



**PROFESSIONAL LEARNING EDUPHORIA FAQs**

**Q: What is the difference between Contract and Non-Contract Professional Learning credit hours?**

**A:** Contract or “on-duty” credit hours is defined as professional learning that takes place during the contractual day as outlined by the AISD Employee Handbook and Employee Reporting calendar dates.

Non-Contract or “non-duty” credit hours is defined as professional learning that takes place outside of the contractual day as outlined by the AISD Employee handbook and Employee Reporting calendar dates.

The work day is not the same as the instructional day. Principals may set hours of work for employees that require you to be on duty before daily instruction begins and after daily instruction ends. Exempt employees may be required to work beyond the school work day hours. The **minimum** school work day for campus employees is shown on the chart below.”

	School Hours		Campus Teacher/Counselor Contractual Time		Educational Aide		Office SNE	
	Start	Dismiss	Start	End	Start	End	Start	End
Pre-K (a.m.)	8:20	11:20	8:10	3:50	8:10	3:40	7:50	4:20
Pre-K (p.m.)	12:35	3:35	8:10	3:50	8:10	3:40	7:50	4:20
Elementary	8:20	3:35	8:10	3:50	8:10	3:40	7:50	4:20
Junior High	8:55	4:10	8:45	4:25	8:45	4:15	8:25	4:55
High School	7:35	2:50	7:25	3:05	7:25	2:55	7:30	4:00
NC/Venture	8:20	3:35	8:10	3:50	8:10	3:40	7:50	4:20

**Q: If I attend a professional learning session outside AISD what will I need to bring back?**

**A:** The “[Approval to Attend Professional Learning Outside AISD Form](#)” & an official certificate of completion from the professional learning provider to include the following as stated on the [TEA site](#):

- The Provider’s Name & CPE Continuing Professional Education Number
- The Educator’s Name
- The date and content of the activity
- The number of clock hours that count toward satisfying CPE requirements

**Q: I attended a professional session outside AISD however I did not obtain a certificate of completion. What would I need to do?**

**A:** According to TEA, “*All Continuing Professional Education (CPE) providers must create their own documentation system*” as noted in the Texas Administrative Code Rule [\(TAC\) §232.21 \(b\) & \(c\)](#). Request missing an official certificate of completion may not be eligible for on-duty nor non-duty.



## PROFESSIONAL LEARNING EDUPHORIA FAQs CONTINUED...

### **Q: Are state compliance/required trainings eligible for non-duty (off-contact) hours?**

**A:** Compliance/required trainings are not eligible for non-duty hours. These sessions include but are not limited to:

- Child Abuse: Mandatory Reporting
- Bullying: Recognition & Response
- Dating Violence: Identification and Prevention
- Youth Suicide: Awareness and Prevention
- Blood Borne Pathogen Exposure Prevention
- Health Emergencies: Life Threatening Allergies
- FERPA: Confidentiality of Records
- General Ethics in the Workplace
- Boundary Invasion
- Homeless Students: Awareness and Understanding
- Appraisal T-T-ESS/SLO Training
- STAAR Training
- TELPAS Training
- School Safety (Safe Schools)

### **Q: I'm new to AISD however, I'd like to transfer my professional learning onto my Eduphoria Portfolio. What will I need to bring to AISD?**

**A:** Staff members will email a WXE file to Kimberly Young [kyoung3@aisd.net](mailto:kyoung3@aisd.net) to add the credits to **TEXAS SBEC** as the credits are not one to one aligned based on district priorities and focus areas. If a staff member would like specific credits to match up, they will need to reach out to that department (ie. Gifted and Talented).

### **Q: Can I use one of my personal days in TEAMS to attend a professional learning session outside of AISD and submit a credit request for "non-duty" credit?**

**A:** A *TEAMS* reported personal day is considered a contractual day. Therefore, any staff member whom takes a personal day to attend a professional learning session will not be granted credit. If the staff member is attending professional learning, please select "staff development" in *TEAMS* to report accordingly. **Taking a personal day (state or local) is considered a contractual day and therefore cannot be utilized for a "non-duty" credit day.**