



## ATTN: CMCSS Certified Staff – Turn your Professional Development Hours into Graduate Credit at Austin Peay State University

Clarksville-Montgomery County Teachers can earn 1, 2, or 3 hours of graduate credit through your 2014-15 completed professional development hours. You can earn 1 hour of credit for each 15 hours of APPROVED\* professional development hours. Completed coursework can be used as an elective in an established graduate program. Teachers wishing for the course to count for coursework in an established program must meet all admission requirements for that program. **Only two campus visits will be required.** The first will be to meet with a faculty member and determine assignment you will complete, and the second will be to provide the faculty member your finished project.

To receive credit, teachers must:

1. Provide a certified copy of your CMCSS Professional Development transcript\*\* that depicts your completed professional learning hours for the 2014-15 school year to Dr. Carlette Hardin, Dean, College of Education, APSU, 601 College Street, Claxton Building, Room 210-B, Clarksville, TN 37044.
2. Be admitted to APSU's graduate school by applying for acceptance into "Non-Degree" status by:
  - a. Complete an application (<https://www.apsu.edu/admissions/apply>);
  - b. Pay a one-time, non-refundable \$25.00 application fee; and
  - c. Provide a bachelor's degree transcript with a minimum GPA of 2.5
3. Meet with your designated faculty member to develop agreed upon plan to extending your professional learning into graduate course assignment/project.
4. Complete graduate course assignment by agreed upon completion date.

\*Annual Employee Training, Suicide Prevention Training, Bullying Prevention and Awareness Training are not approvable hours for this program. Approval of all other hours is at the discretion of the designated APSU faculty member.

\*\*Teachers can obtain a certified copy of your CMCSS Professional Development transcript by emailing [planhelp@cmcss.net](mailto:planhelp@cmcss.net)

For more information, contact Dr. Carlette Hardin, [hardinc@apsu.edu](mailto:hardinc@apsu.edu) or 931.221.7511.