

<b>H-STEP Frequently Asked Questions</b>
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**1. How many units are required for H-step advancement?**

10 units or 150 hours.

**2. What course content areas apply for H-step credit?**

Only classes with the following content focus will be considered for Class H: Math, Language Arts, History/Social Science, Science, World Language, SDAIE/CLAD/BCLAD, Full Inclusion, Technology, Speech, Civic Values & Ethics Education, Principled Decision Making (PDM), Visual and Performing Arts, \*\*Health/Physical Education, \*\*Vocation Training, California Standards for the Teaching Profession 1-5.

*\*\*For teachers who teach these content areas or who are credentialed in these areas.*

**3. Do I have to get prior approval to take H-step courses or workshops?**

Yes. The prior approval process is the same for H-step as it is for A-G credit. The only difference is you will be using the H-step Prior Approval Form. Submit the Prior Approval Form to PROFESSIONAL LEARNING **15 working days prior to the course start date**. Upon approval, all signed copies will be returned to YOU to hold until the course is completed. Upon completion, return the top copy of the form to HUMAN RESOURCES with evidence of course completion.

**4. What evidence is required to prove that I have completed a course?**

For college/university courses, submit the official transcript or grade report along with the Prior Approval Form to Human Resources. For non-District sponsored inservices, get the instructor's signature **and** the number of hours of instructional time you are to receive **or** attach a copy of your name badge, agenda, and, if issued, a copy of any certificates that verify attendance.

**5. Does H-step need to be maintained or renewed?**

Yes. H-step needs to be renewed every 5 years. You need to complete 10 units of H-step approved coursework by July 1, five years from the date you earned H-step. For example, if you received H-step on July 1, 2003, you would need to complete 10 units by July 1, 2008, to remain on H-step. If you do not, then your salary reverts back to G-step. You would then have until October 1, 2008, to obtain the 10 units. If you do not, you remain on G-step.