



## **GUIDELINES - CONFERENCE/WORKSHOP/SEMINAR ATTENDANCE (CA) 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 on the basis of 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 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 of 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 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 sections #1 and #2 on the reverse side. Obtain the principal's signature for pre-approval process. Pre-approval is valid through June 30 of the school year or two consecutive school years as stated on the Application for Step Advancement.
2. Upon completion of the Conference, Workshop or Seminar Attendance, attach the original form verifying satisfactory completion and obtain the required signature from the principal in section #3 on the reverse side.
3. Complete the Application for Step Advancement. Attach the CA form and original supporting documents to the application. Submit all forms and documents to the Adult & Career Salary Allocation Unit in one packet for processing via school mail, U.S. 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 for Step Advancement.
4. Applications denied for Step Advancement credit will be returned to sender.
5. **Submit the Application for Step Advancement, form/s and original document/s for Step Advancement (in one packet) in person, via school mail or via U.S. mail by June 15 to: Los Angeles Unified School District; Adult & Career Personnel Services, Adult & Career Salary Allocation Unit, 333 South Beaudry Avenue, 18<sup>th</sup> Floor, P. O. Box 3307, Los Angeles, California 90051**