

GUIDELINES FOR PAC CREDITS

Licensed/certificated staff members may receive PAC credit hours for time spent engaged in activities, beyond the 20 hours normally accepted as instructional duties, where professional growth is recognized.

CRITERIA

1. PAC credits can be awarded only once for working on a special committee unless you are chairing the committee.
2. No more than 2 PAC credits can be awarded for any one activity, and no activity can be repeated for additional PAC credit.
3. PAC credits cannot be earned for activities during the school day, for activities unrelated to your teaching contract and/or area of teaching, or for activities for which you receive such compensation as a stipend, supplemental, and/or PAC grant.
4. PAC credit requests must be applied for within twelve (12) months of the activity.
5. PAC credits can be used toward any one step increase on the salary scale.
6. PAC credits are not transferable.
7. PAC credits do not apply toward certification or licensure.

PROCEDURE

1. Fill out the PAC credit request form found in your building's main office or the intranet. Sign it and obtain your principal's signature.
2. Send the form to the GHEA vice president by the first Thursday of November, February, or May. Be sure to attach such accrediting information as workshop completion certificates, activity logs and schedules and dates, or anything else that might help the committee evaluate your request.
3. PAC credit requests are evaluated 3 times a year: the second Thursday of November, February, and May. Please make an effort to appear before the committee on the evaluation date to answer any questions the committee might have. See your GHEA building rep for specific times, locations, and/or changes.
4. Credits will be awarded only in the following increments:
 - a. Thirty (30) contact hours beyond school time = 2 PAC credits.
 - b. Fifteen (15) contact hours beyond school time = 1 PAC credit.
 - c. Eight (8) contact hours beyond school time = .5 PAC credit.
 - d. Four (4) contact hours beyond school time = .25 PAC credit.

If you have earned enough PAC and university credits to advance a pay step, you must submit a letter to the Board Office prior to the 1st day of a school year. Include a copy of your transcript and state what steps you are moving from and to. Give copies to your building rep and principal.