

Trade Credit Requirements 2021 - 2022

All LISD staff must earn trade credit over the course of the year from May 22 - March 31. The trade credit hours are in exchange for paid professional learning days that staff have off based on contract dates (August 2, November 22, and 23).

- **All instructional professional** staff must acquire 6 trade credits prior to or on August 2 for the August Trade Day on August 2. Click here for more information about [summer learning](#).
- **All Instructional professional** staff must complete a total of 18 hours for the 2021-22 SY (6 hours prior to August 2 + 12 additional hours prior to March 31, 2022 =18 hours of 2021-22 Trade Credit)
- **All LISD staff** must complete 12 hours of learning ***outside of contract hours*** for the two paid professional learning days on the calendar for the first two days of Thanksgiving break.

Summer Learning Sessions Details for ***Instructional Professional*** Staff

- All instructional professional staff must acquire a total of 6 trade credits prior to or on August 2 (Mandatory August learning + Optional sessions). The 6 trade credits of summer learning will consist of any **MANDATORY August** learning sessions based on teaching assignment and **OPTIONAL** sessions of your choice. Click below for more information about your specific grade level mandatory learning.
[Elementary Courses](#)
[Secondary Courses](#)
- The amount of **MANDATORY August** learning will differ based on your teaching assignment and range from 0-6 credits.

See the table below for Steps to determine Summer Learning Sessions:

	How to Determine Summer Learning Sessions	Where to Find Information
Step 1	<p>Determine any MANDATORY AUGUST learning required based on your teaching assignment</p> <ul style="list-style-type: none"> • Review the Learning & Teaching Summer Learning Website to determine any MANDATORY AUGUST learning sessions you need to complete based on your teaching assignment. • The MANDATORY AUGUST learning varies depending on your teaching assignment. There are some teaching assignments that will have NO MANDATORY learning sessions. • If you do not know your specific campus teaching assignment for next year, please talk with your principal or content administrator for recommendations. 	<p>Elementary Summer Learning Website Secondary Summer Learning Website Eduphoria Strive Your Content Administrator</p>
Step 2	<p>Determine the number of credits earned from any MANDATORY AUGUST learning sessions</p> <ul style="list-style-type: none"> • Determine the number of credits earned from any MANDATORY AUGUST learning sessions identified in step 1. • The number of credits from MANDATORY AUGUST learning will range from 0 – 6 credits depending on your teaching assignment. 	<p>Elementary Summer Learning Website Secondary Summer Learning Website Eduphoria Strive Your Content Administrator</p>
Step 3	<p>Determine the amount of OPTIONAL LISD learning sessions needed to ensure you have acquired 6 total trade credits</p> <ul style="list-style-type: none"> • Based on the number of MANDATORY AUGUST credits determined in step 2, determine the amount of OPTIONAL learning needed so you total at least 6 trade credits. OPTIONAL learning allows you to select your own learning pathway from the LISD choice sessions offered. • OPTIONAL learning will range from 0 – 6 credits based on the amount of MANDATORY AUGUST learning your teaching assignment requires. • Select the OPTIONAL learning sessions you will complete to obtain your 6 trade credits prior to or on August 2. • Ex. If your teaching assignments requires 3 hours of MANDATORY AUGUST learning, then you have 3 hours of OPTIONAL learning to complete for a total of 6 credits. 	<p>Eduphoria Strive Professional Learning SMORE email Professional Learning Website Elementary Summer Learning Website Secondary Summer Learning Website</p>

Summer Learning Sessions Details for *Instructional* Staff

The LISD calendar designates **August 2** as the day for *instructional* staff to obtain 6 hours of trade credit. This could include LISD Mandatory specific learning to prepare for the upcoming school year. The amount of *MANDATORY August* learning will differ based on your teaching assignment and range from 0-6 credits.

Click below for more information about your specific grade level mandatory learning.

[Elementary Courses](#)

[Secondary courses](#)

Who needs to complete at least 6 hours on or prior to August 2?

Employees starting on / prior to August 2	Trade Requirements
Core Teachers Pre-K Teachers Fine Arts Teachers Career & Tech Teachers Health / PE / Outdoor Ed Teachers ISS Teachers - Attend a content session Special Ed Itinerant Staff Instructional Specialists: Title I Coaches, Campus Based, ESL Liaisons, LAS's, Dyslexia Interventionists	Complete a total of 6 hours trade credit learning on or before <i>August 2</i> . Click below for more information about the mandatory courses for your grade level: Elementary Secondary
All Counselors Nurses and Health Assistants Library Media Specialists	Working on August 2 (Content supervisors will provide more information closer to August 2)
JROTC Instructors Secondary Testing Coordinators Central Office Campus Administrators Office & Instructional Support Staff Learning & Instructional Technology Facilitators Specified Auxiliary Staff Athletic Trainers	Working on August 2
Part-time Teachers	Check with content area administrator

How do I ensure I acquire the right amount of credits?

Instructional employees are to earn **6 Trade Day credits** on or before August 2, 2021. If the 6 credits have been earned prior to August 2, the employee may stay home. If the credit has not been earned by August 2, the employee must complete the required 6 hours of learning August 2. Instructional staff may not get all 6 hours of trade credit from completing August from Mandatory sessions. Please see the table below for steps to follow to ensure you have completed 6 hours of learning prior to August 2.

Steps to Determine Summer Learning Sessions

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	How to Determine Summer Learning Sessions	Where to Find Information
Step 1	<p>Determine any MANDATORY AUGUST learning required based on your teaching assignment</p> <ul style="list-style-type: none"> Review the Learning & Teaching Summer Learning Website to determine any MANDATORY AUGUST learning sessions you need to complete based on your teaching assignment. The MANDATORY AUGUST learning varies depending on your teaching assignment. There are some teaching assignments that will have NO MANDATORY learning sessions. If you do not know your specific campus teaching assignment for next year, please talk with your principal or content administrator for recommendations. 	<p>Elementary Summer Learning Website Secondary Summer Learning Website Eduphoria Strive Your Content Administrator</p>
Step 2	<p>Determine the number of credits earned from any MANDATORY AUGUST learning sessions</p> <ul style="list-style-type: none"> Determine the number of credits earned from any MANDATORY AUGUST learning sessions identified in step 1. The number of credits from MANDATORY AUGUST learning will range from 0 – 6 credits depending on your teaching assignment. 	<p>Elementary Summer Learning Website Secondary Summer Learning Website Eduphoria Strive Your Content Administrator</p>
Step 3	<p>Determine the amount of OPTIONAL LISD learning sessions needed to ensure you have acquired 6 total trade credits</p> <ul style="list-style-type: none"> Based on the number of MANDATORY AUGUST credits determined in step 2, determine the amount of OPTIONAL learning needed so you total at least 6 trade credits. OPTIONAL learning allows you to select your own learning pathway from the LISD choice sessions offered. OPTIONAL learning will range from 0 – 6 credits based on the amount of MANDATORY AUGUST learning your teaching assignment requires. Select the OPTIONAL learning sessions you will complete to obtain your 6 trade credits prior to or on August 2. Ex. If your teaching assignments requires 3 hours of MANDATORY AUGUST learning, then you have 3 hours of OPTIONAL learning to complete for a total of 6 credits. 	<p>Eduphoria Strive Professional Learning SMORE email Professional Learning Website Elementary Summer Learning Website Secondary Summer Learning Website</p>

How will I obtain learning for Summer 2021?

All **instructional staff** will complete 6 hours of professional learning on or prior to August 2. The courses specific to role-specific content will open on May 22, 2021. 6 hours of learning needs to be completed on or prior to August 2. Click the links below for more information about courses specific to your grade level.

[Elementary](#)

[Secondary](#)

What if I accrue more than the 6 Trade Credit requirements, prior to August 2?

Trade credit earned this summer exceeding 6 hours will be applied to the additional 12 trade credits needed for the 2 days in November. A total of 18 hours trade credit must be earned by March 31, 2022. (6 trade credits by August 2 + 12 trade credits by March 31= 18 credit hours)

What is the timeline for accruing this credit?

The window for accruing role-specific August professional learning trade day credit is **May 22- August 2**. Trade day credit must be earned by August 2. If the 6 credits have been earned prior to August 2, the employee may stay home. If the credit has not been earned by August 2, the employee must complete the required 6 hours of learning through online courses provided by LISD on August 2.

How do I check to see if I met the Trade Requirement?

Your Eduphoria Workshop portfolio serves as your professional learning transcript. By selecting **My Portfolio** under the **Workshop** tab in Eduphoria Workshop, you can review all trade credits accrued for the current school year under the Portfolio Summary. View this short [video tutorial](#) on how to check your trade credits. An accurate depiction of hours can be viewed in Eduphoria Workshop only.

Please note that the trade hours viewable in STRIVE represent the total number of credits applied to the course for example:

<p>Employee Services: Ethics Training (Nov. Trade) 6</p>	<p>Employee Services: Ethics Training (Nov. Trade), October 1, 2018 November 2018 Trade Credit, 3 Credit(s) Texas SBEC CPE, 3 Credit(s)</p>
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Is learning outside of LISD eligible for 6 hours trade credit?

Yes, you can use outside learning for your optional credits. Please refer to the [Elementary](#) or [Secondary](#) site for more information about the summer mandatory learning you must complete. Optional learning for August hours can range from 0-6. After attending the workshop or conference, add a new portfolio entry with a certificate of attendance in Eduphoria Workshop to request trade credit. To add a Portfolio Entry, go to "My Portfolio" in Eduphoria Workshop and select "Add New Portfolio Entry" towards the bottom under "Portfolio Options". View this short [video tutorial](#) on how to upload outside credit requests.

What if I don't complete the professional learning trade day requirement by August 2?

If you have not obtained 6 hours of Trade Credit by August 2, you must complete your online learning on that day. If 6 credits have not been completed by midnight on August 2, a local day will be deducted. If there are no local days, then a state day will be deducted. Staff with a depleted leave balance will be docked at their daily rate of pay in order to return the compensation received for the trade day. Leave balance and payroll deductions will be conducted in a half-day or a full-day increment based on each individual's daily rate as determined by Payroll.

What if I have special circumstances, including FMLA and/or maternity leave?

Contact [Brenda Nicholson](#), Leave of Absence Coordinator, for questions regarding procedures and guidelines associated with leave of absence

2021- 22 Trade Credits

Why Trade credits?

The LISD calendar includes two paid professional learning days in November which fall on the Monday and Tuesday of Thanksgiving break. **ALL** Employees are to earn 12 credits for these days by March 31, 2022, by participating in learning on their own time. One (1) hour of professional learning (outside work days / hours) is equivalent to one (1) hour of trade day credit, unless otherwise noted.

What is Trade credit?

As a learning organization, LISD has a commitment to continuous learning and professional growth of all staff. Employees have the benefit of choosing learning that pertains to their work content, skill levels, and interests as well as the flexibility of format and time that works best for them.

3 MUSTS for Trade Credit

- Must be learning that pertains to your work
- Must provide documentation of learning (ex: Eduphoria portfolio, certificate, transcript)
- Must occur outside of your calendar / contract days / hours

Who needs Trade credit?

- All full time staff are required to complete 12 trade credits.
- Half-time staff (working less than 30 hours / week) must earn 6 trade credits. Staff working 75% of a work week need 9 trade credits.
- Trade credit excludes temps and substitutes, auxiliary contract staff, maintenance workers who work more than 240 days, custodians, food service cashiers and managers, Communities in Schools, ESD, bus employees, and crossing and security guards.
- Requirements for late hires are listed in the chart below.

Employees Starting	Trade Credit Requirements
Prior to November 22	12 trade credits
After November 22	No requirement

What is the timeline for accruing trade credit?

In order to receive trade credit, the learning must be completed during the current school year. The window for accruing professional learning trade day credit is May 22 - March 31. **Trade day credit must be earned by March 31.**

What learning counts / does not count for trade credit?

Eligible for Trade Credit Must have documentation of learning (ex: Eduphoria portfolio, certificate, transcript)	NOT Eligible for Trade Credit
Learning outside of calendar / contract hours	Learning during calendar / contract hours
Face-to-face learning	Extra duties / Extra-curricular
PLCs	Supervision of Students

Group Book Studies	Volunteer Opportunities
Educational Twitter Chats	Courses in which a stipend is paid for presenting or attending
Conferences	Travel to / from events
Workshops	Meetings devoted to housekeeping / operations
LISD Online courses	Self-study
Educational online courses outside of LISD	Judging a competition
Educational webinars	Preparing for a presentation
Hourly employees who clock out during lunch (see question below)	Reading educational materials
College Coursework (see question below)	Grading online courses
	Chaperoning or supervising student camps
	Attending informational meetings for students

Can I submit university / college coursework for Trade credit?

Graduate coursework is accepted for **up to 12 hours** of Trade Credit **IF** there is a link between the learning and the LISD cornerstones and Istatements. The cornerstones/ Istatements link to your coursework must be explained in the notes section of the credit request within Eduphoria Workshop. A transcript showing date of successful completion of the course will be required as documentation. The transcript must be uploaded / attached to the credit request within Eduphoria Workshop.

If I am an hourly employee, can I clock out and learn during lunch?

This requires pre-approval from your supervisor and the Professional Learning department. If approved, a course should be submitted into Eduphoria Strive prior to the learning happening. Work time hours can not be adjusted, nor can lunchtime be extended. You are not able to take a longer lunch and work longer to make up the difference.

What if I accrue more than the 12 Trade Credit requirement?




The 12 trade credit requirement is a minimum, any additional professional learning may be recommended at the discretion of the supervisor / district. Credits exceeding the required 12 may **not** be rolled over from year to year.

How do I check to see if I met the Trade Requirement?

Your Eduphoria Workshop portfolio serves as your professional learning transcript. By selecting **My Portfolio** under the **Workshop** tab in Eduphoria Workshop, you can review all trade credits accrued for

the current school year under the Portfolio Summary. View this short [video tutorial](#) on how to check your trade credits. An accurate depiction of hours can be viewed in Eduphoria Workshop only.

Please note that the trade hours viewable in STRIVE represent the total number of credits applied to the course for example:

Employee Services: Ethics 6 Training (Nov. Trade)	 Employee Services: Ethics Training (Nov. Trade), October 1, 2018  November 2018 Trade Credit, 3 Credit(s)  Texas SBEC CPE, 3 Credit(s)
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What if I notice a course I've completed is still designated with a green registered notice?

It usually takes up to two weeks after a course for it to close and for credit to appear. If it has been longer than two weeks, check with the instructor to make sure the sign-in sheet has been sent to Professional Learning. If so, you may contact Professional Learning.

How do I find courses designated with trade credit in Eduphoria Workshop?

You may search for courses by the category that applies to you or by clicking on the Trade Credit type at the bottom. Once you select a course, it will tell you under **Course Credit** if trade credit applies. View this short [video tutorial](#) on how to find courses in Eduphoria.

Is learning outside of LISD eligible for trade credit?

After attending the workshop or conference, add a new portfolio entry with a certificate of attendance in Eduphoria Workshop to request trade credit. To add a Portfolio Entry, go to "My Portfolio" in Eduphoria Workshop and select "Add New Portfolio Entry" towards the bottom under "Portfolio Options". View this short [video tutorial](#) on how to upload outside credit requests.

What if an educational conference I attend is both during my work hours and after hours?

Upload an agenda as well as your certificate indicating (highlight, star, circle, etc.) the sessions you attended that were outside of contract hours. You may receive SBEC credits for the entire conference. Only sessions outside of your normal contract hours would be eligible for trade credit.

What if I don't complete the professional learning trade day requirement by March 31?

Staff not obtaining 12 professional learning credits will be docked. First local days will be deducted. If there are no local days, then state days will be deducted. Staff with a depleted leave balance will be docked at their daily rate of pay in order to return the compensation received for the trade days. Leave balance and payroll deductions will be conducted in half-day or full-day increments based on each individual's daily rate as determined by Payroll.

Trade credits completed	Balance Depletion / Pay Reduction
12 +	0 days
9 - 11	½ day

6 - 8	1 day
3 - 5	1 ½ days
0 - 2	2 days

What if I have special circumstances, including FMLA and/or maternity leave?

Contact [Cindy Smith](#), Leave of Absence Coordinator, for questions regarding procedures and guidelines associated with leave of absence.