



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Adult & Career Personnel Services - Adult & Career Salary Allocation Unit**  
**Application for Conference/Workshop Presentation**  
**CONFERENCE, WORKSHOP or SEMINAR PRESENTATION (CP) FORM**  
**(Use One Form per Presentation for Salary Step Advance)**  
**ATTACH ORIGINAL DOCUMENT VERIFYING COMPLETION**



(Please Print or Type)

USE BLACK INK ONLY

PRESENTATION

CO-PRESENTATION

( )

Employee Number      Last Name      First      Middle      Home Telephone Number

Home Address      City      Zip Code      Teaching Subjects

School or Center      31 -      Location Code

**IMPORTANT: READ THE REVERSE SIDE OF THIS FORM FOR INFORMATION AND INSTRUCTIONS**

**Complete the Following:**

Name of Conference	Title of Presentation/Workshop	Topic	Date	Number of Hours
				<b>10</b>

**Pre-Approval Instructions**

**1. Certification of initial plan and pre-approval must be signed prior to Conference/Workshop Presentation:**

I certify that the above Conference/Workshop Presentation is directly related to the field in which the employee is serving and is of such nature as to provide a substantial increase in the employee's skill, knowledge or understanding of the basic aspects of his/her work. It does not include preparation programs for fields of endeavor other than education. I certify that I have reviewed and approve the outline for the attached presentation.

Print – Principal/Subject Area Supervisor Name      Principal/Subject Area Supervisor      Date  
Required Signature

**2. Verification of Completion:**

I certify that all work submitted on this form for the above Conference/Workshop Presentation 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 and 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      School or Center      Telephone Number

Print – Principal/Subject Area Supervisor Name      Principal and/or Subject Area Supervisor      Date of Verification  
Required Signature

**FOR OFFICE USE ONLY**

<b>Approved Hours</b>	
<b>Date Approved</b>	

## **GUIDELINES - CONFERENCE PRESENTATION CP 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 and complete 30 hours of Staff Development activities in 1 or 2 consecutive school years to be eligible for Step Advance.

- A. Step Advancement Credit** shall be granted based on completion of 734 hours on the THR salary table during a school year (includes substitute hours but excludes summer school hours) together with completion of 30 hours of verifiable Staff Development activities **OR** completion of the required hours and Staff Development in one or two consecutive school years. Staff Development includes but is not limited to the following activities:
1. Attendance at a Conference, Workshop or Seminar.
  2. Level I Coursework (must be completed by the end of the 2<sup>nd</sup> year of employment).
  3. Level II Coursework (must be completed by the end of the 5<sup>th</sup> year of employment).
  4. Development of Course Outlines
  5. Evaluation of Educational Materials
  6. Presentation of a Demonstration Lesson for New Teachers
  7. Peer Observations (teachers on Step A may use a maximum of ten hours with approval of principal)
  8. Peer Observations (teachers on Step B may use a maximum of five hours with approval of principal)
  9. Presentation of a Workshop (worth ten hours of credit, regardless of length).
  10. Co-Presentation at a Workshop (maximum of five presenters per co-presentation; worth ten 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 1 following satisfactory verification of completion. The Adult & Career Salary Allocation Unit must receive all required documents for Step Advancement credit no later than June 15 in order to be eligible.
- C. Protest Period** – A protest of any Step Advance credit must be filed in writing to the Adult & Career Salary Allocation Unit no later than 30 days from the date on the Step Advance receipt, notice or letter. 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 activities, observations or study undertaken during paid time or for those which the employee received tuition, compensation 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 and sections #1 on the reverse side. Obtain the principal's signature for pre-approval process. Pre approval is valid through June 30 of the school year stated on the Application for Step Advancement
2. Upon completion of Conference Presentation, attach the original document verifying satisfactory completion and obtain the required signature from the principal in section #2 on the reverse side.
3. Complete the Application for Step Advancement. Attach the CP form and original supporting documents to the application. Submit all forms and documents to the Adult & Career Salary Allocation Unit for processing in one packet via school mail, US mail or in person to the address shown below by June 15 each school year or two consecutive school years as stated on the application.
4. Applications denied for Step Advancement credit will be returned to sender.
5. Submit the Application for Step Advancement, forms and original documents (in one packet) via school mail, via US mail or in person by June 15 to: **Los Angeles Unified School District; Adult and Career Personnel Services; Adult and Career Salary Allocation Unit; 333 South Beaudry Avenue. 18<sup>th</sup> Floor, Post Office Box 3307, Los Angeles, California 90051.**