



LOS ANGELES UNIFIED SCHOOL DISTRICT
Adult & Career Personnel Services -- Adult & Career Salary Allocation Unit
Application for College Course Work Approval
COLLEGE COURSE WORK - CW FORM
(Use One Form per School Year for Salary Step Advancement)
ATTACH ORIGINAL VERIFICATION OF COMPLETION TO THIS APPLICATION



(Please Print or Type)

USE BLACK INK ONLY

Employee Number _____ Last Name _____ First _____ Middle _____ (_____) _____
 Home Telephone Number

Home Address _____ City _____ Zip Code _____ Teaching Subject/s _____
 Location Name _____ 31 - _____ (_____) _____
 Location Code Site Telephone Number

Complete the following:

College or University	Course Title and Number	Term Dates		Quarter Units	Semester Units	Continuing Education Units
		From:	To:			
		Month/Day/Year	Month/Day/Year			

1. Verification by Credential Holder:

I certify that the information on this form is true and accurate to the best of my knowledge under penalty of perjury.

Teacher's Signature

Date

2. Certification of Initial Plan and Pre-Approval Must Be Signed Prior to Enrollment:

I certify that the above study is directly related to the field in which the employee is serving and is of such nature as to provide an 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 or endeavor other than education. I also certify under penalty of perjury that I have reviewed and approve the above coursework.

Print - Principal's Name

Required Principal's Signature

Date

THIS IS A NON-ACCREDITED INSTITUTION

IMPORTANT: THIS FORM MUST BE SENT TO THE SALARY POINT CREDIT COMMITTEE FOR PRE-APPROVAL AT LEAST FOUR WEEKS PRIOR TO COMMENCEMENT FOR STUDY AT ALL NON-ACCREDITED INSTITUTIONS. PLEASE READ THE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS.

3. Pre-Approval of Salary Point Credit Committee Must Be Signed Prior to Enrollment

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 reverse). Non-Accredited Institution Study is: **APPROVED** **NOT APPROVED**

Total Hours

Print - Committee Member's Name

Committee Member's Signature

Date

4. Verification of Completion:

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

Required Principal's Signature

Date of Verification

FOR OFFICE USE ONLY

Approved Hours	
Date Approved	

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 and complete 30 hours of Staff Development activities in 1 or 2 consecutive school years to be eligible to 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) together with completion of 30 hours of verifiable Staff Development activities **OR** completion of the required hours and Staff Development in two consecutive school years. Staff Development includes but is not limited to the following activities:

1. Attendance at a Conference, Workshops or Seminar
2. Level I Coursework (must be completed by the end of the 2nd year of employment)
3. Level II Coursework (must be completed by the end of the 5th 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 of a Workshop (maximum is 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 completion. The Adult and Career Salary Allocation Unit must receive all required documents for Step Advancement credit no later than June 15 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 including obtaining the required principal's signature for pre-approval process in sections #1 and #2.
2. If the Non Accredited box is marked on reverse side, complete section #3 and forward this form along with (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, Professional Support Branch, Salary Point Credit Committee, 333 South Beaudry, 25th Floor, PO Box 3307, Los Angeles, California 90051.**
3. Pre-approvals are valid through June 30 of the school year or two consecutive school years as stated on the Application for Step Advancement. Salary Point Credit Committee,
4. Requests to attend non-accredited institutions denied by the Salary Point Credit Committee will be returned to sender with an explanation by the Adult and Career Salary Allocation Unit.
5. Upon satisfactory completion of coursework, attach official transcript or original certificate of satisfactory completion to the **CW** form.
6. Obtain the required signature from the principal in section #4 on the **CW** form.
7. Complete the Application for Step Advancement. Attach the **CW** form, official transcript and/or other original supporting verifying document/s to the application. Submit all forms and documents to the Adult Salary Allocation Unit in one packet for processing via school mail, U.S. mail or in person by June 15 to : **Los Angeles Unifies School District, Adult and Career Salary Allocation Unit, 333 South Beaudry Avenue, 18th Floor, Post Office Box 3307, Los Angeles, California 90051**