

**Canton Central School District Professional  
Development Committee  
Application to Instruct an In-service Course**

**Date of Application:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Instructor(s):**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Dates course will be offered:** \_\_\_\_\_

**Location of Course:** \_\_\_\_\_ **Number of hours:** \_\_\_\_\_

**Course Purpose and Outline:** Attach to this application:

An outline of material to be covered during the course.

Note materials, books, videos, or websites that may be used.

How the material will improve the quality of education at Canton Central School District.

What relevance the course material has to the Standards and District goals.

In what ways the materials presented will change or reinforce the teaching of the participants.

**Reimbursement: SELECT ONE:** \_\_\_\_\_ **\$500 for 15 hrs.** \_\_\_\_\_ **2 in-service credits for 15 hrs.**

**If more than 2 instructors (please specify reimbursement)** \_\_\_\_\_

Payment for instruction of a course will be determined as follows:

A course taught by one instructor from our District will result in a total payment of \$500 for 15 hours of instruction.

For each 15 hours taught by two or more instructors from our District, total compensation for all instructors is not to exceed \$1000. If two instructors are involved, each may receive one (1) in-service credit in lieu of cash payment.

Instructors who are not employees of our District will negotiate their salary with the Superintendent of Schools.

**Procedural Notes:**

All courses must be approved by the Professional Development Committee and the Board of Education.

Courses with fewer than ten (10) enrollees will not be held unless there is an exception made by the Committee.

Once the PDC chair receives attendance records, lists indicating those eligible for credit and a signed claim form, the instructor(s) shall receive payment for the course within 30 school days.

FOR COMMITTEE USE

Date received by Chair: \_\_\_\_\_ Chair Signature: \_\_\_\_\_

Date Discussed by Committee: \_\_\_\_\_ ☐ Approved ☐ Denied

Reason, if denied: \_\_\_\_\_

Date sent to BOE: \_\_\_\_\_ ☐ Approved ☐ Denied

Reason, if denied: \_\_\_\_\_