

# PLEASE READ

## FAQ

### Professional Growth Credit

**Q. Why are employees required to earn professional growth hours?**

**A. Humble ISD has adopted a philosophy that emphasizes continuous improvement. By participating in professional growth activities, employees model for students the value of life-long learning**

**Q. How many hours of professional growth are teachers and administrators required to complete each year?**

**A. Teachers, administrators and professional support staff members are required to complete a minimum of 40 hours of continuing education annually.**

**Q. How many hours of professional growth are paraeducators and office professionals required to complete each year?**

**A. Paraeducators and office professionals are required to complete 18 hours of continuing education annually and must be allowed the opportunity to meet the requirement during the workday. However, those choosing to complete the requirement outside of scheduled work time will be allowed to take up to two (2) days of comp time on days approved by their supervisor.**

**Q. What if you earn more hours than are required?**

**A. The district has many employees who attend more than the minimum number of hours required by the policy. Under some circumstances, with prior approval of your supervisor, you may apply hours completed in one year to the next year. However, hours may be carried forward for one year only.**

**Q. Who decides what activities are appropriate for professional growth credit?**

**A. Your supervisor has ultimate discretion for approving hours. You should always seek prior approval from your supervisor before participating in an activity to ensure that you will receive credit. The supervisor will review whether the activity is relevant to your job.**