

Griffin RESA

PLU Participant Information

(For distribution at each PLU course)

Attendance

Participants in the Griffin RESA PLU Program must comply with the following:

1. Participate in a minimum of ten (10) clock hours of instructional activities for each PLU as verified by attendance records as maintained by the instructor; and
2. Demonstrate a predetermined level of competency as required by the certification renewal activity; and
3. Develop an individual plan or implementation, including step-by-step procedures that meet established criteria, Form G-RESA-6 or through a mastery verification activity.
4. Attendance for each session is expected/mandatory for the entire class period.
5. Contact Hours: Contact hours are actual clock hours of formal instruction received during the preparation phase. No time spent during the on-the-job performance phase of the PLU can be used as clock hours for the preparation phase. It is expected that participants in PLU activities will be involved in one hour of outside class assignments for each hour of formal instruction in the preparation phase (homework assignments, special projects, on-the-job performance phase, etc.)
6. Transcript for system employees will be mailed to each local professional learning coordinator. Transcripts will be mailed directly to out-of-area participants.

Costs

Griffin RESA will bill participants from member schools or their school systems for the cost of a course after the second class session. Out-of-area participants are expected to pay for the cost of a course at the time of registration. Payment should be made with a check made out to Griffin RESA and sent to the Griffin RESA Professional Learning Coordinator. Participants who drop out of a course after the second session will be responsible for the cost of the course. All course

costs must be paid before credit will be granted. Requests for exceptions to this policy should be made in writing to the Griffin RESA Professional Learning Coordinator.

Appeals

Due to the nature of the knowledge and skills acquired during these programs, the instructional staff is best qualified to assess and evaluate each participant's level of achievement in relation to the stated goals of the program. A participant who disagrees with the recommendation of the instructor or program coordinator for certification credit may appeal the recommendation according to the following procedures:

1. Within one week of the instructor's recommendation regarding certification credit, the participant must notify the instructor in writing of his/her desire to appeal. The notification must state the substantial reasons that support the appeal. The instructor and participant will schedule a meeting at which to discuss the appeal. The instructor will give a written response to the participant within one week of their meeting.
2. If the result of the meeting between the participant and the instructor does not resolve the case, the participant may submit a written notification of appeal to the Griffin RESA Professional Learning Coordinator (PLC). This notification must be submitted within one week of the participant's receipt of the instructor's written response to the initial appeal. The appeal to the PLC must state the reasons for the appeal. The PLC will arrange a meeting with the participant and the instructor to discuss the appeal. The PLC will hear all information pertinent to this appeal and make a decision. The participant will be notified of the decision made by the PLC in writing within two weeks of the meeting.
3. The participant may appeal the decision of the PLC to the Executive Director of Griffin RESA in writing within one week of receiving the decision of the PLC. The Executive Director will have the discretion to render a response to the appeal based on a meeting of all involved parties or by reviewing all pertinent written information. The Executive Director's decision will be made in writing within one week of meeting with all parties or reviewing all pertinent written information. The Executive Director's decision will be final.

Course Completion and Transcripts

Participants must meet the following requirements to successfully complete the instructional phase of each PLU course or activity.

1. Attend a minimum of 10 clock hours of instruction for each PLU as verified by attendance records maintained by the instructors. No more than 10% of the total contact hours will be allowed as absences. Make-up work will be scheduled for those with excused absences. In the case of on-line courses, participants must complete all requirements to the satisfaction of the instructor to verify that the participant has demonstrated the course competencies. All requirements of the instructional phase must be met within two months of the program date, or the final make-up session, if required.
2. Demonstrate predetermined levels of competency as evidenced by mastery verification for each program.

and/or

3. Develop an individual plan for implementation that has been approved by the instructional staff.

Recommendation for professional learning credit will be made upon the satisfactory completion of the following criteria:

1. Verification by the instructor that the participant has completed the required number of contact hours.
2. Verification by the instructor that the participant has demonstrated, at a predetermined level, the competencies listed in the preparation phase of the training activity.
3. Verification by the instructor that the participant has successfully completed the on-the-job assessment or mastery verification process.

At the end of the preparation phase, the instructor will submit to the Professional Learning Coordinator (PLC) a Professional Learning Unit (PLU) Course Completion Form for each participant who successfully completes all requirements. The signature of the instructor indicates that the participant has attended the minimum contact hours and has successfully completed the mastery verification requirements. Upon receipt of the Course Completion Form, the PLC will issue a Professional Learning Unit Transcript to participants.

Transcripts will be sent to participants via their school system professional learning coordinators. Transcripts will be sent directly to out-of-area participants.