Tier I & II only)	Certificate of completion or transcript upon completion of the professional development	5 CUs	Program discontinued by District
Once your submission has been reviewed within CCSD ELMS, the status of the submission will change from "Pending Approval." Any rejections or modifications will be explained within the comments field.					