



# Continuing Professional Development (CPD) Request

Office of Human Resources and Development (OHRD)  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
45 W. Gude Drive, Suite 2300, Rockville, Maryland 20850

MCPS Form 440-8  
March 2019  
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## INSTRUCTIONS

Please use a separate form for each course and make sure all items are complete. This form is used to add course information to the professional development online (PDO) system. If the course is due to expire, refer to the CPD Manual for procedures. Contact 301-315-7391 with questions.

**PLEASE NOTE:** Because of budget restraints, all classes require a minimum of 20 participants before we can offer the class. We will cancel classes two days before the start of the class if enrollment is low. (The outdoor education course is the only exception to this policy due to the required teacher/student ratio.)

## FISCAL YEAR \_\_\_\_\_

**SUMMER SEMESTER** (Mid June–August)    **FALL SEMESTER** (Oct–Jan)    **SPRING SEMESTER** (Feb–beginning of June)

Number of Approved MSDE Credits:

**1-credit = 15 hours of class**    **2-credits = 30 hours of class**    **3-credits = 45 hours of class**

## PART I: CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COURSE INFORMATION

CPD/MCPS Number \_\_\_\_\_ Title \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Director/Coordinator of sponsoring office/department \_\_\_\_\_ Telephone \_\_\_\_-\_\_\_\_-\_\_\_\_

Contact person of sponsoring office department \_\_\_\_\_ Telephone \_\_\_\_-\_\_\_\_-\_\_\_\_

CPD Funds requested for MCPS Instructors from OHRD (*PENDING BUDGET APPROVAL*):

Funds Requested (*choose a payment*) \_\_\_\_\_

Intended Audience \_\_\_\_\_ Is priority enrollment to be given to this target audience  Yes  No

Are others to be admitted on space availability?  Yes  No Reason \_\_\_\_\_

Minimum Enrollment **20** Maximum Enrollment (*choose enrollment*) \_\_\_\_\_

Class Location: School/Center \_\_\_\_\_ Room Number \_\_\_\_\_

(1) I have filled out the required Community Use of Public Facilities (CUPF) facility reservation form.  Yes  No

(2) I have informed my instructors of their locations and rooms.  Yes  No

Class Begin Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Class End Date \_\_\_\_/\_\_\_\_/\_\_\_\_

List dates of each class \_\_\_\_\_

Day of the week & time class will run—Day of the week (*choose a day*) \_\_\_\_\_ Time of class (*choose a time*) \_\_\_\_\_

I would like OHRD to post the additional information, on page 2 of this form, for this course on the Professional Development Online (PDO) system

## PART II: INSTRUCTOR INFORMATION

If the instructor is not an MCPS employee, list social security number and a mailing address. For a second instructor, please contact the CPD office.

Instructor Name (Last, First, MI) \_\_\_\_\_ Telephone: (W) \_\_\_\_-\_\_\_\_-\_\_\_\_ (H/C) \_\_\_\_-\_\_\_\_-\_\_\_\_

Location \_\_\_\_\_ MCPS Employee ID# \_\_\_\_\_

Non-MCPS Instructor Info: SSN \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Mailing Address \_\_\_\_\_

## PART III: FOR USE OF OFFICE OFFERING THE CPD REQUEST

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Department Director's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## FOR CPD UNIT USE ONLY

Posted Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

**PART IV: IMPORTANT INFORMATION**

- Classes cannot run during MCPS teacher contract hours.
- Ensure that there are no conflicts with school or religious holidays (see MCPS Calendar Central and Holidays/Religious Observances).
- Typically, if school is in session, a CPD course may be held that afternoon or evening. Exceptions include snow days, the day before a long holiday such as Thanksgiving, and religious holidays recognized by MCPS. MCPS Calendar Central and Holidays/Religious Observances.
- Per the MCEA contract, "unit members working as teacher trainers during the summer shall be paid their hourly rate". The hourly rate compensation during the summer applies only to 10-month employees. Twelve month employees are not eligible for additional compensation for CPD courses taught during their duty day.

**ADDITIONAL CPD COURSE INFORMATION TO POST ON PDO**