

GNPS Inservice Reference Guide

Everything You Need to
Know about Educational
Increments and CTLE



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Who We Are



GNTA Representatives

- Jennifer Greenspoon, Inservice Committee Chair, EMB
- Daniel Isaac, GNTA VP for Professional Development, SMS
- Elena Giannone, Teacher Center Director, SMS
- Nicole Laurino, SR
- Adina Raso, NHS
- Oana Scholl, NHS

OSA Representative

- Elizabeth (Liz) Malone, Phipps

Secretary

- Marisa Lin, Phipps

SAGES Representatives

- Justin Lander, Phipps
- Heather Sweet-Lazos, EMB
- TBD

Paraprofessionals Representative

- Ivy Miller, EMB

Per Diem Representative

- Michael Golden

Superintendent's Designees

- Jennifer Kirby, Phipps
- Diana Haanraads, Phipps

What We Provide



Quality Inservice Courses - Free of Charge!

- Inservice Credit for salary advancement
- Relevant, useful topics for professional growth
- NYS CTLE Hours
 - For Professional Certification holders and Level III TAs
 - 100 hours required every 5 years (employees may be asked by NYSED to provide proof of coursework)

Teaching Opportunities

- Staff share their expertise with colleagues by teaching courses
- Staff receive compensation for teaching courses

Our Charge



As per Article 27A of the GNTA contract, our role is to:

- 1. Determine those areas of interest and need for inservice education within the district.*
- 2. Make recommendations to the Superintendent on the organization, establishment, and publicizing of inservice courses.*
- 3. Evaluate the inservice program annually, reporting recommendations to the Superintendent.*
- 4. Recommend to the Superintendent criteria for evaluating applications for inservice credit from faculty members for courses sponsored by groups other than the Great Neck Public Schools.*
- 5. Consult, when appropriate, with members of the community for the purpose of enriching and improving the inservice program.*

Inservice Credits vs. Graduate Credits



Inservice Credit	Graduate Credit (post-Masters)	Question/Issue
✓ (CAPPED)	✓ (UNLIMITED)	Can credit be used for salary advancement on the GNPS salary scale?
✗	✓	Will prior coursework be accepted for salary credit (with proper supporting documentation) at the time of hire by GNPS?
✗	✓	Will credits likely be counted elsewhere if an employee were ever to leave GNPS for another district?
✓	✗	Can credit be earned by taking classes through the Inservice Institute, GNPS Teacher Center, or other outside providers (see MLP Catalog)?
✗	✓	Can credit be earned by taking classes as part of (or that would count in) a graduate degree-granting program at an accredited institution?

Inservice Credit Maximums (Full/Part Time Teachers)



Per Article 27C of the GNTA Contract, there are limits to the number of inservice credits that may be used for salary advancement

These limits are CUMULATIVE (i.e., it does not matter what credit type is used to apply for any specific step increase)

****NOTE 1**** Only 12 inservice credits can be earned per school year (9/1 - 8/31); any credits beyond 12 can be used for CTLE, but not for salary advancement

****NOTE 2**** Teachers may begin earning credits towards MA-75 on 7/1/2027; this new class will come into effect at the start of the 2028-2029 school year

Salary Class	Cumulative Allowable Inservice Credits
MA + 15	All 15 credits may be inservice credits
MA + 30	All 30 credits may be inservice credits
MA + 45	34 out of 45 credits may be inservice credits
MA + 60	34 out of 60 credits may be inservice credits
Doctorate	N/A

Inservice Credit Maximums (Hourly Teachers)



Per Article 27C of the GNTA Contract, there are limits to the number of inservice credits that may be used for salary advancement

These limits are CUMULATIVE (i.e., it does not matter what credit type is used to apply for any specific step increase)

****NOTE**** Only 12 inservice credits can be earned per school year (9/1 - 8/31); any credits beyond 12 can be used for CTLE, but not for salary advancement

Salary Class	Cumulative Allowable Inservice Credits
Class 4 - MA + 15	10 out of 15 credits may be inservice credits
Class 5 - MA + 30	20 out of 30 credits may be inservice credits
Class 6 - MA + 45	25 out of 45 credits may be inservice credits
Class 7 - Doctorate	N/A

Converting Course/CTLE Hours to Inservice Credits



An inservice class of ___ hours	Will earn you ___ credits
30 hours	2 credits
15 hours	1 credit
12 hours	$\frac{3}{4}$ credit
8 hours	$\frac{1}{2}$ credit
4 hours	$\frac{1}{4}$ credit

****NOTE**** If a person does not attend all class sessions, inservice credit will not be granted. However, once a course is finalized and added to one's MLP portfolio, a certificate will be generated listing **completed hours** that may still be used towards the required New York State CTLE hours.

Complexities and Pitfalls



- Only 12 inservice credits can be earned per school year (9/1 - 8/31); any credits beyond 12 can be used for CTLE, but they will not be counted for salary advancement
 - In cases where a start date is not provided by the institution, the registration date provided will determine the year in which a class will be considered to have been taken
- Credit will only be granted once for classes bearing the same title and/or content
- To be eligible for graduate credit, a course must be part of a degree granting program within the institution providing the transcript (see Article 47K of the GNTA Contract); final approval will not be issued until both proof from the institution of a course's applicability towards a degree AND an official transcript are received by HR
 - **Courses deemed ineligible for graduate credit MAY STILL BE APPROVED AS INSERVICE CREDIT using the Non-GNPS Course Credit Request form in MyLearningPlan**
- More information on requirements and increment requests can be found [HERE](#)

Signing Up for an Inservice Course



Frontline
Professional Growth
(MyLearningPlan)



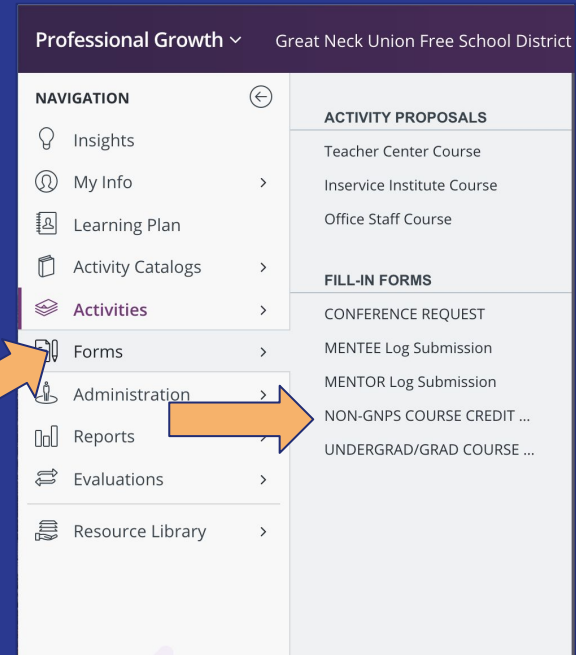
Professional Growth ▾ Great Neck Union Free School District

NAVIGATION	CATALOGS
💡 Insights	District Catalogs
👤 My Info >	Calendar
📅 Learning Plan	BOCES-Nassau
📖 Activity Catalogs >	Nassau TRACT
📁 Activities >	Questar III BOCES
📄 Forms >	BOCES-Eastern Suffolk
🏢 Administration >	BOCES-Western Suffolk
📊 Reports >	BOCES-Putnam/No Westchest
↔ Evaluations >	MESTRACT
📚 Resource Library >	NYSUT Courses
	TCHR CTR-Catskill
	TCHR CTR - Edith Winthrop
	TCHR CTR - Greater Cap Re
	SPDI Catalog

How to Request Inservice Credit for Out-of-District Coursework



- Courses taken from outside providers must be submitted on a Non-GNPS Course Credit Request form found on [MyLearningPlan](#)
- Once the form is complete, it will be routed for approval
- After receiving approval and completing the course, *please remember to mark the course as “Complete” in MyLearningPlan!*
- Upload or send a course completion certificate to the Human Resources Department
- Human Resources will verify the hours/credits and finalize the course so that it will be in your unallocated tracker to use when you are eligible to submit 15 credits for a salary upgrade



How to Request Graduate Credit



- Courses must be submitted through [MyLearningPlan](#) using an Undergrad/Grad Course Credit Request
- Eligible graduate credit (see Slide 10, item 3) must be taken after the conferral of the Master's degree
- Undergraduate credit is only accepted upon prior district approval for a specific certification or requirement, with approval of the Superintendent or designee
- Undergraduate classes can be used as inservice credits within contract limitations

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NAVIGATION	ACTIVITY PROPOSALS
Insights	Teacher Center Course
My Info >	Inservice Institute Course
Learning Plan	Office Staff Course
Activity Catalogs >	
Activities >	FILL-IN FORMS
Forms >	CONFERENCE REQUEST
Administration >	MENTEE Log Submission
Reports >	MENTOR Log Submission
Evaluations >	NON-GNPS COURSE CREDIT ...
Resource Library >	UNDERGRAD/GRAD COURSE ...

How to Submit for a Salary Increase



- Once the required coursework as per the GNTA contract is completed, you may apply for salary advancement via the MyLearningPlan Salary Tracker (under “My Info”)
- Requests for advancement *must be submitted by October 1st* (with coursework completed by September 1st) *or by February 1st*, and *only once in an academic year*

Special Skills or Interests? Teach a Course!!!



Share your special talents and or insights with Great Neck staff members. Improve your colleagues' skills and provoke stimulating conversations.

Design a course and submit a proposal through MyLearningPlan. Classes can be intra-building (after work hours) or across the district. Plan for at least four hours (or multiples of four hours). Face-to-face, online or hybrid classes can be presented.

A screenshot of the "Professional Growth" menu in the MyLearningPlan system for Great Neck Union Free School District. The menu is divided into two columns. The left column, titled "NAVIGATION", includes options like Insights, My Info, Learning Plan, Activity Catalogs, Activities (highlighted), Forms, Administration, Reports, Evaluations, and Resource Library. The right column, titled "ACTIVITY PROPOSALS", includes Teacher Center Course, Inservice Institute Course, and Office Staff Course. Below this is a section for "FILL-IN FORMS" with options like CONFERENCE REQUEST, MENTEE Log Submission, MENTOR Log Submission, NON-GNPS COURSE CREDIT, and UNDERGRAD/GRAD COURSE. An orange arrow points to the "Inservice Institute Course" option.