



**San Juan Unified School District  
San Juan Teachers Association**



# **GUIDELINES FOR CONTINUING EDUCATION**

**2015-2016  
Includes Guidelines for  
Electronic Registrar On-line (ERO)**

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## **Quick Reference**

### **Continuing Education and In-service Credit**

**Identifying a Course:** There are now several ways to get courses approved for Continuing Education or for In-service Credit.

1. Browse PD Calendar in Electronic Registrar Online (ERO) to find a course you are interested in taking. Be sure it is offered for hours. Use ERO to register.
2. Browse the College Course of the 99section of ERO to find college/university classes that have already been pre-approved for hours. You can indicate your intent to take the class on ERO without submitting any prior approval.
3. For courses/conferences NOT on ERO, print the 15-Day Prior Approval form from the Intranet (Forms & Docs; Keyword-Approval) and submit to the Professional Learning and Innovation Department (PLI) 15 working days prior to the event. The 15-Day Prior Approval form needs to be accompanied by documentation of course description and how the enrollee will engage in the course.

*ERO: All certificated staff, including teachers and administrators, must sign up for courses or trainings offered by the district in ERO. This allows the Professional Learning and Curriculum Innovation Department to accurately print sign-in sheets and collect attendance.*

**During the Continuing Education Process:** Keep registration forms, flyers, course descriptions and agendas to document your hours spent at each course or workshop. This is especially important for activities NOT sponsored by the district or by SJTA.

**After You Have Completed Your Hours and turned in documentation:** Check ERO, after a week, to verify that all of your hours have been accurately documented. For any outside courses, including college/university classes and conferences, submit documentation of attendance to PLI. (Please include any 15-Day Prior Approval form you have for the transcripts.)

# Frequently Asked Questions

*To whom do these guidelines apply?*

The guidelines apply to K-12 certificated teachers, counselors, nurses, speech therapists and librarians. The guidelines do not apply to classified staff, Adult Ed, or to managers. The current SJTA contract calls for ECE Guidelines to be developed.

*What is the Continuing Ed column?*

Column V on the K-12 certificated salary schedule can be accessed only through the accumulation of 150 hours of professional development, in accordance with the approved guidelines. The percent raise for Column V is dependent upon the San Juan-SJTA negotiated agreement, but the current figure is 5.5% above column IV.

*When can I work to move to Column V?*

Once you have been placed into column IV, you can begin to accrue hours toward Column V. This means that your hours must have been submitted to and verified by the Human Resources department.

*Can I skip Column IV and go directly to column V?*

No. You must be paid at least one year in Column IV before moving to the next column.

*Once I am in Column V, do I need to continue to attend professional development?*

Your placement in Column V is for 5 years. If, at the end of the 5 years, another 150 hours have not been submitted to Human Resources, you will be returned to Column IV.

*How far ahead can I bank hours Column V?*

When you first move to Column V, you can carry hours in excess of 150 over to the next five-year cycle. Once you are placed in Column V, you can earn hours for the next cycle. In other words, you cannot begin accruing hours for cycle three until you are in cycle two. This is meant to ensure that professional development is current to the needs of teachers and students.

*What kinds of professional development activities qualify for Continuing Ed hours?*

A variety of activities can be used for Continuing Education hours toward Column V. Workshops and conferences, offered by the district, SJTA, county office of education, and California Department of Education (CDE) are always eligible. College and university courses are often eligible as are some online courses. All college courses must be completed through an accredited college or university. Work done by collaborative Learning Teams may also count for Continuing Ed, with 15 days prior approval using the Learning Teams form (*Intranet: Forms & Docs; Keywords-Learning Team*).

*What are the district's professional development priorities?*

The district's professional development priorities, consistent with the Strategic Plan, are as follows:

- Improved content knowledge as applicable for the employee's assignment
- Classroom management
- Implementation of Common Core State Standards and curriculum
- School culture and environment
- Instructional strategies and assessment strategies
- Infusion of technology
- School leadership
- Equity and diversity

# Frequently Asked Questions (cont'd)

*What are the guidelines for the activity to count for Continuing Education Hours?*

The professional development activity must be related to growth in your current assignment or support your development to teach another subject, based on the need of the school. The activity must be outside of your contract day and have no part of the cost of the course or workshop be paid by the district, school, or any district-sponsored organization (i.e., PTA, booster clubs, grants). These costs include registration, travel, mileage, lodging, substitutes, etc.

*How do I know if something is acceptable for Continuing Ed?*

Workshops offered by the school district, SJTA, county offices of education, and California Department of Education (CDE) are always accepted but still need to be in the ERO system for continuing education credit. For ALL courses, check the ERO system first, to see if the course you are interested in has prior approval. If it is not already approved, you must submit the request for approval 15 working days **before** the class begins in order to ensure it will be recognized in the system. Without prior approval, you may be spending your time in a course or workshop that will be denied as continuing education.

**Professional development offerings within the district are housed on the district website under Staff > Professional Learning Calendar. The Professional Development Calendar is updated on a daily basis and is the best resource for local courses.**

*How many hours do I get for attending a class or workshop?*

Continuing Ed hours are given only for the hours spent in the course. This excludes meals and breaks. Time spent working on projects outside of the course, including homework or fieldwork, is not accepted.

*Can I take online courses?*

Some online coursework has been approved. Online classes from CSU or UC schools, Pepperdine, and National University are generally accepted, assuming they meet the other criteria for use for Continuing Ed. Generally, if an online learning experience includes discussion and feedback with students and an instructor, and has tangible assignments for which an instructor offers feedback, the online course will be approved. Just like other courses, online courses must be taken through an accredited school.

*Can I receive Continuing Education hours for independent study courses?*

No. Independent study classes are not approved for Continuing Ed.

*I am going to a conference on Friday and Saturday. Can I get any Continuing Education hours for attending?*

Yes, under certain conditions. First, you must have prior approval. Second, you must absorb all of the costs. That said, you can receive Continuing Education Hours only for the time outside of your contractual day (on Friday) and for Saturday, providing you met all other criteria and have a valid agenda.

*I am presenting at a conference or workshop. Can I get Continuing Education hours for that?*

Yes, you can receive continuing education hours for trainings the first time you present a topic as long it is approved through the 15- Working Day Prior Approval process. For example, if a teacher is training on Running Record Class 1, he/she can only receive time for the training and two hours of preparation time (outside of the contractual day) of continuing education. Trainers can attend other sessions at a conference and receive hours for attending those sessions as long as the prior approval process is followed.

## Frequently Asked Questions (cont'd)

*Conferences often give you the opportunity to pay to get college units for attendance. Should I pay for the units?*

Whether or not you pay for the units, you will only receive Continuing Education hours for the hours you attended the conference or workshop. [Note: Continuing Ed hours won't transfer to another district but college units normally do transfer.]

*Can I get Continuing Education Hours for college courses?*

Yes, providing that the college courses are from an accredited school and meet the continuing education course criteria. The courses must be in alignment with the district's Strategic Plan and pertain to your current assignment or to a new subject area as needed at your school site. The 15-Working Day Prior Approval process should always be followed prior to registering for a course.

*Can I get Continuing Education Hours for Community College classes?*

Community College level classes are accepted if they are in alignment with the district's Strategic Plan and pertain to your current assignment or to a new subject area as needed at your school site. The 15-Working Day Prior Approval process should always be followed prior to registering for a course.

*Can I get Continuing Education hours for study abroad?*

Generally, international study is not approved unless the coursework is done in conjunction with an accredited school, aligned with the district's Strategic Plan and pertains to your current assignment or to a new subject area as needed at your school site. The 15-Working Day Prior Approval process should always be followed prior to registering for a course.

*Can I get Continuing Education hours for travel?*

No.

*Do overnight or weekend trips with students count for Continuing Ed?*

No. Field trips are not approved for Continuing Education hours.

*I am interested in becoming a National Board Certified Teacher. Will I get hours for all of the time I spend completing the process?*

Yes. Teachers who successfully complete the process and earn National Board Certification will earn 300 hours or two full cycles in Column V. Refer to the Collective Bargaining Agreement (Exhibit D: Group Placement G.1.g.) for more information

*A team at our school wants to do a collaborative learning project. How do we get it approved?*

The form is located on the Intranet (Forms and Docs, Keyword-learning team). Complete the Learning Team form, including a description of what you will do in the team, how it supports your instruction and what evidence will be provided of completed work. This signed form is submitted to the Professional Learning and Innovation Department (PLI) 15 working days prior to the beginning of the work. Once approved, instructions regarding how to track your Learning Team's hours will be sent to you.

*What kind of activities might count for a Learning Team?*

The work of a Learning Team must be centered on professional learning aligned with the district or school's Strategic Plan. Operational activities, such as WASC reviews, will not be approved for hours or as the work of a Learning Team.

*I think I have enough hours. Where do I send the information?*

It is the **teacher's responsibility** to notify Human Resources as soon as he/she has sufficient hours/units for salary advancement. The notification of completed hours/units must accompany an ERO transcript to Human Resources. ERO does not notify Human Resources when a teacher earns hours/units. While Human Resources can view the hours/units for each teacher, they are not able to actively monitor the account for every teacher in the district.

*Where can I get clarification about my individual issues?*

Contact SJTA (487-7582), Professional Learning and Curriculum Innovation Department (PLI) or your Human Resources Technician for questions regarding Continuing Education.

*Where do I turn in Prior Approval and Learning Team requests?*

Submit your Prior Approval and Learning Team requests 15 working days prior to the training and/or first meeting to the Professional Learning and Curriculum Innovation Department (PLI)

*Where do I submit documentation of completed course work?*

Submit documentation of completed course work to the Professional Learning and Curriculum Innovation Department (PLI).

*Who do I notify when I complete all of my 150 hours?*

Notify Human Resources as soon as you have sufficient hours/units for salary advancement. The notification of completed hours/units must accompany an ERO transcript to Human Resources.

# CONTINUING EDUCATION HOURS and IN-SERVICE HOURS FOR SALARY PLACEMENT ON K-12 SALARY SCHEDULE

**Use this chart to determine if you are collecting Continuing Ed hours or In-Service hours. If you are unsure of the column in which you are placed, contact your Personnel Technician in Human Resources.**

CONTINUING EDUCATION HOURS	IN-SERVICE HOURS
Continuing Education hours can only be earned by those in Columns IV or V.	In-service hours can be earned by those in Columns I through III.
Eligibility for <b>Column V</b> placement is open to those on <b>Column IV ONLY</b> .	Eligibility for Column I thru IV is available to all staff prior to placement on column V of the K-12 Salary Schedule.
To reach column IV one must have completed: A Bachelor's Degree plus 75 semester units; or a Master's Degree plus 30 semester units; or a Bachelor's Degree plus 60 semester units which must include a Master's Degree.	Minimum placement is defined as follows: Col I Bachelor's Degree Col II Bachelor's Degree plus 30 semester units OR a Master's Degree Col III Bachelors Degree plus 45 semester units OR a Master's Degree plus 15 semester units Col IV Bachelor's Degree plus 75 semester units OR a Master's Degree plus 30 semester units OR a Bachelor's Degree plus 60 semester units which <b>MUST</b> include a Master's Degree
To reach <b>Column V</b> one must complete 150 hours of approved continuing education hours.	To translate in-service hours into college units, 1 semester unit = 15 hours and 1 quarter unit = 10 hours

**IT IS VERY IMPORTANT TO KNOW WHERE YOU, AS A CERTIFICATED STAFF MEMBER, ARE PLACED ON THE K-12 SALARY SCHEDULE.**

**THIS IS NEEDED IN ORDER TO DETERMINE THE APPLICABLE GUIDELINES FOR COURSES/HOURS.**



# CONTINUING EDUCATION NEGOTIATED GUIDELINES

**GOAL:** The continuing education program is to provide an incentive for teachers on Column IV of the salary schedule to continue their ongoing professional development in the focus areas of the district/board.

**CONTRACT:** Exhibit D,3

## Placement in Column V – Continuing Education

### G. Placement in Column V—Continuing Education

- 1) Column V is designed for teachers to continue their professional growth leading toward improved student achievement via restructuring and curricular changes within District goals. Placement in this column is subject to the following criteria. Members may begin earning Continuing Education hours January 1, 1998.
  - a). Eligibility for Column V is only open to those on Column IV.
  - b). 150 hours of professional growth activities approved by the joint district committee for Continuing Education. The committee is comprised of four (4) members from each party.
  - c). After placement in this column, an additional 150 hours are required within a five (5) year period to remain in Column V.
  - d). Column V is 5.5% above Column IV.
  - e). The approval of courses/workshops, in advance of participation, is subject to the criteria/procedures established by the joint committee on Continuing Education.
  - f). The filing of hours/units is to be consistent with Exhibit D, Number 4, Filing of Units.
  - g). National Board Certified Teachers shall receive 300 hours continuing education credit or 20 units towards progress on the salary schedule.

A teacher who has been approved for placement in Column IV may begin working on hours for Column V but may not be moved to Column V until after a full salary year in Column IV and the completion of the required 150 continuing education hours. The current SJTA contract calls for ECE Guidelines to be developed.

# SUMMARY OF PROCESS FOR APPROVED ACTIVITIES

Prior approval for courses may be required, as indicated below.

Activities	Prior Approval Needed	Documentation Required	Hours Can Be Posted
<b>Approved courses</b> listed in ERO including those presented by SJTA or SJUSD.	No prior approval is needed.	Must sign up for the course in ERO.	Instructor will post hours to ERO when completed.
<b>Learning Teams/Collaboration</b>	Learning teams must submit the Learning Team 15-Working Day Prior Approval Form to be considered for hours.	The Learning Team 15-Working Day Prior Approval Form must include the Team's objective with a description of what the team will do, how it supports instruction, and what evidence will be provided of completed work.	Evidence of hours, learning and work will be sent to PLI for posting when activity is satisfactorily completed. Hours will be posted in ERO.
<b>College/University Courses</b>	15-working day prior approval is required for courses from other accredited colleges if the course is not listed on ERO.	Course descriptions including dates, hours of class meetings and student's expectations must be included for approval. Online courses are considered on an individual basis.	Transcript showing satisfactory completion is submitted to PLI. Hours will be posted in ERO.
<b>Institutes/Workshops/Conferences/University extensions</b>	15-working day prior approval is required if not on ERO. Conferences are approved for a maximum of 6 hours per day. This may be appealed. (See Appeal Process.)	A flyer, brochure or other description must be submitted, including the specific dates/hours of each session attended.	Proof of completion must be submitted to PLI. Hours will be posted in ERO.
<b>Outside District/Board Focus</b> – Courses and workshops that do not fall into the district focus but provide learning experiences that are relevant to teaching education. (e.g. safety, educational law, etc.)	15-day prior approval is required if the course is not listed on ERO.	Course descriptions, flyers, or brochures that include dates and hours of meetings must be included for approval.	Proof of completion must be submitted to HR. Hours will be posted to ERO.

## **CONTINUING EDUCATION ACTIVITIES THAT ARE NOT APPROVED**

- Online Courses – Online courses are considered on an individual course basis. Online courses that demonstrate a high level of student-instructor contact and student accountability may be accepted through the Prior Approval process. Evidence of this should be submitted with the 15-Working Day Prior Approval Form.
  - Online course offerings listed in ERO have received prior approval.
- Correspondence Courses – Correspondence courses are not accepted for continuing education hours. This includes those delivered online with little or no contact between the student and a professor or other enrolled students.
- Independent Study Classes – Independent study classes are not approved. This includes courses delivered online with little or no contact between the student and a professor or other enrolled students and no form of accountability.
- Time spent on homework assignments in course work will not be counted for continuing education hours. Independent Projects/Activities or Outside of College class time - Hours committed to completing projects, field studies and activities for a class may be counted for continuing education if approved by PLI and is relevant to the current assignment or assist the school site.
- District Paid Training – Courses/workshops where teachers receive payment from any district source to attend will not be approved. Payment includes providing a substitute, registration, travel expenses, contract teaching day, etc. (Exceptions may occur only through approval by the Continuing Education Committee).
- Coordination, set-up, housekeeping activities to present at an in-service. (e.g. setting up the room, organizing handouts, typing handouts, buying supplies, etc.) are not acceptable for hours.
- Daily Lesson Planning– This is considered part of the regular teaching responsibilities and will not receive continuing education credit.
- Required Mandatory meetings – Teachers will not receive continuing education hours for required meetings such as parent/student conferences, special education IEP's, faculty meetings or committee meetings. Exceptions are as followed:
  - District and/or SJTA committees that are developing curriculum or providing a learning component and meet beyond the instructional day. These committees must have 15-working day prior approval to issue continuing education hours and should be listed in ERO.
- Field trips - Planning/Supervising/Chaperoning a field trip does not qualify for continuing education hours.

# **IN-SERVICE CREDIT PROFESSIONAL GROWTH REQUIREMENTS FOR SALARY PLACEMENT**

Instructional In-service Credit Program is a program for earning credits for placement on the salary schedule through Column IV. Some of the requirements for earning in-service credit are different from those for earning continuing education credit for placement in Column V. The guidelines for meeting these requirements are in the Contract Exhibit D, 3, a-f.

The conditions for in-service credit are:

- A total of 15 workshop hours will equal ONE UNIT of salary credit. Hours less than 15 will not be accepted, unless they add up to 15 with carry over hours.
- It is the responsibility of the participant to hold attendance forms until hours equal one unit credit.
- Credit is only given while you are a contracted teacher with San Juan Unified School District.
- Hours for credit must occur during a period of time you are **not** on paid status from the district.
- The district has **not** paid registration, a substitute or other related costs for the participant.
- The in-service must be provided by the San Juan district or SJTA. In-service occurring outside the district must have received prior approval.

For a more detailed explanation of the provisions for placement on the salary schedule, all certificated teachers are advised to read Exhibit D of the Collective Bargaining Contract.

# **CONTINUING EDUCATION/IN-SERVICE CREDIT APPROVAL PROCESS**

## **[BOTH TYPES OF CREDIT USE THE SAME PROCESS/FORMS]**

### **PRIOR APPROVALS - GENERAL**

- **A 15-WORKING DAY PRIOR APPROVAL FORM IS REQUIRED FOR ANY CONTINUING EDUCATION HOURS THAT ARE NOT DISTRICT/SJTA SPONSORED ACTIVITIES. WITHOUT PRIOR APPROVAL, THE EMPLOYEE MAY BE SUBJECT TO BE DENIED HOURS EVEN IF THE COURSE/ACTIVITY HAS BEEN COMPLETED.**
- Outside classes, workshops, and conferences are already pre-approved and are listed on ERO. You do not need to obtain 15-day prior approval for these activities. However, you must pay all cost of attending and it must be outside of your workday in order to receive continuing education hours.
- Prior approval forms **must be submitted 15 working days prior** to the beginning of a continuing education activity. Prior approvals may not be submitted at the same time the paperwork for approval of hours is submitted. Non-district/non-SJTA activities submitted without an approved Prior Approval form will be returned to the teacher for completion of correct paperwork. This will delay the evaluation process of hours for placement on the salary schedule.
- Backup information must be submitted with the 15-Working Day Prior Approval form. The backup information must include a description of the activity/course, date(s) and hours of training. Omission of this information will cause a delay in approval.
- 15-Working Day Prior Approval forms must be completely filled out. Hours must be calculated for all activities. Incomplete forms will be returned for completion prior to being reviewed.
- Prior Approval is in place for the employee's protection. Failure to submit prior approval before registering and/or participating in a non-district/non-SJTA course/activity may result denial of hours already served.
- Prior Approval forms are submitted to Professional Learning and Innovation Department.

### **College/University Course Prior Approvals**

- Courses (requiring seat time) from colleges, community colleges and universities are approved using the 15-Working Day Prior Approval process. The courses must be relevant to the current teaching assignment. Pre-approved courses are listed on ERO.

### **Collaboration/Learning Team Prior Approvals**

- The 15-Working Day Prior Approval for the learning team must be completed and discussed with the project team before being submitted to the district.
- A description of the collaborative work and the anticipated hours must be included.

## APPEAL PROCESS

An appeal may be written for the following:

- Courses in any area.
- The prior approval request was denied.

To appeal, use the following process:

- Write a letter to the Director of Professional Learning and Innovation and/or the President of SJTA stating reasons why the activity should be approved or the hours should be accepted. Include information on how this course work is relevant to the current teaching assignment.
- If it is for a prior approval denial, include the denied forms.
- Include documentation of course content, specific dates and hours of the training.
- Send the letter and attachment(s) to Professional Learning and Innovation.

The continuing education committee will review the appeal and will respond in writing stating the decision. If the committee needs additional information, a committee member will contact the affected party. **If you have questions regarding the continuing education or appeal process, please contact SJTA (487-7582).**

## CARRY OVER HOURS

- Fourth Column - Any hours/credits that are in excess to move into the fourth column may NOT be carried over to the fifth column. A teacher may begin earning hours for column V continuing education once they are officially approved for column IV. The teacher must be placed in column IV for one full school year (August – June) before being eligible to be placed in column V.
- Cycle 1 to Cycle 2 – Carryover hours are permitted when moving from the first cycle of 150 hours to the second cycle of 150 hours. For all subsequent cycles, 150 new hours must be earned.
- A teacher may only accumulate a total of ten years at any one time for continuing education. Continuing education hours for the third cycle may be earned only after the first cycle ends.

**QUESTIONS? Any questions regarding continuing education should be directed to your SJTA rep at 487-7582.**

# PROVIDING OPPORTUNITIES FOR CONTINUING EDUCATION

## District/School Site Continuing Education Course Offering or Learning Team

All district professional development providers who want to offer continuing education credit must receive 15-Working Day Prior Approval to the training. An administrator sponsoring a professional development workshop(s) or a collaborative learning team must:

- Propose a course on ERO before the workshop begins OR
- Submit a prior approval in writing before the workshop(s) or collaborative learning team activities begin. (See Appendix B and C).

If the workshop or learning team activity is open to district registration, a flyer must be attached to the prior approval form. The flyer will be posted on the Professional Learning website and sent to all teachers.

Once the workshop or learning team activity is approved, the following guidelines for issuing continuing education credit must be followed:

1. The learning team contact must scan the sign in sheets for each workshop or learning team activity to the Professional Learning and Innovation office activity in case someone loses the paperwork. Teachers may be asked to come back to get new paperwork if they have lost theirs.
2. Record the hours of attendance in ERO after the workshop or learning team is complete.

To avoid a delay or denial of approval, it is important that presenters complete the paperwork correctly.

## COLLABORATIVE LEARNING TEAMS

The Learning Team 15-Working Day Prior Approval Form must include the Team's objective with a description of what the team will do, how it supports instruction, and what evidence will be provided of completed work. . The number of hours requested for approval should be consistent with the goal of the activity.

## PLANNING FOR AN IN-SERVICE

Planning for in-services on behalf of SJUSD & SJTA may count for continuing education hours under two conditions:

1. The planners work in collaboration to develop the content of the in-service under the supervision of district administration or SJTA. Planning does NOT include making copies, organizing packets, or room set-up.
2. Individuals may earn continuing education hours for planning an in-service only with 15-Working Day Prior Approval.

## In-Services not affiliated with SJUSD & SJTA

- Teachers who want to offer a professional development workshop must seek sponsorship by a district administrator or SJTA.

# SUBMISSION PROCESS FOR CONTINUING ED AND IN-SERVICE CREDIT

## Collective Bargaining Contract

### 4. FILING OF UNITS

- a. Transcripts or grade cards must be filed before credit can be given. **Only credits earned prior to the first day of required service in the new school year may be credited on that year's salary.**
- b. Teachers must complete filing of transcripts in Human Resources by October 1.
- c. All new members hired after the first day of the school year must submit their complete transcript to Human Resources within thirty (30) working days from the date of signing of their contract. If a university or college fails to supply the employee with a transcript within the above time line, the employee's grade card may be provided until a complete transcript is received.
- d. A Master's Degree awarded prior to the first day of required service in the new school year must be submitted by October 1 to receive credit for the entire school year. A Master's Degree earned prior to the first day of required service of the second semester must be submitted by March 1 in order to receive a proportionate increase on the salary schedule for that school year.



## SUBMISSION PROCESS

- **When sufficient hours/units (all 150) have been completed for salary advancement, submit the ERO transcript to your Human Resources Personnel Technician.**
- Only credits **earned** prior to the first working day in September may be credited on that year's salary. (Contract Exhibit D,4a)
- All paperwork for hours must be **submitted** to Human Resources by October 1 to be included in the year's salary schedule. (Contract Exhibit D, 4b,c)
- A verification memo will be sent as soon as the hours are logged in Human Resources.
- Failure to follow the above procedures will result in paperwork being returned for completion or corrections. This could have an impact on the approval timeline.

## FORMS ACCESS

Forms can be accessed through the Intranet (<http://district.sanjuan.edu>), click "Forms & Docs" tab, go to "Browse by Department", click drop-down box and scroll to specific department

- |                                   |  |
|-----------------------------------|--|
| "Division of Teaching & Learning" | - Request for "Prior" Approval for Continuing Education (Appendix A) |
|                                   | - Continuing Education Course Offering Approval Form (Appendix B)    |
|                                   | - Learning Team Approval Form (Appendix C)                           |
|                                   | - Guidelines for Continuing Education Handbook                       |

Forms **can be** accessed from a computer outside the district network through the Internet. Use this link to locate and download the forms: Continuing Education Approval Forms. A copy of the each of the forms can be saved on a computer for future use.

# Appendix A

## Request for Prior Approval for Continuing Education Credit

(Only for offerings not included in the District approved list on ERO)

**Must be submitted 15 workdays prior to event.**

**Please submit to: Professional Learning and Curriculum Innovation (PLI)**

Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Current Position: \_\_\_\_\_ Content/Grade Level: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Provider (e.g. sponsoring organization, conference): \_\_\_\_\_

**Attach flyer/brochure that must include description, dates and times**

Presenter(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Total Hours to be completed: \_\_\_\_ (Note: Do not include travel time, lunch and/or dinner time unless training occurred during these times)

Location: \_\_\_\_\_ Online: yes

Title of course: \_\_\_\_\_

**Please describe how this professional development relates to your assignment:**

I will pay for all required (if any) expenses for this professional development opportunity (registration, travel costs, hotel, etc.).

Signature \_\_\_\_\_

### FOR DISTRICT USE ONLY

**Approved:**  Yes  No\*\* Salary Column  I-III  IV-V **SRN#** \_\_\_\_\_

\_\_\_\_\_  
Approving Designee Date

\*\* Decision may be appealed through the appeal process.

Appendix B

**Continuing Education Course Offering Approval Form**

For planning and presenting a workshop, training, or in-service

**Must be submitted 15 workdays prior to meeting.**

Please submit to: Professional Learning and Curriculum Innovation (PLI)

Title of Presentation: \_\_\_\_\_

Targeted Audience (be specific) \_\_\_\_\_

Date(s): \_\_\_\_\_

Presentation time hour(s): \_\_\_\_\_ Total Number of Hours: \_\_\_\_\_

Location: \_\_\_\_\_ Please Advertise (flyer attached):

Who is/are the presenter(s)?

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief, yet detailed description of the presentation:

Sponsoring Administrator: \_\_\_\_\_ Phone: \_\_\_\_\_

Location: \_\_\_\_\_

**FOR DISTRICT USE ONLY**

Approved:  Yes  No\*\*

SRN# \_\_\_\_\_

\_\_\_\_\_  
Approving Designee

\_\_\_\_\_  
Date

Appendix C

**Learning Team Prior Approval Request**

**Must be submitted 15 workdays prior to meeting.**

Please submit to: Professional Learning and Curriculum Innovation (PLI)

Learning Team Focus/Topic: \_\_\_\_\_

Participants: \_\_\_\_\_

# of Participants: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): Start \_\_\_\_\_ End \_\_\_\_\_ Hour(s): \_\_\_\_\_

Total number of hours (not to exceed 45 without rationale in description): \_\_\_\_\_

**Describe the learning team objectives, including a description of what you will do in the team, how it supports your instruction and what evidence will be provided of completed work.**

\_\_\_\_\_  
Print First and Last Name  
Learning Team Contact

\_\_\_\_\_  
Signature  
Learning Team Contact

**FOR DISTRICT USE ONLY**

Approved:     Yes     No\*\*

SRN# \_\_\_\_\_

\_\_\_\_\_  
Approving Designee

\_\_\_\_\_  
Date

\*\* Decision may be appealed through the appeal process