



LOS ANGELES UNIFIED
HUMAN RESOURCES

Name: _____
 Cohort: _____
 Emp #: _____
 Last 4 of SSN: _____

**Career Ladder Programs
 STEP UP and Teach Policy Guide**

The Supporting Teacher Education Preparation and Undergraduate Program (STEP UP and Teach) is designed for paraeducators who are working towards earning a teaching credential.

Cohort	Eligible Participants	Credential Goal	Program Commitment Upon Completion of Preliminary Credential
Special Education (SPED)	All District paraeducators; any job class in Unit B or Unit F. For example: <ul style="list-style-type: none"> • Special Education Trainee (Substitute) • Special Education Assistant • Health Care Assistant • Speech and Language Pathology Assistant • Certified Occupational Therapy Assistant • Teacher Assistant • Instructional Aide • Education Aide 	Education Specialist Credential <ul style="list-style-type: none"> • Mild to Moderate • Moderate to Severe • Deaf and Hard of Hearing • Visual Impairment • <i>(*Early Childhood Special Education (ECS)</i> <i>(*Speech and Language Pathology (SLP) License or Occupational Therapy (OT) License)</i>	2 full academic years with LAUSD as a: Credentialed Special Education Teacher <i>(*Speech and Language Pathologist or Occupational Therapist)</i>
Multilingual & Multicultural (MM)	Same as SPED, but must be bilingual/bi-literate in any language in which a CTC-issued bilingual authorization can be earned	Any teaching credential with a Bilingual Added Authorization	2 full academic years with LAUSD as a credentialed teacher with eligibility for a bilingual authorization; preferably teaching in one of the District's Multilingual programs (if a position is available at the time of hire)
Science, Technology, Engineering and Mathematics (STEM)	All District paraeducators; any job class in Unit B or Unit F	Single Subject: Physics, Chemistry or Biology Single Subject: Mathematics	2 full academic years with LAUSD as a credentialed teacher

* *Italicized credential/license goals are no longer supported for STEP UP and Teach members joining after July 1, 2018 for ECS and July 1, 2020 for SLP and OT.*

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1. STEP UP and Teach STEPS

Steps at which a member is participating are based on the combination of three areas of progress:

- 1) Educational benchmarks based primarily on the number of college/university units
- 2) Review of Instructional Standards Experience (RISE)
- 3) Credential/license requirements

The goals for each step are as described below:

STEP UP and Teach STEPS			
STEP	Educational Benchmarks	Credential Requirements	Review of Instructional Standards Experience (RISE)
5	Completion of Preliminary Credential or License	Reading Instruction Competence (RICA)	Teaching Performance Assessment (TPA)
4	Completion of Baccalaureate Degree Enroll in in Teacher Preparation Program	CTC Subject Matter Competence (CSET or equivalent)	RISE #4 Delivery of Instruction
3	Completion of 90 semester units	Basic Skills Requirement (CBEST or equivalent)	RISE #3 Additional Professional Responsibilities
2	Completion of 60 semester units Enroll in baccalaureate program	US Constitution (course or exam)	RISE #2 Planning and Preparation
1	Completion of 30 semester units	Program Entrance Requirements – Policy Guide and Online profile, <i>Language Proficiency (CSET or coursework) – MM members</i>	RISE #1 Classroom Environment

Participants must complete all three goals for each Step in order to move up to the next Step. For example, a person beginning the STEP UP and Teach program with a Baccalaureate degree must also complete the US Constitution requirement, Basic Skills requirement, and RISEs 1 through 3 to be considered on Step 4. *Participants will have a maximum of two years to move up a Step.* Members must complete a minimum of one RISE per year regardless of Step until all 4 RISEs are completed.

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2. Responsibilities of the Member

The minimum requirements to maintain good standing as a STEP UP and Teach member are listed below. Members must be in good standing to be eligible for any financial support.

1. Remain employed as a paraprofessional in a qualifying job classification with the Los Angeles Unified School District.
 - a. Members graduate from the program when they secure employment as a teacher (including substitute) and are no longer eligible for financial assistance.
 - b. Repayment does not begin until the graduate has earned their preliminary credential.
2. Multilingual and Multicultural Cohort Members Only:
 - a. Acceptance to STEP UP and Teach is conditional until demonstration of language fluency through passage of the appropriate CSET Language subtest, which is required within the first six months of acceptance to the program.
 - b. A voucher will be issued to the Member for the CSET Language exam
 - i. Passage of the necessary exam will be required to receive any other financial assistance from the program.
3. Maintain a minimum GPA of 2.7.
4. Satisfy the requirements to advance to the next Step in the program as described in the STEP UP and Teach policy guide within two years of meeting current Step requirements.
5. Receive the endorsement of your principal/site administrator on an annual basis.
6. Maintain a minimum of ninety-six percent (96%) attendance rate.
7. Attend a minimum of one Individual Mentorship Plan (IMP) meeting and two Forums each year.
8. Obtain the selected credential or license within a reasonable amount of time as determined by the member's status upon entering the program and the Individualized Mentorship Pathway planned with a STEP UP mentor.
9. Upon completion of a preliminary credential, work for LAUSD in a full-time certificated position for two full academic years or repay the funds to LAUSD.

3. Financial Assistance

Active STEP UP and Teach members in good standing may receive up to \$8,000 per academic year to cover expenses for a baccalaureate degree and/or goal credential as listed in the following sections.

3.1 Partial Tuition Reimbursement

- a. STEP UP and Teach members qualify for partial tuition for courses in which they receive a grade of "B" or better and paid for with personal funds and/or a student loan
- b. Education expenses cover by fee waivers, scholarships, grants or other financial aid that does not need to be repaid by the Member cannot be reimbursed.
- c. All coursework must be completed at a regionally-accredited college or university, and must be a required course for completion of a baccalaureate degree or credential/license.

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- d. Tuition reimbursement rates are based on the type of college/university program enrolled as follows:

Type of enrollment	Per Semester Unit
Community college	\$40
4-year college or university	\$300

- e. Requests for tuition reimbursement must be made by submitting a completed reimbursement request form, accompanied by the grade report/transcripts, and a financial statement from the institution showing both cost AND proof of payment. All required documentation must be submitted within 3 months of course completion.

3.2 Other Education Expenses

In addition to the partial tuition reimbursement, STEP UP and Teach members in good standing may also request reimbursements for the educational and credential expenses below by submitting a completed reimbursement request form, receipt of payment, and required documents within 3 months of the payment/purchase:

Qualifying Educational Expense	Required documentation for reimbursement
Textbooks (may include textbook rentals and electronic textbooks) and course supplies/equipment	Itemized receipt for payment, proof of course enrollment and course syllabus with proof of requirement for course
Materials/Lab fees	Receipt of payment and course enrollment
Non-Tuition University fees	Receipt of payment and financial statement itemizing cost
Parking permit	Receipt of payment and enrollment for semester
EdTPA/LMS Platform Fees	Receipt of payment and proof of course requirement
Foreign Transcript Evaluation (Must use a Commission approved vendor and request course detailed transcription)	Receipt of payment and copy of transcript received
Certificate of Clearance	Receipt of payment and screen shot of COC
Fingerprinting/LiveScan costs for COC	Receipt of payment and screen shot of COC
Public Transportation/Metro Pass	Receipt of payment and enrollment for semester

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3.3. Financial Assistance for Credential Testing Requirements

- a. STEP UP and Teach members in good standing are eligible for financial assistance to cover the costs of regular registration for tests and preparation courses to meet credentialing requirements.
- b. Members may pay for these expenses upfront and request a reimbursement within 3 months of completion of the test/preparation course.
- c. When possible, Career Ladder staff will work with vendors to cover costs upfront through test vouchers or an enrollment process for some tests and test preparation.
- d. The value of the voucher or enrollment will be deducted from the member's annual allowance, and will be included when totaling the amount of financial assistance received for repayment calculations, if necessary.
- e. Only regular registration costs are covered, any late or emergency registration or cancellation/rescheduling fees are at the member's expense.

3.3.1 Test Vouchers

- a. Test vouchers are offered for the CBEST, CSET or RICA exams.
- b. To request a voucher, submit a completed Test Voucher Request form (HR 4318) at least 3 weeks prior to the registration deadline.
- c. The Career Ladder is not responsible for nor guarantees the availability of any required tests and is not responsible for any registration deadlines or late fees incurred.
- d. Test vouchers will only cover regular registration fees. Any late or emergency fees must be covered by the member.

3.3.2 Course Enrollment

- a. The Career Ladder has contracted with select test preparation vendors and is able to enroll STEP UP and Teach members in their courses at no upfront cost to the STEP UP and Teach member.
- b. Available test preparation courses will be posted on the STEP UP and Teach website. STEP UP and Teach members will submit a completed Preparation Course Enrollment Request form (HR 4319) at least 2 weeks prior to the start of the course to be enrolled, space permitting. A verification of enrollment will be sent if the registration is approved.
- c. Space in some courses may be limited; requests will be processed on a first-come, first-served basis.
- d. The cost of the course will be deducted from the STEP UP member's allowance regardless of attendance/participation in the course.
- e. It is the member's responsibility to properly withdraw or cancel participation prior to the start of the course with the Career Ladder office in order to determine if the value of the class may be "refunded" to the member's available allowance.

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- f. STEP UP and Teach members may enroll in any other test preparation courses or purchase preparation materials desired by paying for costs upfront and requesting a reimbursement afterwards.
- g. Preparation courses must be administered by a formal preparation program; verify with the Career Ladder office that the course will qualify for reimbursement prior to enrollment.
- h. Test preparation materials (i.e. study guides) must be test specific and state the name of the test in the description.
- i. To request reimbursements, STEP UP and Teach members must submit a completed reimbursement request form along with proof of payment and verification of completion (i.e. test scores, course completion certificate, etc.).
- j. Reimbursement requests must be submitted within 3 months of the purchase or completion of the course/test.
- k. Passage of an examination is not required for a reimbursement.
- l. STEP UP and Teach members must be in good standing to receive financial assistance for examinations.

3.5 Technology Reimbursement

- a. STEP UP and Teach members in good standing may request reimbursement up to \$500 annually for the purpose of purchasing technology.
- b. Technology may be hardware (CPU, laptop, printer, keyboard, camera, etc.) or software (Adobe, Microsoft Office, etc.) that is primarily used in the pursuit of a credential (for school and/or teaching).
- c. To request this reimbursement, members must submit a completed reimbursement request form, proof of payment and justification of how the technology will be used to benefit/assist in the completion of a teaching credential.

4. Review of Instructional Standards Experience (RISE)

- a. STEP UP Review of Instructional Standards Experiences (RISEs) are based on the LAUSD Teaching and Learning Framework.
- b. RISEs are activities designed to provide participants with an opportunity to identify effective teaching practices and develop their teaching skills under the direction of classroom teachers.
- c. Completing a RISE helps focus and structure the member's classroom experiences to develop the tools and confidence needed to become an effective teacher.
- d. RISEs are for the growth and development of the member as a teacher, and are not an evaluation of job performance, and are not intended to be used for evaluation purposes.
- e. There are four RISEs, each having one or more Focus Element or Teaching Standards based on the Teaching and Learning Framework.



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- f. With the guidance of a credentialed classroom teacher, STEP UP participants follow each RISE's guidelines to determine an appropriate activity to conduct to demonstrate effective practice of the designated Focus Element(s).
- g. Once a written description of activity is agreed upon, the teacher will observe the STEP UP and Teach member perform the activity or review the final product to determine the level of effectiveness.
- h. RISEs are designed to build effective teaching skills as the member progresses through the program, requiring that they be completed sequentially.
- i. A RISE may only be submitted after the previous RISE has been approved.
- j. There is no set time frame for a single RISE to be completed.
- k. A typical RISE should take about a month from initial planning of an activity in collaboration with the classroom teacher to the reflection on the performance of the activity and approval signature of the school site administrator.
- l. Once completed, RISEs are submitted to the STEP UP office for final review. Members should receive a letter of approval within two weeks (except during holidays and unassigned times).
- m. Incomplete and ineffective RISEs will be returned for revisions.
- n. STEP UP members must complete all applicable RISEs to be in good standing and receive financial assistance.

5. Mentoring and Hiring Assistance

- a. STEP UP Mentors will meet with members to create an Individualized Mentorship Pathway (IMP) to obtain a certificated credential or license.
- b. STEP UP and Teach member progress will be monitored and updated annually.
- c. Members at Steps 4 and 5 will receive hiring assistance in the form of individual guidance through the certificated eligibility process.
- d. STEP UP and Teach members must successfully complete the certificated full-time pre-employment eligibility process in order to accept an offer of a full-time contracted position with the district.
- e. STEP UP and Teach participation is not a guarantee of eligibility, and is not a guarantee or an offer of a teaching position with LAUSD.

6. STEP UP and Teach Commitment

- a. Upon completion of a preliminary credential, STEP UP and Teach members who receive reimbursement are required to serve LAUSD students as a certificated employee for two full academic years.
- b. Those participants who do not meet the annual requirements of the program or do not complete the commitment of work for any reason will be required to repay the District for all financial assistance and value of services received throughout the program.



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7. Leave of Absence/Resignation for Completion of Credential Program

- a. STEP UP and Teach members who must take a leave of absence/resign to complete their credentialing program may defer repayment by providing proof of enrollment in a credentialing program.
- b. Members who are able to take a leave of absence may request reimbursement for expenses incurred during the leave of absence upon returning to active status.



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STEP UP and Teach Commitment and Agreement

STEP UP and Teach members who receive reimbursement are required to serve LAUSD students as a probationary and/or permanent certificated employee for two full academic years. Those participants who do not meet the annual requirements of the program, goal credential, or do not complete the commitment of work for any reason will be required to repay the District for all financial assistance received throughout the program.

STEP UP Member Agreement

I have read and understand the policies and requirements of the Supporting Teacher Education Preparation and Undergraduate Program (STEP UP and Teach).

I agree to abide by the policy guide in order to receive the benefits as a member of STEP UP and Teach.

I also understand that if I do not, for any reason:

- Fulfill my responsibilities to remain an active member;
- Complete the requirements for my designated credential or license in a timely fashion;
or
- Complete the commitment to work with LAUSD as a Certificated full-time contracted employee for two full academic years upon completion of a preliminary credential;

I will be required to repay to the Los Angeles Unified School District the full amount of financial assistance received through this program.

Print Name	Signature	Employee Number	Date
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A signed policy guide must be on file to receive Career Ladder assistance.

Return your completed packet by uploading all pages to <http://go.teachinla.com/ladderdocs>.

Participant's initials _____