

## Professional Development Alternate In-Service



Every certified teacher is required, as a part of their contract, to participate in professional development training. The state defines a professional development day as six (6) hours of activities. Bristol teachers are **responsible for acquiring two (2) days or 12 hours of staff development on their own, known as Alternate In-service. These alternative in-service hours must be completed outside of the regular contract day.** (In-service requirements may vary for part-time and/or interim teachers.) Additionally, Bristol teachers are required to engage in stockpiled in-service days as scheduled in the annual school calendar.

***Alternate in-service activities require your principal's prior approval. Before engaging in any activity, it is best to consult with your principal first to confirm they will approve the activity. Please see the information below for approvable alternate in-service activities.***

### **Approvable Activities for In-Service**

1. In-service activities designed to develop the competencies of apprentice teachers. (Priority shall be given to these activities. Supervising teachers shall be designated to work with these teachers.)
2. Instructional assessment and improvement studies.
3. Workshops and/or other activities based on the assessed needs of a school or school system.
4. Development and coordination of system and school-wide curriculum.
5. Conducting staff development programs/activities that are consistent with needs identified at the building and/or system level.
6. Studies of: teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation.
7. Workshops, seminars, institutes, state-sponsored activities, teacher-center activities, professional organization sponsored activities, and college or university sponsored activities which are related to a teacher's assignment or to a school's or system's objectives. (To validate these activities, a written record of attendance/participation must be maintained.)
8. Specific training for instructional assignments.
9. Service as a free consultant to other schools and LEAs, excluding travel time.

### **Non-Approvable Activities for In-Service**

1. Parent-teacher conferences.
2. Teachers working in their rooms.
3. Putting grades on permanent record forms.
4. Business meetings for a professional association.
5. Coaching clinics/cheerleading clinics.
6. College courses for credit.

These are not meant to be comprehensive lists. Only those activities which are most frequently asked about are addressed.

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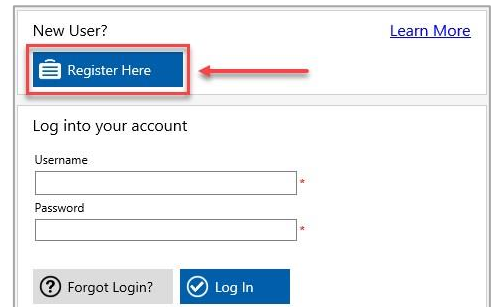
*Any questions about professional development activities or My Benefits Channel should be directed to Kim Amos in the Curriculum & Instruction Office at [amosk@btcs.org](mailto:amosk@btcs.org) or 423-652-9496.*

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## Accessing Your MyBenefitsChannel Account

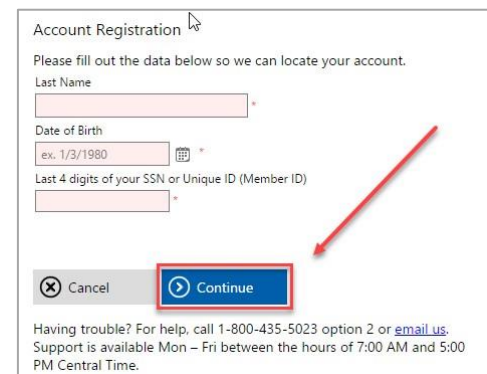
### Step 1: Go to MyBenefitsChannel.com

- From any computer, visit [www.mybenefitschannel.com](http://www.mybenefitschannel.com)
- To register and create your username and password, click **Register Here**.
- Your username and password are secure and are not shared with anyone, even your employer.



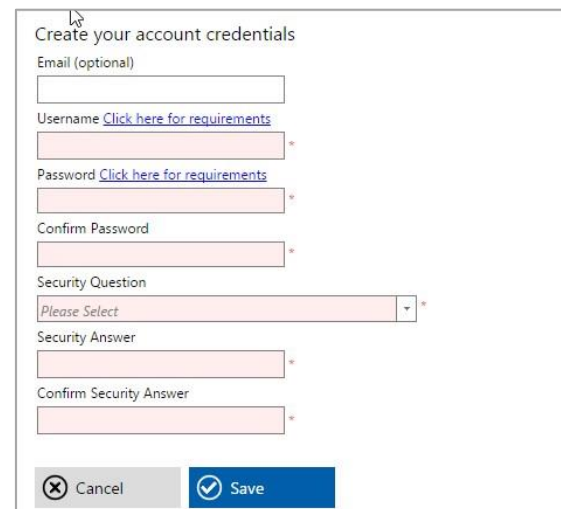
### Step 2: Register & Create your Account

- Enter your Last Name, Date of Birth, and Last 4 digits of your SSN or Unique ID (Member ID).
- Click **Continue**.
- On the next screen, you will need to review the Terms & Conditions: check the box indicating your agreement, and click **Submit Agreement**.



### Step 3: Create your username and password

- Be sure to enter the email address you use most frequently. When you have secure messages or employer -sponsored activities to do you will receive a notification to the email address you enter on this page. Your email address is **secure and will no t be shared** or sold, and will only be used for employer-related business.
- Your username and password must be at least 8 characters and cannot contain special characters like <, >, ', ", and &. Using your email address as your username is recommended.
- Password must be at least 8 characters with at least 1 upper case letter (A-Z), at least one lower case letter (az), and at least 1 digit (0-9).
  - Cannot contain special characters, your first name, last name or username. Cannot contain certain common passwords or any of your previous 3 passwords.
  - Choose a security question and answer to use if you need to recover your username and password.
  - You will use the same username and password to log-in to MyBenefitsChannel and the My Wellness Station biometric data upload application (if applicable).
  - Click **Save**.



**Congratulations, you've logged in!** Please explore all that MyBenefitsChannel has to offer!

**Need help or have questions?** Contact MyBenefitsChannel at 800.435.5023. We will be glad to help!

