



Office of Human Resources

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Public School Works Courses Qualify for Voucher Credit Hours

Any courses taken online using Public School Works will count toward the seven (7) hours of professional development you must earn to “voucher out” of Staff Development day.

NOTE: Public School Works course must be taken between April 1, 2020 and March 31, 2021 to be awarded voucher credit.

How does this work?

Each course that is assigned to you has a designated number of minutes that the average participant normally takes to complete the course. When you complete a course, those minutes will count toward voucher credit hours.

What if I finish the course in fewer minutes than the course describes?

You will still earn the minutes that are designated for that particular course.

How can I keep track of my online time credit?

Your personal Public School Works Account and Profile Page allow you to view your transcript of completed coursework at any time.

Can I combine my online time credit with the hours I earn through the HHCS Staff Development program?

Yes, but keep in mind **you** will need to keep track of your HHCS voucher hours and your Public School Works time to determine the total voucher hours you have earned. NOTE: Public School Works total hours will not be rounded up to meet the seven (7) hour voucher requirement.

Can I still use Public School Works for IPDP contact hours?

Yes. Again, print out your transcript at the end of the school year so you can submit it as part of your Evidence of Completion.

If I'm not interested in voucher credit hours or IPDP hours, do I still have to do the Public School Works courses assigned to me?

Yes. These are Occupational Safety & Health Administration (OSHA) and Ohio Department of Education (ODE) compliance issues. We are providing you opportunities to be compliant with Federal and State public service laws. Additionally, we are providing you with the opportunity to use them as voucher hours.