Documenting Professional Development

Log in to your Moodle account. Classes close June 19th. Send documentation as soon as possible but before June 22nd to schneewi@skschools.org. (see example pictures below) to receive credit for completed PD courses. Pro Dev accounts will have credits posted and applied to your transcript circa July 1st.

Send this screenshot to document which "What We Do Matters Modules" you completed. Please refer to the FCS to WWDM Modules conversion chart on page 4-5.	 Note: Paras only <u>need</u> to complete the WWDM modules that pertain to the FCS that they have not already completed at in district classes. Example: If you took Communication Basics (FCS11), you do not need to take Moodle Module 11 Communication Basics. If you took Child & Adolescent Behavior (FCS08), you do not need to take Moodle Module 2, Supporting Child Development. See transcript information below.
Send this screenshot to document Module 13 of "What We Do Matters" you completed. ALL Paras need What We Do Matters Module #13 Social Emotional Learning.	

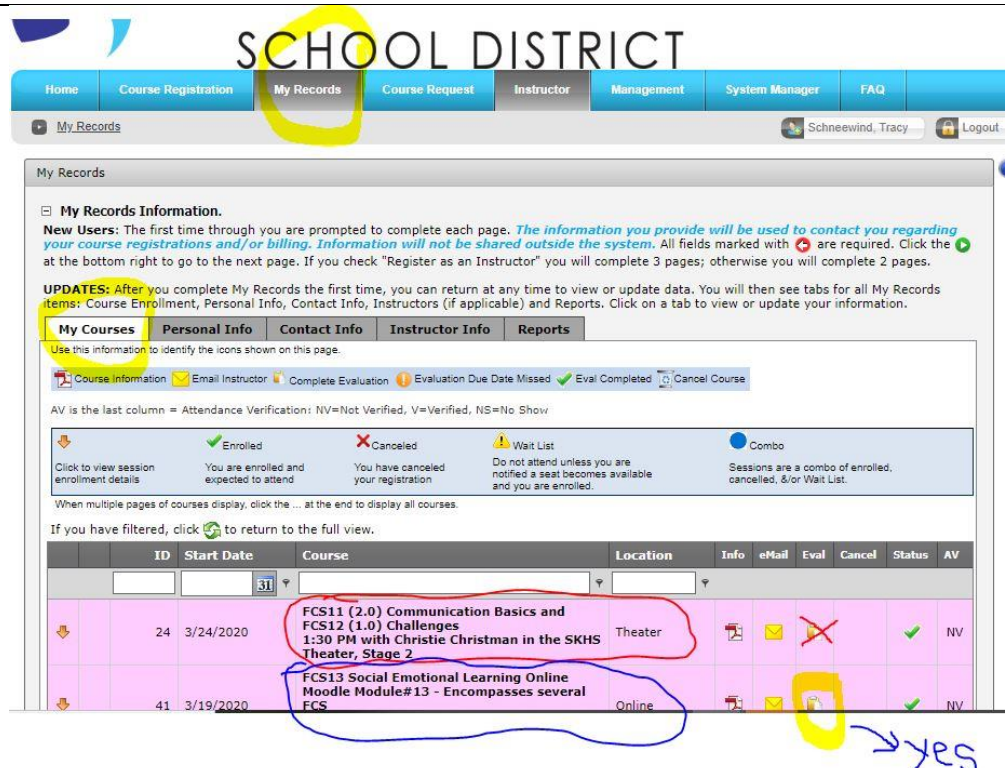|	
Send this screenshot to document the ELL and/or SPED Subject Matter Certificate Course(s). **OR** –Please copy and paste each module completion certificate into a Word Document so all certificates are in one document and send that to me. Make sure your name is on the certificates.	 Paras can take these courses even before they have completed their 28 FCS. Attaining the Subject Matter Certificate(s) may be used to deduct hours from the General Paraeducator Certificate.
When you have completed the Moodle Modules, please go to your Pro Dev account to complete the Evaluation. Evals are only required for courses ID #s 12, and 31 plus.	 Courses taken in the fall 2019 do not need an evaluation completed.
Documentation – Please keep any journal entries or activities assigned within the module, completion certificates, or end of unit documentation for reference should your records be audited as part of certification.	
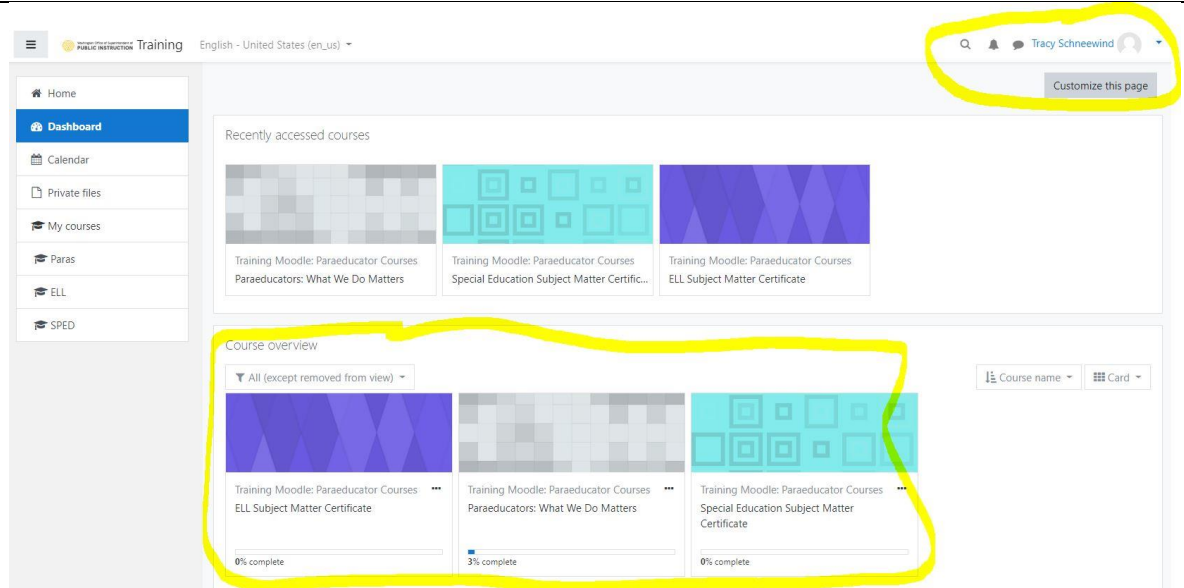
FCS and Pro Dev

FCS (Fundamental Course of Study) – For more information on the paraeducator program and requirements. https://www.pesb.wa.gov/paraeducator-certificate-program/certificate-options/

==Pro Dev is South Kitsap School District's professional development registration and clock hour / course recording system. Pro Dev is not where you take the actual course. You will be required to complete an evaluation in Pro Dev after you complete the course.==

To figure out which FCS you need to work on, log in to your Pro Dev account and look at your Pro Dev transcript (see instructions below). You are not required to take What We Do Matters modules for the FCS listed on your transcript!

Official Clock Hour Transcript

South Kitsap School District
2689 Hoover Ave SE, Port Orchard, WA 98366
(360) 874-7058

This is a record of clock hour courses completed by this individual through the South Kitsap School District Professional Development Program.

Name: **Location:** Office of Special Services

ID	Course Title	Start Date	End Date	Cr Type	CH Avail	CH Earn	STEM	TPEP	Approved Criteria
21	FCS07 (2.0) FCS10 (3.0) General (13.0) ProACT De-escalation & Restraint Training - Para Record Keeping of BNI0382	09/14/2019	9/28/2019	CLK	18.00	18.00	NO	NO	Current Assignment
3	FCS05 (3.0) AM FCS04 (1.0) AM: FCS03 (2.0) PM - Paraeducator Fundamental Course of Study	10/11/2019	10/11/2019	CLK	6.00	6.00	NO	NO	Current Assignment
9	FCS11 (2.0) Communication Basics and FCS12 (1.0) Challenges	10/31/2019	10/31/2019	CLK	3.00	3.00	NO	NO	Current Assignment
8	FCS08 (2.0) Child & Adolescent Development	11/01/2019	11/1/2019	CLK	2.00	2.00	NO	NO	Current Assignment

Total Clock Hours Earned: 29

Verified by: *Anita Chandler*
Anita Chandler, Executive Director Teaching and Learning

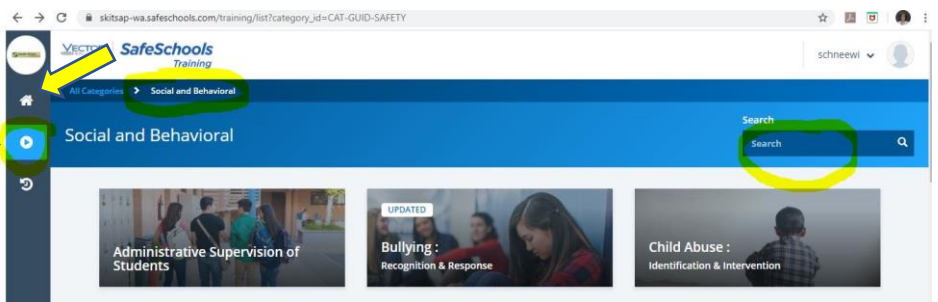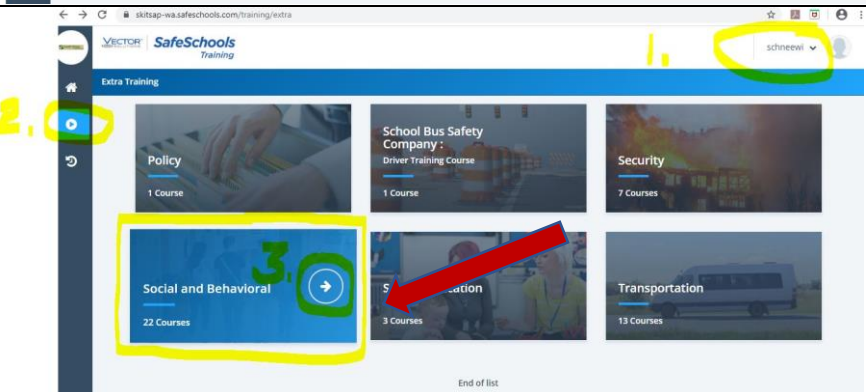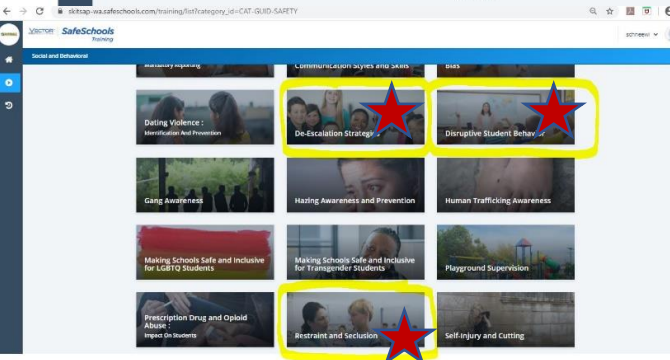# FCS -- Pro Dev -- Moodle Module Conversion Chart

Note: _Welcome To This Course_ Moodle module – Watch the videos and download the What We Do Matters Journal, to read along with your Modules. You do n ot need to print the 121 pages, you can keep your own journal. A journal was provided to paras attending fall district trainings for course note taking.

<mark>Please keep any journal entries or activities assigned within the module, completion certificates, or end of unit documentation for reference should your records be audited as part of certification. See page 1 of this document for required documentation to e-mail to schneewi@skschools.org or send in to Teaching & Learning to receive credit for each FCS you needed to complete. After completion of modules, log in to Pro Dev to complete the evaluation.</mark>

To work on this FCS #	Register in Pro Dev Course #	Complete this Course Module in Moodle Create a Moodle Account (see instructions) Take the course at https://www.pesb.wa.gov/resources-and-reports/online-learning Paraeducators: What We Do Matters Moodle Module # and Title	Hours credit toward FCS for online Module	Hours to be completed later in SKSD trainings to finish FCS criteria
FCS02	31	WWDM Module 3 - Strengthening Instruction	1.0	3.0
FCS03	32	WWDM Modules 5 - Embracing Culture & Diversity and 7. Using Technology Well	1.0	1.0
FCS04	33	WWDM Module 8 - Working Effectively with Data	1.0	None – FCS04 Satisfied
FCS01	34	WWDM Module 5 - Embracing Culture & Diversity	1.0	3.0
FCS06	35	WWDM Module 6 - Increasing Equity	1.0	2.0
FCS07	36	WWDM Module 4 - Creating Positive & Equitable Learning Environments and WWDM Module 2 - Supporting Child Development	1.0	1.0 thru SKSD Safe Schools Videos Extra Courses – <mark>See below for where videos are housed</mark> (or thru ProACT) • De-Escalation Strategies • Disruptive Student Behavior • Restraint and Seclusion
FCS10	37	WWDM Module 4 - Creating Positive & Equitable Learning Environments	1.0	2.0 or (3.0 thru ProACT)
FCS08	38	WWDM Module 2 - Supporting Child Development	1.0	1.0
FCS11	39	WWDM Module 11 - Mastering Communication Basics	1.0	1.0
FCS12	40	WWDM Module 12 - Solving Communication Challenges	1.0	0.0
Several FCS	41	WWDM Module 13 - Social Emotional Learning	1.0 ---Applies to multiple FCS. New criteria as of January 2020	

FCS05	42	WWDM Modules 1 - Understanding Your Responsibilities and 9 - Deepening Your Professionalism	1.0	2.0
FCS09	12	**All paras are already enrolled in South Kitsap's Safe Schools. Completion of your assigned yearly videos will complete the standards criteria for this course. You do not need to do the Moodle Module 10**	0 – You don't need to do Module 10 online	None – FCS09 Satisfied in SKSD Safe Schools yearly required videos for each Para. Go thru Hello ID > Safe Schools to finish.
ELL and General Certs	43	ELL Subject Matter Certificate (Coming Soon) **You do not need to finish FCS before taking this course.**	20.0	--
SPED & General Certs	44	SPED Subject Matter Certificate (Coming Soon) **You do not need to finish FCS before taking this course.**	20.0	--

Safe Schools Videos for FCS07

Step 1:	Go to www.skschools.org
Step 2:	Click on the settings wheel to get to Hello ID
Step 3:	Log in to Safe Schools
Step 4: Click on the more videos (red arrow) under the Home tab. **Note:** The home tab (yellow arrow) is where you will find the yearly videos you need to watch for HR and the FCS09 credit.	
Step 5: Click the Social and Behavioral arrow.	
Step 6: Watch all 3 videos to complete your FCS07 criteria (in addition to the Moodle Modules 4 & 2). **If you have taken Pro ACT you have completed FCS07 and do not need to watch these videos or Modules for credit.**	Documentation is not necessary to apply credit to your account, as I will receive completion confirmation from HR.