



San Juan Unified School District
San Juan Teachers Association



GUIDELINES FOR CONTINUING EDUCATION

2010-11

Includes Guidelines for
Electronic Registrar On-line

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Quick Reference

Continuing Education and In-service Credit

Identifying a Course: There are now several ways to get courses approved for Continuing Education or for In-service Credit.

1. Browse ERO to find a course you are interested in taking. Be sure it is offered for hours. Use ERO to register.
2. Browse the College Course section of ERO to find college/university classes which have already been pre-approved for hours. You can indicate your intent to take the class on ERO without submitting any prior approval.
3. For courses/conferences NOT on ERO, print the Prior Approval form from the Intranet (Forms & Docs; Keyword-Approval) and submit them to Human Resources.

During the Continuing Education Process: Keep registration forms, flyers and agendas to document your hours spent at each course or workshop. This is especially important for activities NOT sponsored by the district or by SJTA.

After You Have Completed Your Hours: Check ERO to be sure that all of your hours have been accurately submitted by the instructor. For any outside courses, including college/university classes and conferences, submit documentation of attendance to Human Resources. (Please include any Prior Approval forms you have for the transcripts.)

Frequently Asked Questions

To whom do these guidelines apply?

The guidelines apply to K-12 certificated teachers, counselors, nurses, speech therapists and librarians. The guidelines do not apply to classified staff, certificated staff in ECE or Adult Ed, or to managers.

What is the Continuing Ed column?

Column V on the K-12 certificated salary schedule can be accessed only through the accumulation of 150 hours of professional development, in accordance with the approved guidelines. The percent raise for Column V is dependent upon the San Juan-SJTA negotiated agreement, but the current figure is 5.5% above column IV.

When can I work to move to Column V?

Once you have been placed into column IV, you can begin to accrue hours toward Column V. This means that your hours must have been submitted to the Human Resources department.

Can I skip Column IV and go directly to column V?

No. You must be paid at least one year in Column IV before moving to the next column.

Once I am in Column V, do I need to continue to attend professional development?

Your placement in Column V is for 5 years. If, at the end of the 5 years, another 150 hours have not been submitted to Human Resources, you will be returned to Column IV.

How far ahead can I bank hours Column V?

When you first move to Column V, you can carry hours in excess of 150 over to the next five-year cycle. Once you are placed in Column V, you can earn hours for the next cycle. In other words, you cannot begin accruing hours for cycle three until you are in cycle two. This is meant to ensure that professional development is current to the needs of teachers and students.

What kinds of professional development activities qualify for Continuing Ed hours?

A variety of activities can be used for Continuing Education hours toward Column V. Workshops and conferences, offered by the district, SJTA or other groups are often eligible. College and university courses are often eligible as are some on-line courses. All college courses must be completed through an accredited college or university. Work done by collaborative Learning Teams may also count for Continuing Ed, with prior approval.

What are the district's professional development priorities?

The district's professional development priorities, consistent with the Strategic Plan, are as follows:

Improved content knowledge as applicable for the employee's assignment	Classroom management
Implementation of content standards and curriculum	School culture and environment
Instructional strategies and assessment strategies	Equity and diversity
Infusion of technology	School leadership

Frequently Asked Questions (cont'd)

What are the guidelines for the activity to count for Continuing Education Hours?

The professional development activity must be related to growth in your current assignment or be support your development to teach another subject, based on the need of the school. The activity must be outside of your contract day and no part of the cost of the course or workshop can be paid by the district, school, or any district-sponsored organization (i.e., PTA, booster clubs, grants). This includes costs such as registration, travel, lodging, substitutes, etc.

How do I know if something is acceptable for Continuing Ed?

Workshops offered by the school district or by SJTA are accepted. Check the ERO system first, to see if the course you are interested in has prior approval. If it is not already approved, it must be submitted for approval 3 weeks before the class begins. Without prior approval, you may be wasting time and money on something which does not meet the requirements of Continuing Ed. **Professional development offerings within the district are housed on the district website under Division of Teaching and Learning > Professional Learning and Innovation.**

How many hours do I get for attending a class or workshop?

Continuing Ed hours are given only for the hours spent in the course. This excludes meals and breaks. Time spent working on projects outside of the course, including homework or fieldwork, is not accepted.

Can I take on-line courses?

Some on-line coursework has been approved. On-line classes from CSU or UC schools, Pepperdine, and National University are generally accepted, assuming they meet the other criteria for use for Continuing Ed. Generally, if an on-line learning experience includes discussion and feedback with students and an instructor, and has tangible assignments for which an instructor offers feedback, the on-line course will be approved. Just like other courses, on-line courses must be taken through an accredited school.

Can I receive Continuing Education hours for independent study courses?

No. Independent study classes are not approved for Continuing Ed.

I went to a conference on Friday and Saturday. Can I get any Continuing Education hours for attending?

Yes, under certain conditions. First, you must have absorbed all of the costs. That said, you can get receive Continuing Education Hours only for the time after your contract day ends (on Friday) and for Saturday, providing you met all other criteria.

I am presenting at a conference. Can I get Continuing Education hours for that?

No. However, if you attend other sessions at the conference, you can get hours for attending those sessions.

Frequently Asked Questions (cont'd)

Conferences often give you the opportunity to pay to get college units for attendance. Should I pay for the units?

In most situations, this will be a waste of your money. Whether or not you pay for the units, you will only receive Continuing Education hours for the hours you attended the conference or workshop. [Note: Continuing Ed hours won't transfer to another district but college units normally do transfer.]

I am presenting a workshop within the district or for SJTA. Can I get Continuing Education hours for that?

Yes. You can get hours for presenting a workshop in the district or for SJTA.

I am presenting a workshop outside of the district. Can I get Continuing Education hours for that?

No. Workshops offered outside of the district are not approved for Continuing Ed.

Can I get Continuing Education Hours for any kind of college course?

No. College courses must be from a four-year, accredited school. The courses must be in alignment with the district's Strategic Plan and pertain to your current assignment or to a new subject area as needed at your school site. Examples of college classes which are not acceptable are (1) those which prepare you for a different position, (2) fieldwork classes, and (3) culminating project or thesis classes.

Can I get Continuing Education Hours for Community College classes?

Most Community College level classes are not accepted. However, some classes may be approved, especially in cases of specialized coursework which is not available at the upper-division or graduate level. Seek Prior Approval before registering.

Can I get Continuing Education hours for study abroad?

Generally, international study is not approved unless the coursework is done in conjunction with an accredited school and with prior approval from the district.

Can I get Continuing Education hours for travel?

No.

Do overnight or weekend trips with students count for Continuing Ed?

No. Field trips are not approved for Continuing Education hours.

I am interested in becoming a National Board Certified Teacher. Will I get hours for all of the time I spend?

The process to become Nationally Board Certified is very rigorous and requires many hours of study and work. Teachers who successfully complete the process and earn National Board Certification will earn 300 hours or two full cycles in Column V. Refer to the Collective Bargaining Agreement (Exhibit D: Group Placement G.1.g.) for more information

Frequently Asked Questions (cont'd)

A team at our school wants to do a collaborative learning project. How do we get it approved?

The form is located on the Intranet (Forms and Docs, Keyword-learning team). Complete the Learning Team form, including a description of what you will do and how it supports your instruction. Have an administrator sign the form as your sponsor. This signed form is submitted to the Professional Learning and Innovation Department. Once approved, instructions regarding how to track your Learning Team's hours will be returned to you.

What kind of activities might count for a Learning Team?

The work of a Learning Team must be centered on professional learning aligned with the district's Strategic Plan. Operational activities will not be approved for hours or as the work of a Learning Team.

I think I have enough hours. Where do I send the information?

It is the teacher's responsibility to notify Human Resources as soon as he/she has sufficient hours/units for salary advancement. This notification must be made by providing a printed copy of your ERO transcript to Human Resources. ERO does not notify Human Resources when a teacher earns hours/units. While Human Resources can view the hours/units for each teacher, they are not able to monitor the account for every teacher in the district.

Where can I get clarification about my individual issues?

Contact SJTA (487-7582) or your Human Resources Technician for questions regarding Continuing Ed.

CONTINUING EDUCATION HOURS and IN-SERVICE HOURS FOR SALARY PLACEMENT ON K-12 SALARY SCHEDULE

Use this chart to determine if you are collecting Continuing Ed hours or In-Service hours. If you are unsure of the column in which you are placed, contact your Personnel Technician in Human Resources.

CONTINUING EDUCATION HOURS	IN-SERVICE HOURS
Continuing Education hours can only be earned by those in Columns IV or V.	In-service hours can be earned by those in Columns I through III.
Eligibility for Column V placement is open to those on Column IV ONLY .	Eligibility for Column I thru IV is available to all staff prior to placement on column V of the K-12 Salary Schedule.
To reach column IV one must have completed: A Bachelor's Degree plus 75 semester units; or a Master's Degree plus 30 semester units; or a Bachelor's Degree plus 60 semester units which must include a Master's Degree.	Minimum placement is defined as follows: Col I Bachelors Degree Col II Bachelors Degree plus 30 semester units OR a Masters Degree Col III Bachelors Degree plus 45 semester units OR a Masters Degree plus 15 semester units Col IV Bachelors Degree plus 75 semester units OR a Masters Degree plus 30 semester units OR a Bachelors' Degree plus 60 semester units which MUST include a Master's Degree
To reach Column V one must complete 150 hours of approved continuing education hours.	To translate in-service hours into college units, 1 semester unit = 15 hours and 1 quarter unit = 10 hours

IT IS VERY IMPORTANT TO KNOW WHERE YOU AS A CERTIFICATED STAFF MEMBER ARE PLACED ON THE K-12 SALARY SCHEDULE.

THIS IS NEEDED IN ORDER TO DETERMINE THE APPLICABLE GUIDELINES FOR COURSES/HOURS

CONTINUING EDUCATION NEGOTIATED GUIDELINES

GOAL: The continuing education program is to provide an incentive for teachers on Column IV of the salary schedule to continue their ongoing professional development in the focus areas of the district/board.

CONTRACT: Exhibit D,3

Placement in Column V – Continuing Education

1. Column V is designed for teachers to continue their professional growth leading toward improved student achievement via restructuring and curricular changes within district goals. Placement in this column is subject to the following criteria. Members may begin earning Continuing Education hours January 1, 1998.

G. Placement in Column V—Continuing Education

- 1) Column V is designed for teachers to continue their professional growth leading toward improved student achievement via restructuring and curricular changes within District goals. Placement in this column is subject to the following criteria. Members may begin earning Continuing Education hours January 1, 1998.
 - a). Eligibility for Column V is only open to those on Column IV.
 - b). 150 hours of professional growth activities approved by the joint district committee for Continuing Education. The committee is comprised of four (4) members from each party.
 - c). After placement in this column, an additional 150 hours are required within a five (5) year period to remain in Column V.
 - d). Column V is 5.5% above Column IV.
 - e). The approval of courses/workshops, in advance of participation, is subject to the criteria/procedures established by the joint committee on Continuing Education.
 - f). The filing of hours/units is to be consistent with Exhibit D, Number 4, Filing of Units.
 - g). National Board Certified Teachers shall receive 300 hours continuing education credit or 20 units towards progress on the salary schedule.

* A teacher who has been approved for placement in Column IV may begin working on hours for Column V but may not be moved to Column V until after a full salary year in Column IV and the completion of the required 150 continuing education hours.

GUIDELINES FOR PROFESSIONAL DEVELOPMENT ACCEPTED FOR CONTINUING EDUCATION HOURS

Courses/Workshops that count for credit **MUST** meet two criteria:

- 1) Relate to the teacher's current assignment, **and**
- 2) Aligned with the District's Strategic Plan as shown below:
 - Improved teaching and learning for all students including:
 - Implementation of standards and curriculum
 - Assessments
 - Instructional strategies
 - Infusions of technology
 - Classroom management
 - School culture/environment,
 - Equity,
 - School leadership
 - Completion of authorization or highly qualified status in an area which is being taught or is needed at the site.

SUMMARY OF PROCESS FOR APPROVED ACTIVITIES

(Activities **MUST** pertain to your current assignment.)

Prior approval for courses may be required, as indicated below.

Activities	Prior Approval Needed	Documentation Required	Hours Can Be Posted
Approved courses listed in ERO including those presented by SJTA or SJUSD.	No prior approval is needed.	N/A	Instructor will post hours to ERO when completed.
Learning Teams/Collaboration	Learning teams must be coordinated with site or district administration or the SJTA President.	Approval form must be signed by the sponsor. Explanation of the scope of the project and the professional growth of those involved.	Sponsor will submit hours to Prof. Learning and Innovation for posting when activity is satisfactorily completed. Hours will be posted in ERO.
College/University Courses	Prior approval for courses from other accredited colleges is required if the course is not listed on ERO.	Course descriptions including dates and hours of class meetings must be included for approval. On-line courses are considered on an individual basis.	Transcript showing satisfactory completion is submitted to HR. Hours will be posted in ERO.
Institutes/Workshops/Conferences/University extensions	Prior approval required if not on ERO. Conferences are approved for a maximum of 6 hours per day. This may be appealed. (See Appeal Process.)	A flyer, brochure or other description must be submitted, including the dates/hours of the session.	Proof of completion must be submitted to HR. Hours will be posted in ERO.
Outside District/Board Focus – Other courses and workshops that do not fall into the district/board focus but provide learning experiences that are relevant to teaching education. (e.g. safety, educational law, etc.)	Prior approval required if the course is not listed on ERO.	Course descriptions, flyers, or brochures which include dates and hours of meetings must be included for approval.	Proof of completion must be submitted to HR. Hours will be posted to ERO.

CONTINUING EDUCATION ACTIVITIES NOT APPROVED

1. On Line Courses – On-line courses are considered on an individual course basis. On line programs which demonstrate a high level of student-instructor contact and student accountability may be accepted through the prior approval process. Evidence of this should be submitted with the prior approval.
 - a. On-line course offerings supervised by district personnel or a designee may have received prior approval.
 - b. UC, CSU and National University on line courses may receive continuing education credit with a prior approval.
 - c. On line or blended masters’ programs which have been approved in the past include, UC, CSU, National, Pepperdine, and University of Phoenix.
2. Correspondence Courses – Correspondence courses are not accepted for continuing education hours. This includes those delivered on line with little or no contact between the student and a professor or other enrolled students.
3. Distance Learning Classes – Only classes that are supervised by district administrators or designees that have received prior approval may receive continuing education.
4. Independent Study Classes – Independent study classes are not approved. This includes courses delivered on line with little or no contact between the student and a professor or other enrolled students and no form of accountability. NOTE: The 4-course University of San Diego CLAD sequence will be accepted as long as it was completed by May 2009.
5. Independent Projects/Activities or Outside of College class time - Hours committed to completing projects, field studies and activities for a class may not be counted for continuing education. This includes time spent on homework assignments.
6. District Paid Training – Courses/workshops where teachers receive payment from any district source to attend. Payment includes providing a substitute, registration, travel expenses, contract teaching day, etc. (Exceptions may occur only through approval by the Continuing Education Committee).
7. In-services presented to other districts, community organizations, or through other organizations.
 - a. A teacher presenting at another educational professional development activity will not receive continuing education hours for the presentation. (Examples are Asilomar, SCOE, university content projects, etc.)
 - b. If a teacher does a presentation at an all day conference that is limited to a portion of the day, the teacher may receive hours for attending other professional development opportunities if it meets the other criteria for continuing education and the teacher has prior approval.
8. Preparation time prior to presenting an in-service. Coordination, set-up, housekeeping activities to present an in-service. (e.g. setting up the room, organizing handouts, typing handouts, buying supplies, etc.)
9. Individual Curriculum/Course of Study Development – This is considered part of the regular teaching responsibilities and will not receive continuing education credit.

10. Out of Country Classes – These classes do not receive continuing education credit. The exception is for teachers needing to meet CLAD requirements who enroll in foreign language courses in a foreign country that include classroom instruction. These classes will be considered on an individual basis.
11. Required Mandatory meetings – Teachers will not receive continuing education hours for required meetings such as parent/student conferences, special education IEP's, faculty meetings or committee meetings.
 - a. (SJTA school site reps may not receive continuing education hours for salary placement in Column V for attending rep meetings. They may earn professional growth hours for credentialing renewal as indicated in the contract. Article 17.504 Association activities which comply with the Education Code and in concert with the California Professional Growth Manual issued by the Commission on Teacher Credentialing shall be allowed as Professional Growth Activities for the FR(s). Upon request of the credential holder, advisor or District, the president of the Association shall provide verification of participation or completion. Clock hours shall not exceed 15 hours per semester. In addition, the FR shall be granted one (1) in-service credit for salary group placement for each so designated 15 hours under this section.)
 - b. Serving on District/school committees may not count for continuing education.
 - c. The exception is for district committees that are developing curriculum or providing a learning component and meet beyond the instructional day. These committees must have prior approval to issue continuing education hours.
12. Field trips - Planning/Supervising/Chaperoning a field trip does not qualify for continuing education hours.

IN-SERVICE CREDIT PROFESSIONAL GROWTH REQUIREMENTS FOR SALARY PLACEMENT

Instructional In-service Credit Program is a program for earning credits for placement on the salary schedule through Column IV. Some of the requirements for earning in-service credit are different from those for earning continuing education credit for placement in Column V. The guidelines for meeting these requirements are in the Contract Exhibit D, 3, a-f.

The conditions for in-service credit are:

- A total of 15 workshop hours will equal ONE UNIT of salary credit. Hours less than 15 will not be accepted, unless they add up to 15 with carry over hours.
- It is the responsibility of the participant to hold attendance forms until hours equal one unit credit.
- Credit is only given while you are a contracted teacher with San Juan Unified School District.
- Hours for credit must occur during a period of time you are **not** on paid status from the district.
- The district has **not** paid registration, a substitute or other related costs for the participant.
- The in-service must be provided by the San Juan district or SJTA. In-service occurring outside the district must have received prior approval.

In-service Credit may be earned from all four year colleges and universities approved by the Commission for Teacher Credentialing.

On line and distance learning courses from these universities may be accepted if they meet all other criteria. All courses from such institutions must have prior approval.

For a more detailed explanation of the provisions for placement on the salary schedule, all certificated teachers are advised to read Exhibit D of the Collective Bargaining Contract.

CONTINUING EDUCATION/IN-SERVICE CREDIT APPROVAL PROCESS

[BOTH TYPES OF CREDIT USE THE SAME PROCESS/FORMS]

PRIOR APPROVALS - GENERAL

- **A PRIOR APPROVAL IS REQUIRED FOR ANY CONTINUING EDUCATION HOURS THAT ARE NOT DISTRICT/SJTA SPONSORED ACTIVITIES.**
- Some outside classes, workshops, and conferences are already pre-approved and are listed on ERO. You do not need to obtain prior approval for these activities. However, you must pay all cost of attending and it must be outside of your work day.
- Prior approval forms **must be submitted 15 days prior** to the beginning of a continuing education activity. Prior approvals may not be submitted at the same time the paperwork for approval of hours is submitted. Non-district/SJTA activities submitted without a prior approval will be returned to the teacher for completion of correct paperwork. This will delay the evaluation process of hours for placement on the salary schedule.
- Back up information (flier, catalog entry, etc.) must be submitted with the prior approval form. The back up information must include a description of the activity/course, date(s) and hours of training. Omission of this information will cause a delay in approval.
- Prior approval forms must be completely filled out. Hours must be calculated for all activities. Incomplete forms will be returned for completion prior to being reviewed.
- Prior approval is in place for the employee's protection. Failure to submit prior approval before registering and/or participating in a non-district/SJTA activity may result in wasted time or wasted money.
- Prior Approval forms are submitted to Human Resources.

College/University Course Prior Approvals

- Courses (requiring seat time) from colleges and universities are approved during the prior approval process. The courses must be relevant to the current teaching assignment. Pre-approved courses are listed on ERO.
- Courses from community colleges are not approved for continuing education. This may be appealed. (See Appeal Process).

Collaboration/Learning Team Prior Approvals

- **The prior approval for the learning team must be completed and discussed with the project sponsor before being submitted to the district.**
- **A description of the collaborative work and the anticipated hours must be included.**
- **A Learning Team must be sponsored by an administrator or by the SJTA president.**

APPEAL PROCESS

An appeal may be written for the following:

- Courses in any area.
- The prior approval request was denied.

To appeal, use the following process:

- Write a letter to the Continuing Education committee stating reasons why the activity should be approved or the hours should be accepted. Include information on how this course work is relevant to the current teaching assignment.
- If it is for a prior approval denial, include the denied forms.
- Include documentation of course content, specific dates and hours of the training.
- Send the letter and attachment(s) to Professional Learning and Innovation.

The continuing education committee will review the appeal and will respond in writing stating the decision. If the committee needs additional information, a committee member will contact the affected party. **If you have questions regarding the continuing education or appeal process, please contact SJTA (487-7582).**

CARRY OVER HOURS

- Fourth Column - Any hours/credits that are in excess to move into the fourth column may NOT be carried over to the fifth column. A teacher may begin earning hours for column V continuing education once they are officially approved for column IV. The teacher must be placed in column IV for one full school year (August – June) before being eligible to be placed in column V.
- Cycle 1 to Cycle 2 – Carryover hours are permitted when moving from the first cycle of 150 hours to the second cycle of 150 hours. For all subsequent cycles, 150 new hours must be earned.
- A teacher may only accumulate a total of ten years at any one time for continuing education. Continuing education hours for the third cycle may be earned only after the first cycle ends.

QUESTIONS? Any questions regarding continuing education should be directed to your SJTA rep at 487-7582.

PROVIDING OPPORTUNITIES FOR CONTINUING EDUCATION

District/School Site Continuing Education Course Offering or Learning Team

All district professional development providers who want to offer continuing education credit must receive approval prior to the training taking place. An administrator sponsoring a professional development workshop(s) or a collaborative learning team, must:

- Propose a course on ERO before the workshop begins OR
- Submit a prior approval in writing before the workshop(s) or collaborative learning team activities begin. (See Appendix B and C).

If the workshop or learning team activity is open to district registration, a flyer must be attached to the prior approval form. The flyer will be posted on the Professional development website.

Once the workshop or learning team activity is approved, the following guidelines for issuing continuing education credit must be followed:

1. The sponsoring administrator must keep sign in sheets for each workshop or learning team activity in case someone loses the paperwork. Teachers may be asked to come back to you to get new paperwork if they have lost theirs. Sometimes this is after a year or more, so please keep a file for at least five years in case you are asked to complete new paperwork.
2. Record the hours of attendance in ERO after the workshop or learning team is complete. You may provide paper verification to participants, but please clearly mark it as a DUPLICATE.

To avoid a delay or denial of approval, it is important that presenters complete the paperwork correctly.

COLLABORATIVE LEARNING TEAMS

The goal of the collaborative learning team activities should be carefully described on the prior approval. The area(s) of professional learning should be evident in the description. The number of hours requested for approval should be consistent with the goal of the activity.

Learning team members should conference with the sponsoring administrator after approximately 1/3 and 2/3 of the hours are complete.

If there is a disagreement between the sponsoring administrator and the learning team members, an appeal should be filed immediately with the Continuing education committee (send to Teaching and Learning).

PLANNING FOR AN IN-SERVICE

Planning for in-services may count for continuing education hours under two conditions:

1. The planners work in collaboration to develop the content of the in-service under the supervision of district administration or SJTA. Planning does NOT include making copies, organizing packets, or room set-up.
2. Individuals may earn continuing education hours for planning an in-service with prior approval.

Non-District Course Offerings

- Teachers who want to offer a professional development workshop must seek sponsorship by a district administrator or SJTA.
- Prior approvals for a course offering are never given to private or community organizations, unless sponsored by a school site or an administrator. Teachers who attend must submit an individual prior approval to receive continuing education credit.

SUBMISSION PROCESS FOR CONTINUING ED AND IN-SERVICE CREDIT

Collective Bargaining Contract

4. FILING OF UNITS

- a. Transcripts or grade cards must be filed before credit can be given. **Only credits earned prior to the first day of required service in the new school year may be credited on that year's salary.**
- b. Teachers must complete filing of transcripts in Human Resources by October 1.
- c. All new members hired after the first day of the school year must submit their complete transcript to Human Resources within thirty (30) working days from the date of signing of their contract. If a university or college fails to supply the employee with a transcript within the above time line, the employee's grade card may be provided until a complete transcript is received.
- d. A Master's Degree awarded prior to the first day of required service in the new school year must be submitted by October 1 to receive credit for the entire school year. A Master's Degree earned prior to the first day of required service of the second semester must be submitted by March 1 in order to receive a proportionate increase on the salary schedule for that school year.

ATTENDANCE VERIFICATION PROCESS

SUBMISSION PROCESS

- When sufficient hours/units have been completed for salary advancement, submit the ERO transcript to your Human Resources Personnel Technician.
- Only credits earned prior to the first working day in September may be credited on that year's salary. (Contract Exhibit D,4a)
- All paperwork for hours must be submitted to Human Resources by October 1 to be included in the year's salary schedule. (Contract Exhibit D, 4b,c)
- A verification memo will be sent as soon as the hours are logged in Human Resources.
- Failure to follow the above procedures will result in paperwork being returned for completion or corrections. This could have an impact on the approval timeline.

FORMS ACCESS

Forms can be accessed through the Intranet (<http://district.sanjuan.edu>), click "Forms & Docs" tab, go to "Browse by Department", click drop-down box and scroll to specific department

- "Human Resources"
- Request for "Prior" Approval for Continuing Education (Appendix A)
 - Continuing Education Course Offering Approval Form (Appendix B)
 - Learning Team Approval Form (Appendix C)
 - Guidelines for Continuing Education Handbook

Forms **cannot** be accessed from a computer outside the district network through the Internet.

Appendix A

Request for "Prior" Approval for Continuing Education/In-Service Credit (Offerings not included in the District approved list) Submit To: Human Resources

Name: _____ Work Site: _____

Current Position: _____ Content/Grade Level: _____

Home Address: _____

Home Telephone: _____ Work Telephone: _____

Provider (e.g. sponsoring organization, conference): _____

Attach flyer/brochure which must include description, dates and times

Presenter(s): _____

Date(s): _____

Total Hours to be completed: ____ (Note: Do not include travel time, lunch and/or dinner time unless training occurred during these times)

Location: _____ Online: yes

Title of course: _____

Please describe how this professional development relates to your assignment:

This course will relate to approved activity number: **Group I:** **Group II:**

I will pay for all required (if any) expenses for this professional development opportunity (registration, travel costs, hotel, etc.).

Signature _____

FOR DISTRICT USE ONLY

Approved: Yes No** Salary Column I-III IV-V SRN# _____

Approval: P-Adult _____
Teaching and Learning Designee _____
Date _____

** Decision may be appealed through the appeal process.

Appendix B

**Continuing Education Course Offering
Approval Form
Submit To: Professional Learning and Innovation - Continuing Ed.**

Title of Presentation: _____

Targeted Audience (be specific): _____

Date(s): _____

Presentation time hour(s): _____ Total Number of Hours: _____

Location: _____ Please Advertise (Flyer Attached):

Who is/are the presenter(s)?

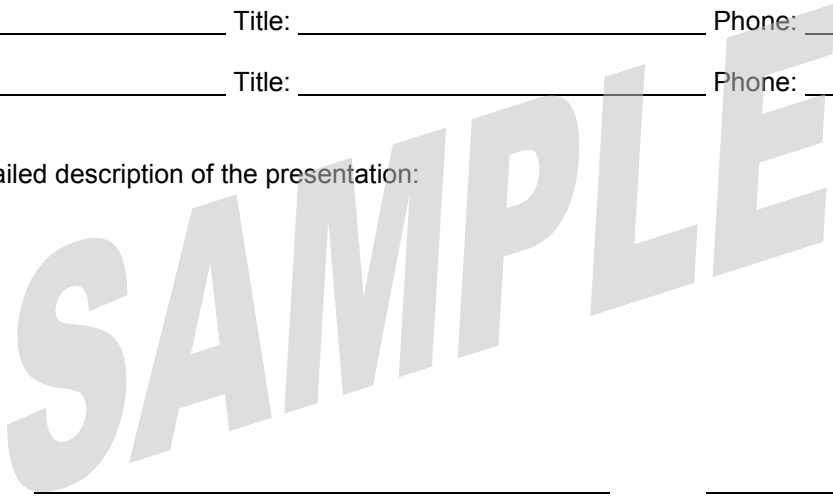
Name: _____ Title: _____ Phone: _____

Name: _____ Title: _____ Phone: _____

Name: _____ Title: _____ Phone: _____

Name: _____ Title: _____ Phone: _____

Brief, yet detailed description of the presentation:



Sponsoring Administrator

Phone

Location _____

Individuals will be asking for credit in one of the following five (5) areas:

Group I: Group II

FOR DISTRICT USE ONLY

Approved: Yes No**

SRN# _____

Approving Designee

Date

**Decision may be appealed through the appeal process.

Appendix C

Learning Team Approval Form
Submit To: Professional Learning and Innovation - Continuing Ed.

Learning Team Focus/Topic: _____

Participants: _____

Location: _____

Date(s): _____ Hour(s): _____

Total number of hours (not to exceed 45): _____

Brief, yet detailed describe the learning team objectives:

SAMPLE

Sponsoring Agent (Administrator or SJTA)

All individuals will receive credit in Group I.

The Learning team must conference with the sponsoring administrator after approximately 1/3 and 2/3 of the hours has been completed. If questions or disagreements cannot be resolved, an immediate appeal should be filed.

FOR DISTRICT USE ONLY

Approved: Yes No**

SRN# _____

Approving Designee

Date

** Decision may be appealed through the appeal process

Appendix D

Continuing Education Provisions

The following is provided to clarify questions teachers may have pertaining to the courses/workshops they may choose to receive credit for their continuing education hours. The purpose of the continuing education progress is to provide an incentive for teachers on Column IV of the salary schedule to continue their ongoing professional development in the focus areas of the division/district. Once teachers have successfully completed 150 hours of approved courses/workshops, they will be eligible for continuing education credit. Approval will be based on the course/workshop’s relevance to achieving the goals established by the Division of Teaching and Learning and the San Juan Teacher’s Association (SJTA).

1. A staff member must be in Column IV (BA+75) (Exhibit “D” – Salary Schedule).
2. 150 hours must be obtained via approved courses and workshops. The district and SJTA Continuing Education opportunities do not require prior approval by participants. Out of district seminars, workshops, and courses must be approved in advance by a designee in Teaching and Learning or Special Education. **Forms are available on the Intranet (under Forms and Docs).**
3. The filing of hours/units is to be consistent with Collective Bargaining Contract Exhibit “D”, Number 4 Filing of Units.

COURSES/WORKSHOPS THAT DO COUNT FOR CREDIT MUST HAVE PROR APPROVAL and (1) relate to the teacher’s current assignment and (s) be consistent with the Strategic Plan.

- PK-Adult: Implementation of standards including assessments and instructional strategies, e.g. technology, classroom management, school culture/environment, equity, and leadership.
- Student Support Services: PK-Adult curriculum or division focus areas as appropriate, and the Strategic Plan.

CEUs may be earned through **APPROVED ACTIVITIES** in the following categories which meet the focus of the Strategic Plan:

I.	<p>Meet District Focus</p> <ul style="list-style-type: none"> • Approved courses/in-services presented by SJUSD or SJTA. • Learning teams sponsored by site or district administrator or SJTA staff. • College and University Courses • Institutes/Workshops/Conferences (a maximum of 6 hrs/day) 	Up to 150 hours
II	<p>Outside the Primary Professional Assignment Other courses/workshops</p>	30 hours Maximum (Optional)