Support Staff
Professional Development Guide

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Earning PDHs

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Support staff may earn PDHs by taking district-approved professional development that is approved for your job role. Available courses can be found on the district's PD web site, and you will also receive occasional emails with a list of upcoming classes. Support staff may also teach or coordinate a class for additional PDHs.
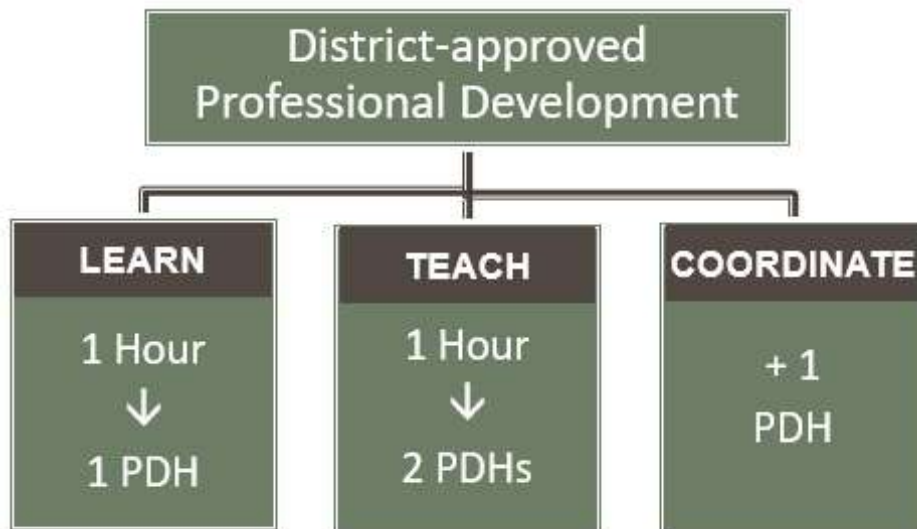
Trading PDH for Time Off
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Use the standard four-part time off Request for Leave form to trade PDH for time off.

1. Be sure you have enough PDHs banked in ERMA for your trade. See page 4-5 to learn how to get your current PDH total.

   10 PDHs = ½ Day Off
   20 PDHs = Full Day Off

2. Fill out the Request for Leave form, check the PDH Trade box, and give the completed form to your supervisor.

3. The four parts of the form will be distributed to various offices as usual. The District Office will confirm that you have enough PDHs for your trade and then will add a line item to your PDH screen in ERMA subtracting the hours being used for your trade.

   ** You may take a maximum of 2 PDH trade days per school year. **

SCHOOL DISTRICT OF AMERY
Request for Leave Form

COMPLETE THIS FORM WHEN YOU ARE ABSENT FROM WORK FOR ANY REASON. *If your absence is planned, submit the form as far in advance as possible. If your absence is unplanned, such as illness or emergency, submit this form immediately after returning to work. Providing false information may lead to disciplinary action.*

Name_____

☐ Certified Staff ☐ Secretary ☐ Paraeducator ☐ Food Service ☐ Transportation ☐ Custodian ☐ Clubhouse

Date(s) of Leave: _____ ☐ All Day ☐ ½ AM ☐ ½ PM

Support Staff	Certified Staff
☐ Paid Time Off (PTO)	☐ Paid Time Off (PTO)
☐ Vacation *(12 month employees only)*	☐ Bereavement Leave
☐ PDH Trade	☐ PDH Trade
☐ Approved In-service Describe:	☐ Approved In-service Describe:
☐ Meeting / Field Trip / Jury Duty / Other Describe:	☐ Meeting / Field Trip / Jury Duty / Other Describe:

☐ Leave without Pay *(Administrator approval required)*   ☐ Leave without Pay *(Administrator approval required)*

☐ FMLA – Check box if this request for leave is part of an FMLA event *(approved FMLA request form required)*

Substitute needed? ☐ YES ☐ NO   Substitute name: _____

Substitute is: ☐ APPROVED ☐ DENIED

_____   _____   _____   _____
Employee Signature   Date   **Supervisor Signature**   Date

WHITE – Payroll   YELLOW – Office/Supervisor   PINK – Sub Scheduler   GOLDENROD – Employee   07/2023

Be sure you have enough PDHs banked, then check this box to do a PDH trade for time off.

Professional Development Website

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Log in to the Staff Only area of the website to register for district-approved PD. You'll also find all the forms and help documents you need. To log in, go to the Staff tab, then "Important Information (Log-in Required). After you log in, click on "Professional Development" in the gray sidebar on the left. **If you don't know your login for this area of the website, please contact the District Office.**

Click on the apple banner to view available in district courses. Sort courses by title or start date using the radio buttons at the top of the list. Click on the course titles to register online.
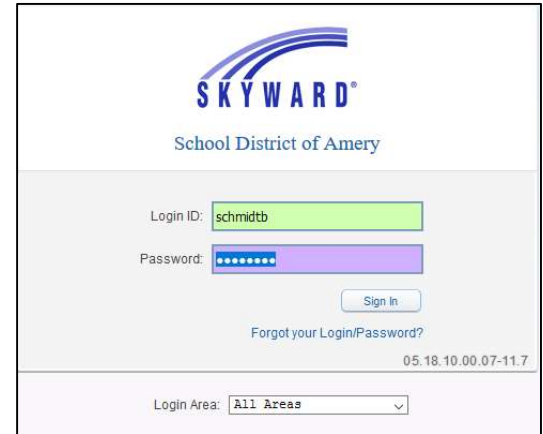
Tracking PDH in ERMA
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Professional Development Hours (PDHs) are tracked within the ERMA system. This guide will show you how to view earned PDH and any trades you have made for time off or salary schedule movement.

How to Access your Professional Development Profile

1. Log in to ERMA. The link is also located on the school website under the "Staff" tab. Reminder, this username and password is now the same as your Windows login information.

2. Click on **Employee Information** at the top, then **Personal Information.** That will bring up a menu on the left side of your screen. In that menu, click on **Professional Development**. This will bring up a listing of all of your PDHs earned and traded. (ERMA refers to them as credits.) If you scroll to the right, you will see that there are several columns of detail stored for each PDH item in the system.

3. The information you are likely most interested in is Completion Date, Course Description, and Credits Earned. (You can click on these headings to sort.) This listing will include earned PDHs as well as used PDHs, so you may see some plusses and minuses in the credits earned column. It's a good idea to log in and review this screen from time to time to make sure the information on this screen is accurate. If you find any discrepancies with your own PDH records, please email pdh@amerysd.k12.wi.us.

Credits

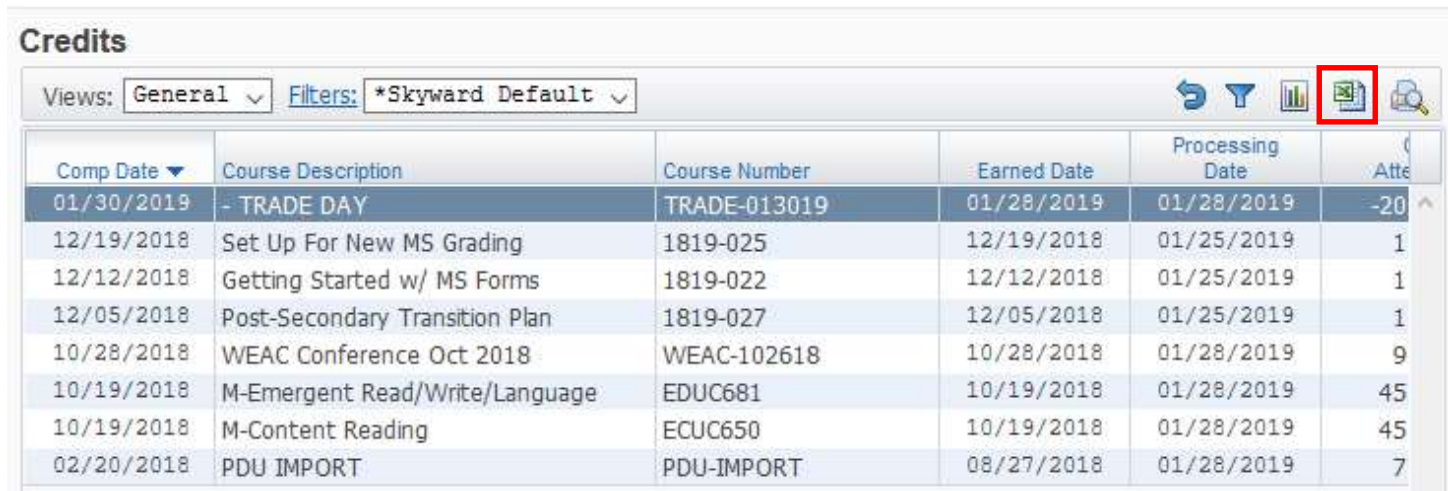| Comp Date ▼	Course Description	Course Number	Earned Date	Processing Date	Credits Attempted	Credits Earned
01/30/2019	- TRADE DAY	TRADE-013019	01/28/2019	01/28/2019	-20.0000	-20.0000
12/19/2018	Set Up For New MS Grading	1819-025	12/19/2018	01/25/2019	1.0000	1.0000
12/12/2018	Getting Started w/ MS Forms	1819-022	12/12/2018	01/25/2019	1.0000	1.0000
12/05/2018	Post-Secondary Transition Plan	1819-027	12/05/2018	01/25/2019	1.0000	1.0000
10/28/2018	WEAC Conference Oct 2018	WEAC-102618	10/28/2018	01/28/2019	9.0000	9.0000
10/19/2018	M-Emergent Read/Write/Language	EDUC681	10/19/2018	01/28/2019	45.0000	45.0000
10/19/2018	M-Content Reading	ECUC650	10/19/2018	01/28/2019	45.0000	45.0000
02/20/2018	PDU IMPORT	PDU-IMPORT	08/27/2018	01/28/2019	7.0000	7.0000

How to See Your Total Available PDHs

Unfortunately, ERMA does not show your PDH total/balance on this screen. To get your total PDHs available, you need to export your PDH list to excel and then total your credits. Here's how:

1. Click the Excel icon in the upper right.
2. A text box will pop up and the radio button will default to "Export to excel (xlsx) – leave that selection as is and click the **Export** button.
3. When you see the "Request Complete" box, either click on the link or click the button – either option will allow you to open the excel document you just created.
4. If you get a warning that ends in "Do you want to open it anyway?" the answer is yes.
5. Now you have your list of PDH activity in Excel format. To see your balance, you will want to total up the Credits Earned column. To do this, click on the empty cell below the last entry in that column. Click AutoSum in the upper right menu (you may see the symbol only or AutoSum + symbol like below), and then hit enter.

Credits

Comp Date ▼	Course Description	Course Number	Earned Date	Processing Date	Atte
01/30/2019	- TRADE DAY	TRADE-013019	01/28/2019	01/28/2019	-20
12/19/2018	Set Up For New MS Grading	1819-025	12/19/2018	01/25/2019	1
12/12/2018	Getting Started w/ MS Forms	1819-022	12/12/2018	01/25/2019	1
12/05/2018	Post-Secondary Transition Plan	1819-027	12/05/2018	01/25/2019	1
10/28/2018	WEAC Conference Oct 2018	WEAC-102618	10/28/2018	01/28/2019	9
10/19/2018	M-Emergent Read/Write/Language	EDUC681	10/19/2018	01/28/2019	45
10/19/2018	M-Content Reading	ECUC650	10/19/2018	01/28/2019	45
02/20/2018	PDU IMPORT	PDU-IMPORT	08/27/2018	01/28/2019	7

An example of an export to Excel:

Comp Date	Course Description	Course Number	Earned Date	Processing Date	Credits Attempted	Credits Earned
01/30/2019	- TRADE DAY	TRADE-013019	01/28/2019	01/28/2019	-20	-20
12/19/2018	Set Up For New MS Grading	1819-025	12/19/2018	01/25/2019	1	1
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10/19/2018	M-Content Reading	ECUC650	10/19/2018	01/28/2019	45	45
02/20/2018	PDU IMPORT	PDU-IMPORT	08/27/2018	01/28/2019	7	7
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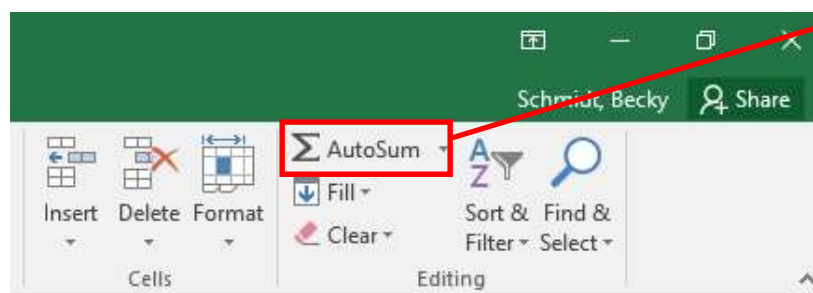
Frequently Asked Questions

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1. What happened to the PDUs I earned in the past?
All PDUs that had not expired prior to the start of the 2018-2019 school year were converted to PDHs and entered into your ERMA profile as a single line item called "PDU to PDH Import."

2. Can I bank PDHs and carry them over to the next year?
Yes, you may bank PDHs for use the in the future.

3. Do PDHs expire?
No, PDHs do not expire.

4. How many PDH trade days off can I take?
You can trade 10 PDHs for ½ day off with pay, or 20 PDHs for a full day off with pay. Staff is limited to a total of two days of PDH time off per school year. (If you are scheduled for 6 or fewer hours per day, contact the district office for your PDH to time off conversion.)

5. Can support staff teach PDH classes?
Yes, support staff may teach or help teach PDHs classes with supervisor and administrative team approval. Complete the PD Approval Form found on the PD website and submit it to your supervisor for consideration.

6. Do online courses qualify for PDH?
Yes, if pre-approved by the administrative team. There are typically several "independent study" or online course options available on the PD website.

7. In what size increments will PDHs be tracked?
Professional development must be a minimum of one hour but can be accumulated and tracked in .25 hour (15 minute) increments after that.

8. How will professional development hours be tracked?
PDHs will be tracked within ERMA. Staff are responsible for monitoring their PDHs and notifying the district office of any errors or omissions.

9. Can I take a class for a second time and still get PDH credit?
Some classes will be offered multiple times, and yes, you may repeat a class annually if you wish and receive PDH credit for the class. However, if there is limited space in a class, staff taking the class for the first time will receive priority when registering.