



**Application for Point Credit Approval
 for Proposed Study in Non-Accredited Schools
 Including Foreign Institutions**

Please type form before printing or use black ink only.

Person ID/Employee #	Last Name	First Name	M.I.
Home Address		City	State
		Zip Code	Telephone
Email Address	School or Administrative Unit	Grade	Subject

Section A: Complete this section for PRE-APPROVAL OF COURSEWORK by the Joint Salary Point Credit Committee.
 Required: Attach an official description of the course content, required class and homework hours, and requirements of the course(s) obtained from the institution. Documents must be in English or accompanied by an English translation and/or evaluation.

Name of Institution:					Check box if applying for multicultural credit
Course Title	Start Date MM/DD/YY	End Date MM/DD/YY	Class Hours	Homework Hours	

JSPCC Pre-Approval Decision <small>JSPCC Use Only</small>	<input type="checkbox"/> Pre-Approved	<input type="checkbox"/> Not Pre-Approved	<input type="checkbox"/> See Attachment
	<input type="checkbox"/> Pre-Approved for _____ Multicultural Point Credit(s)	<input type="checkbox"/> Not Pre-Approved for Multicultural Point Credit	
Signature from JSPCC			Date

Section B: Complete this section to apply for salary point credit for COMPLETED COURSEWORK.

Verify that the following materials are attached:

- A list of all coursework submitted for approval
- Official institution descriptions of coursework content, required class and homework hours, and course requirements
- Official verification of satisfactory completion of study, such as certificates or transcripts
- All other documents submitted for Pre-Approval (if applicable)

I certify that I have completed this coursework satisfactorily.

Signature of Employee Date

Please note: Salary points are determined by the hours determined on the official documentation of completion.

Salary Point Credit Approval <small>JSPCC Use Only</small>	<input type="checkbox"/> Approved for _____ Salary Points	<input type="checkbox"/> Approved for _____ Multicultural Point Credit(s)
	Signature from JSPCC	

Send all documents to the appropriate address on Page 2.



INSTRUCTIONS FOR USING THIS FORM

1. **To complete the pre-approval process:** Complete Section A and attach the required official description of the course content, required class and homework hours, and requirements of the course obtained from the institution. Send all materials to the Joint Salary Point Credit Committee at:

LOS ANGELES UNIFIED SCHOOL DISTRICT
SALARY POINT CREDIT COMMITTEE
SALARY ALLOCATION UNIT – 15TH FLOOR
P.O. BOX 3307
LOS ANGELES, CALIFORNIA 90051

2. Applications not approved for credit will be returned with an explanation.
3. **To submit completed coursework for salary point credit:** Complete Section B by attaching all indicated documents, and signing and dating this form. Send all materials to:

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
SALARY ALLOCATION UNIT – 15TH FLOOR
P.O. BOX 3307
LOS ANGELES, CALIFORNIA 90051

POLICY AND PROCEDURE REGARDING POINT CREDIT

1. **Study in Non-Accredited Institution:** Point credit may be granted for study in schools other than accredited institutions provided that such study (a) shall have been undertaken subsequent to high school graduation or equivalent (b) is of a quality and advanced nature comparable to that taken in an accredited institution or higher learning (c) is directly related to the curriculum/subjects commonly taught in the District. The coursework must also enhance the employee's knowledge of the subject(s) as well as increase the methodology, skills associated with teaching these subjects. Credit for coursework will be granted according to the guidelines stated in Article XV, Section 1 to 8. After placement on the preparation schedule, the employee must obtain advanced approval except when on military leave (Article XV, Section 8.1)
2. **Quality:** The study must be "of a quality and advanced nature comparable to that undertaken in an accredited institution of higher learning." A statement or official catalogue must be obtained from the institution, which includes a detailed description of the course, the number of hours of class time, the number of hours of out-of-class preparation and the credits granted by the institution. Documents must be in English or accompanied by an English translation/evaluation.

Requests for points will be approved or denied by the Salary Point Credit Committee. The study for which approval is granted must be completed within one-year from the date of approval.

3. **Points:** For approved study satisfactorily completed, one point is allowed for each semester unit as defined by the University of California. For schools where comparable units are not used, points will be allowed on the following basis:
 - a. Preparation Type—1 point for each 15 hours of instruction which has a requirement of 2 or more hours of outside preparation for each hour of instruction.
 - b. Non-preparation Type—1 point for each 30 hours of instruction which has a requirement of less than 2 hours of outside preparation for each hour of instruction.
4. **Multicultural Courses:** To qualify for a schedule advancement on the Preparation Salary Schedule the employee must have completed a minimum of two (2) semester units or equivalent of study authorized to meet the Multicultural requirement. Multicultural courses will not be required for schedule advancements after the completion of four (4) semester units or the equivalent, which include units in a broad general course on minority groups and/or units for an in-depth course dealing with a minority group represented in the student enrollment of the school to which the employee is assigned at the time the study was completed. The above units may also be used to qualify for schedule advancement. (Article XIV, Section 22.0)