

**CERTIFICATED PERSONNEL –
ACCUMULATING UNITS FOR SALARY ADVANCEMENT
Frequently Asked Questions**

1. **Where can I read about the educational advancement rules?** In the E.G.E.A. contract booklet; Article 20, Section 6.
2. **Where do I find out about District-sponsored in-services?** The Curriculum/Professional Learning Office (C/PL) posts district approved workshops on the C/PL webpage. Go to the EGUSD webpage, Departments, C/PL, C/PL website, Professional Learning Workshops. If you have further questions please call 686-7757.
3. **Do I need written prior approval to take courses posted on the C/PL website?** No. Courses on the C/PL website are sponsored by EGUSD and are pre-approved. Adult Education courses still need prior approvals.
4. **How do I receive credit for courses on the Professional Learning website?** First, register with the Professional Learning Office by mail for fee-based workshops or by telephone (686-7561) for non-fee-based workshops. Second, at the workshop, SIGN the attendance sheet. The *In-service Report Form* (sign-in sheet) is verified by the presenter then forwarded to the Curriculum/Professional Learning Office for approval and credit. (Keep a log of all workshops attended by course number, title, date, presenter's name, and number of hours).
5. **What if I want to take a college course or a non-District-Sponsored in-service?** You need to submit a *Certificated Coursework Prior Approval* form to the Director of Instructional Support in the Curriculum/Professional Learning Office for approval of non-District-sponsored in-services and college courses. **A *Prior Approval* form should be submitted 15 days prior to the course start date and must be signed by your site administrator. All copies of the *Prior Approval* form will be returned to you to hold until course completion.**
6. **How are non-District-sponsored in-services verified and recorded?** For non-District-sponsored in-services other than college courses, have the presenter sign, date, and record the number of hours at the bottom of the *Prior Approval* form before you leave the in-service, or attach a copy of the certificate of attendance with hours of instruction time included. Submit to Human Resources. (KEEP COPIES FOR YOUR RECORDS.) NOTE: Do not include time for registration, meals without speakers, and receptions. INSERVICE TIME IS INSTRUCTION TIME ONLY!
7. **How are college courses verified and recorded?** After completion of the course, attach your transcript or grade report to the white copy of the *Prior Approval* form and submit both forms together to Human Resources. (KEEP COPIES FOR YOUR RECORDS.)
8. **Can I receive credit for college courses or non-District-sponsored in-services when the District pays the registration fee?** Yes. Outside workshops paid for by the district that are attended during the employee's non-contracted time can be used for salary advancement credit.
9. **Is advancement on the salary schedule to G-Step different from B through F-Steps?** Yes. If you were a contracted employee prior to 9/1/85, you MUST complete 15 semester units **after** 9/1/85 in order to advance to G-Step. If you were a contracted employee after 9/1/85, you MUST complete 15 semester units **after** your contracted hire date in order to advance to G-Step. Entering teachers may not be placed on Step G until they have earned that placement **after** employment in the district. Courses for Step G must meet the District Goals and/or Model Curriculum Standards.
10. **Are semester, quarter, and Continuing Education Units (C.E.U.) different?** Yes. 1 semester unit = 15 hours; 1 quarter unit = 10 hours, and 1 C.E.U. = 10 hours.
11. **Do I need to keep records of the in-services and college courses I have attended?** YES! It is your responsibility to make sure Human Resources receives and records your in-service/college courses. Please make COPIES of all documents (*Coursework Prior Approval* forms, transcripts, grade reports, or agendas)

for your own records BEFORE submitting them to Human Resources. For district-sponsored in-services, make sure you SIGN-IN at the workshop. Keep a log of all workshops attended for your records.

12. ***Are there any deadlines I need to meet?*** YES, all courses and in-services **MUST** be completed by October 1st and all supporting documents **MUST** be received in Human Resources by October 1st of the contract year in which the salary class change is made.
13. ***How can I find out the number of units and in-service hours Human Resources has recorded for me?*** Call Human Resources (686-7797, ext. 7638) and request a copy of your transcript OR if you are a district email user, you may request that your transcript be sent to your school site. The email address is: "Professional Learning Transcript Request." Please type your name, social security number, and site/location. Your transcript will be sent to your site by district mail.
14. ***What is the 6 unit/3 unit Reading requirement?*** This requirement pertains to teachers who are currently on Steps B-F and working on units for advancement. To move from one step to the next, 6 units of every 15 **MUST** be in the areas of: CLAD/SDAIE/B-CLAD, Mathematics, Reading, World Language, Technology, Physical Education, or Science. Of these special 6 units, 3 units **MUST** be reading units.
15. ***I am enrolling in a Master's program. Do I still need the 6/Reading Units if I am at Steps A-F?*** No. You may have the requirement waived if you send to Professional Learning: 1) a copy of your letter of acceptance into the Master's program, and 2) a list of the classes you are required to take through this program. However, YOU MUST STILL SUBMIT PRIOR APPROVAL FORMS FOR ALL OF THE CLASSES FOR WHICH YOU WOULD LIKE TO RECEIVE CREDIT.
16. ***I am enrolling in a Master's program. Do I still need the 6/Reading Units if I am at Step G?*** No. The special 6 Units pertain to teachers who are on Steps B-F only. However, not all courses in a Master's program may be approved for G-Step. The criteria for G-Step approval include: Model Curriculum Standards (standards and benchmarks) and/or EGUSD Goals (1997-2001: reading; mathematics/science/technology; civic values and ethics education; parent involvement; safe schools).
17. ***If I am enrolled in a Master's program, do I still need to submit prior approval forms for the courses I need to take?*** Absolutely! Even though you have asked for a 6/Reading Units waiver, YOU MUST STILL SUBMIT PRIOR APPROVAL FORMS FOR ALL OF THE CLASSES FOR WHICH YOU WOULD LIKE TO RECEIVE CREDIT.
18. ***I'm in a Master's program, and my university doesn't organize classes until they have enough students to make a class. What can I do in order to make sure my prior approval forms will be submitted on time to Professional Learning?*** Submit them beforehand. It will not be considered late if you have a Professional Learning date stamp on your form before the course begins.
19. ***What happens if I am late turning in my prior approval forms?*** Records are kept for late turn-in of prior approval forms. You have one time of forgiveness. **A letter is sent which delineates that should this happen again, credit for the course cannot be given.**
20. ***My prior approval form was late because my site administrator didn't return it to me on time. Is my administrator at fault?*** No. Your prior approval forms are **YOUR RESPONSIBILITY**. Be tenacious about getting a signature and having it returned to you in a timely fashion, so that you can forward it to Professional Learning before your course begins.
21. ***I haven't turned in a prior approval form for over 5 years, yet I've been taking courses throughout this period. I now want to receive credit for courses I have taken. What should I do?*** Complete a Coursework Prior Approval Form for each course you taken in the past **three years for which you would like to receive credit**. Submit the Prior approvals along with a letter of explanation, signed by your site administrator, as to why you have not submitted Priors for these courses to Professional Learning for consideration and review.
22. ***I have been taking courses to obtain my clear credential. Do I need to submit prior approval forms for these courses?*** Absolutely! If you want to receive salary credit, you must submit prior approvals before you take each course.

23. **When is the 6/Reading Unit requirement waived?** One instance is when you are in a Master's Program and in Steps B-F. However, you must ask for a waiver by submitting a copy of your letter of acceptance into the program and a list of courses you will be required to take.

A second instance is when you are a NEW TEACHER **needing less than 6 units to move on the salary scale**. This will be determined by the number of units you have on your hire date. For example: if a teacher has 40 units on his/her hire date, he/she would need 5 units to move on the salary scale. This person would have the 6/Reading Unit requirement waived for salary increase the following year.

However, if a teacher has 39 units on his/her hire date; he/she would need 6 units to move on the salary scale, and therefore, must meet the requirements outlined for the 6/Reading Units. These 6 units need to be in the areas of: CLAD/SDAIE/B-CLAD, Mathematics, Reading, World Language, Technology, Physical Education, or Science. Of the 6 units, 3 units **MUST** be in the area of Reading.

**To summarize: 40 Units or more at Steps B-F on hire date = 6 Units Waived
 39 Units or less at Steps B-F on hire date = 6 Units Needed**

24. **One of my courses is a Research Methods (or Thesis-Writing) class. Does that qualify for G or H-Step credit?** No. However, if your project/thesis is one which fits the criteria for G or H-Step, turn in your detailed project proposal, delineating its contents and evidence of its completion, for consideration.
25. **If I use a substitute and I attend a workshop, may I receive salary credit?** No. If you use a substitute, you are, obviously, on contract. Salary credit may only be received outside the contracted day (EGEA Contract).
26. **Can I take the same class more than one time?** No. You may not duplicate a course taken previously. Duplication of coursework and in-services will not count for advancement.

OUT OF DISTRICT 6 Unit List/Reading Unit List/Process (for teachers on Steps B-F)

Complete a Coursework Prior Approval Form for any course that is **not** offered by the Professional Learning Dept.

- In the upper right hand corner of the Coursework Prior Approval Form you will see:
"Check one if appropriate
 - 6 Unit Credit
 - Reading Unit Credit
- If you wish to receive either the 6 Unit Credit or the Reading Unit Credit, please check the appropriate box.
- Your course description must provide a **detailed** description of the class/course. In requesting Reading Unit Credit, please remember the course must teach **Reading Strategies**.
- Once your completed Prior Approval Form has been approved, we will indicate at the bottom of the form "6 Unit List" or "Reading Unit List."
- Upon completion of the class/course, please send the white copy of the Prior Approval and proof of attendance to Human Resources.

WHAT QUALIFIES FOR THE 6 UNIT LIST?

CLAD/SDAIE/B-CLAD
Mathematics
Reading
World Language
Technology
Physical Education
Science
Behavior Management (for Probationary Teachers Only)