

PROCEDURE FOR SECURING DEUs

Teachers are responsible for the recordkeeping associated with earning DEUs. Please note the following guidelines:

- A teacher may not earn DEUs before he/she has reached the master's lane on the salary schedule.
- A teacher is awarded DEUs only for activities that are completed outside the contractual school day.
- A teacher may not receive compensation for activities for which a teacher is awarded DEUs. This includes the 7.5 hours of professional development activities.
- A teacher may combine credits and DEUs toward lane advancement.
- Fifteen (15) hours equals one (1) DEU. Keep track of your own green DEU forms until a DEU is earned (15 hours of approved DEU classes/workshops). Turn in forms to Human Resources only after you have accumulated 15 hours or have been granted DEUs for the course work you completed.