

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FREQUENTLY ASKED QUESTIONS

IMPORTANT INFORMATION: MSDE credit cannot be earned during school/work hours by professional staff unless personal or annual leave is requested. Professional staff cannot use professional leave to take a CPD course. A copy of your approved leave form must accompany your MSDE Division of Certification and Accreditation CPD Credit Form.

1. What is a Continuing Professional Development (CPD) course?

- In-service course defined by the Maryland State Department of Education (MSDE).
- MSDE approved credit-bearing course
- Contingency course required by MCPS
- Reading course required by MSDE
- Course of general interest

2. What is the rationale for taking CPD courses (professional staff only)?

- Salary advancement
- Certification renewals

3. Who is eligible to take CPD courses?

- Professional staff
- Professional staff on unpaid or long-term leave
- Support Staff on space available basis
- Substitute staff on space available basis

4. Where is information about CPD courses located?

- Professional Development Online (PDO) system
Note: Courses are listed 3 times a year, March, August and December.

5. Courses are offered each semester. What is the approximate class schedule for each semester?

- Fall semester runs October - January.
- Spring semester runs from February - June.
- Summer semester runs June – August.
- During the regular school year, classes are usually held one evening per week, for example from 4:00 to 7:00p.m. During the summer semester, classes are usually daylong or about 6 hours per day.
- Classes are not held on holidays or the evening before a holiday, Mondays or Fridays.

6. Is there a required fee for CPD courses?

- As of July 1, 2007, the Montgomery County Employees Association approved a new CPD fee, which is based upon the number of credits. Please see the following for details—
 - \$35.00 for a one-credit course
 - \$45.00 for a two-credit course
 - \$55.00 for a three-credit course

Procedures are in place to deduct the required registration fee for each CPD course from participants' payroll. This payroll deduction will be made upon completion of the CPD course and the return of the signed final grade and attendance rosters from the CPD instructor.

7. Are all courses offered each year?

- The *CPD Course Listing* on the CPD website provides a general idea of courses offered per semester.
<http://www.mcps.k12.md.us/departments/development/teams/programs/cpd.shtm>

8. What is the duration of each course?

- 1-credit course = 15 hours of instruction
- 2-credit course = 30 hours of instruction
- 3-credit course = 45 hours of instruction

9. Can you receive a stipend and credit at the same time?

- CPDs are offered for credit only.

10. How do you register for CPD courses?

- The web-based Professional Development Online (PDO) system provides an effective method for registration. PDO is a secure system and requires a username and password. If you need assistance with registration, call the Help Desk, 301-517-5800.
- The website is as follows: PDO.MCPSMD.ORG

11. What is the duration for on-line registration?

- Enrollment can continue until class has reached maximum enrollment or until the day the class starts, if space available.

12. When you have completed enrollment for a particular course will you be notified.

- PDO will e-mail a message confirming your enrollment and a reminder one week prior to the start of the class.

13. Once I enroll for a course can I be removed from the class? Will I be notified?

- Yes, you may be dropped if you do not have a contingency with the most pressing expiration date, or you are not the appropriate audience. PDO will notify you of your removal from the course.
- For questions, contact the CPD office, 301-601-4869.

14. Are there allowable absences from CPD courses?

We encourage all participants to attend all classes. However, the following is used as a guide for allowable participant absences:

- 1 credit course = 1 absence
- 2 credit course = 3 hours
- 3 credit course = 6 hours

15. What is the grading policy?

- Credit or no credit is given based on attendance and completion of assignments.

16. What are the procedures at the completion of the course?

- The instructor indicating if participant is to receive credit or not submits attendance logs to the CPD office.
- The CPD office issues credit slips in one - two weeks. Original credit slips are sent to the Certification Unit within the Office of Human Resources. Participants will receive a copy of the credit slip for their records.

17. What are contingency courses?

- Requirements imposed by MCPS (see below for contingency courses).
- Failure to meet an employment contingency by the date shown may result in a penalty.

18. What are some of the contingency course offerings?

- HR-17 and HR-21 multicultural
- SA-35 special education
- MA-60 geometry
- MA-61 algebra
- SC-40 chemistry
- SC-41 matter & energy
- SC-43 life in our environment

19. What is the precedence for enrollment in contingency courses?

- Staff who received MCPS Form 440-24: Employment: Requirements and Contingencies and have the most pressing expiration date.

20. What are some examples of non-contingency courses?

- Computer science
- Spanish
- Sign Language
- Health
- Substance Abuse

21. What is the precedence for enrollment in non-contingency courses?

- The offering department within MCPS sets enrollment requirements forth.

22. For additional questions about CPD courses who should be contacted?

- CPD Information: CPD Specialist at 301-601-4869
- Certification Information: 301-279-3111
- Salary Advancement: 301-279-3111
- PDO User ID: Help Desk at 301-517-5800