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| CW | **LOS ANGELES UNIFIED SCHOOL DISTRICT****Human Resources Division****Certificated Employment Operations**  **Adult Salary Allocation Unit** **Application for College Course Work Approval** |  |

**ATTACH ORIGINAL VERIFICATION OF COMPLETION TO THIS APPLICATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|       |  |  |       |  |       |  |    |  |     |  |
| Employee ID |  |  | Last  |  |  |  | First |  | Initial |  |  | Suffix |
|  |
|       |  |       |  |       |  |  |
| Home Address |  | City |  | Zip Code |  |  |
|  |
| (     )       |  | (     )       |  |  |  |  |
| Telephone Number |  | Alternate Number |  |
|  |
|       |  |       |  |       |
| School/Cost Center Name |  |  | School/Cost Center Code |  | Subject Taught |
|  |
|       |  |  |
| E-mail Address |  |  |  |  |  |  |  |

* **IMPORTANT: Please submit Application for Step Advancement (Form HR 1903) with this application**
* **Read attached for information and instructions**
* **Official verification is required. (Grade reports, copies, and/or Internet printouts are not acceptable)**

**Complete the following:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College or University | Course Tittle and Number | Term Dates | Quarter Units | Semester Units |
|  |  | From: | To: |  |  |
|       |       |  Month/Day/Year |  Month/Day/Year |     |      |
|  |  |       |       |  |  |

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| --- | --- | --- | --- | --- | --- |
|  | **(MARK ONLY ONE)** |  |  |  |  |
| [ ]  | THIS IS AN ACCREDITED INSTITUTION |  |  | [ ]  | THIS IS A NON-ACCREDITED INSTITUTION |
|  |
| **IMPORTANT:**  | **This form must be sent to the Salary Point Credit Committee for pre-approval at least four (4) weeks prior to commencement for study at all Non-Accredited Institutions. Read the reverse side of this form for instructions.** |

**1. Pre–Approval of Salary Point Credit Committee Must Be Signed Prior to Enrollment:**

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| **SALARY POINT CREDIT COMMITTEE PRE-APPROVAL (OFFICE USE ONLY)**Pre-approval from the Salary Point Credit Committee is required when the Non-Accredited box is marked. Forward to the Salary Point Credit Committee (see attached sheet).  |
|  |
|  | Non-Accredited Institution Study is: | **[ ]**  | **APPROVED** |  | **[ ]**  | **NOT APPROVED** |
|  |
|  |  |  |  |  |  |  |  |
|  | Total Hours |  | (please print) Committee Name |  | Committee Signature |  | Date |

**2. Verification of Completion:**

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| --- |
| I certify that all work submitted on this form has been satisfactorily completed and original documents are attached to this application. **I certify that I am not requesting credit for preparation or study which was undertaken during regular hours of assignment, not undertaken while in paid status or for which I have received tuition or compensation from the District.**  See item ‘D’ on the reverse side. The information on this form is true and accurate to the best of my knowledge under penalty of perjury. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Signature Date Principal’s Signature Date of Verification  |

**FOR OFFICE USE ONLY**



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| --- | --- |
| **Approved Hours** |  |
| **Date Approved** |  |

LAUSD/HR Form 1912 12/2012

GUIDELINES – COLLEGE COURSEWORK – CW FORM

Effective with the 2003/2004 school year, an employee paid on the Teacher Hourly Rate Salary Table (THR) must be paid for 734 hours during the school year (excluding summer school) and complete 30 hours of Staff Development activities in 1 or 2 consecutive school years to be eligible for Step Advancement.

A. **Step Advancement Credit** shall be granted on the basis of completion of 734 hours on the THR Salary Table during a school year (excluding summer school) together with completion of 30 hours of Staff Development **OR** completion of the required hours and Staff Development in two (2) consecutive school years. Staff Development includes but is not limited to the following activities:

1. Attendance at Conferences
2. Attendance at Workshops
3. Attendance at Seminars
4. Level I Coursework (must be completed by the end of the 2nd year of employment).
5. Level II Coursework (must be completed by the end of the 5th year of employment).
6. Development of Course Outlines
7. Evaluation of Educational Materials
8. Presentation of a Demonstration Lesson for New Teachers
9. Peer Observations (teachers on Step A may use a maximum of 10 hours with approval of principal)
10. Peer Observations (teachers on Step B may use a maximum of 5 hours with approval of principal)
11. Presentation of a Workshop (worth 10 hours of credit regardless of length).
12. Co-Presentation of a Workshop (maximum is 5 presenters per co-presentation; worth 10 hours of credit regardless of length).

B. **Effective Date** – If the claim merits a Step Advance, the effective date of the Step Advance will be July 1following satisfactory completion. All required documents for Step Advancement credit must be received by the Adult & Career Salary Allocation Unit no later than **June 15th** to be eligible.

C. **Protest Period** – A protest of any Step Advance credit must be filed in writing with the Adult & Career Salary Allocation Unit no later than 30 days from the date on the step advance receipt. Failure to file such a protest will constitute acceptance or lack of the Step Advance credit for the year.

D. **No Credit During Paid Time** – Step Advancement credit shall not be granted for any observations or study undertaken during paid time or for those which the employee received tuition or other reimbursement from the District. EXCEPTION: Step Advancement credit may be granted for study undertaken during a paid holiday or during the winter/spring recess periods only.

**INSTRUCTIONS:**

1. Complete the general information including obtaining the required signature(S) in section #2
2. If the Non-Accredited box is marked on reverse side, complete section #2 and forward this form along with (a) and official description of the course content, (b) class hours, (a) an official description of the course content, (b) class hours, (c) homework hours and (d) requirements of the course obtained from the institution to the Salary Point Credit Committee. Their Address is; **Los Angeles Unified School District, Teacher Support Unit, Salary Point Credit Committee, 333 South Beaudry Avenue, 14th Floor, P.O. Box 3307, Los Angeles, CA 90051.**
3. Request to attend Non Accredited Institutions that are not approved for Step Advancement credit will be returned to sender with an explanation.
4. Submit the Application for Step Advancement form (HR Form 1903) and this CW form (HR form 1912) with official transcript and/or other original supporting documents to the Adult Salary Allocation Unit for processing via school mail, U.S. mail or in person by June 15th .

**Los Angeles Unified School District**

**Human Resources Division**

**Adult Salary Allocation Unit – 15th Floor**

**P.O Box 3307**

**Los Angeles, CA 90051**