



Los Angeles Unified School District
 Adult & Career Personnel Services – Adult & Career Salary Allocation Unit
 Application for Conference, Workshop, or Seminar Attendance
 Conference, Workshop and/or Seminar Attendance (CA) Form
 (Use One For Three Conferences, Workshops or Seminar Attendance)
 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 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 Workshop	Date of Conference, Workshop or Seminar	Number of Hours Attended
1.			
2.			
3.			

1. Verification by Credential Holder:

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

 Teacher's Signature Date

Pre-Approval Instructions

2. Certification of Initial Plan and Pre-Approval Must Be Signed Prior to Conference, Workshop or Seminar Attendance

I certify that the above conference is directly related to the field in which the employee is serving and is of such a 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 above conference.

 Print Principal's Name Principal's Signature Date

3. Verification of Completion:

I certify that all work submitted for the above activity has been satisfactorily completed. The original documents verifying the above activities are attached to this form. I certify that I am not requesting step advancement credit for preparation or study, which was undertaken during my regular hours of assignment, undertaken while in I was in a paid status or for which I have received tuition, compensation or other reimbursement 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's Name Principal's Signature Date of Verification

FOR OFFICE USE ONLY

Approved Hours	
Date Approved	

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 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 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, 18th Floor, P. O. Box 3307, Los Angeles, California 90051**



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
				10

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

Approved Hours	
Date Approved	

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 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 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. 18th Floor, Post Office Box 3307, Los Angeles, California 90051.**



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**

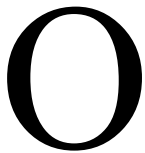
GUIDELINES – TEACHER DEMONSTRATION - D FORM

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 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 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 of 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 and 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 in 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 section #1 on the reverse side. Obtain the required principal's signature/s for pre-approval process. Pre-approval is valid through June 30 of the school year as stated on the Application for Step Advancement.
2. Upon completion of teacher demonstration, attach official verification of satisfactory completion and obtain the required principal's signature in section #2.
3. Complete the Application for Step Advancement. Attach the **D** form and original supporting documents, if applicable, to the application. Submit all forms and documents to the Adult and Career Salary Allocation Unit in one packet for processing via school mail, U.S. mail or in person by June 15 to: **Los Angeles Unified School District, Adult and Career Salary Allocation Unit, 333 South Beaudry Avenue, 18th Floor, Post Office Box 3307, Los Angeles, California 90051.**



LOS ANGELES UNIFIED SCHOOL DISTRICT
Adult & Career Personnel Services -- Adult & Career Salary Allocation Unit
Application for Observation
OBSERVATION - O FORM
 (Use One Form per Observation for Salary Step Advance)
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 Subjects

 School or Center 31 - _____ Location Code

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

Complete the following:

Name of Teacher Observed	Employee Number of Teacher Being Observed	Lesson Observed	Date of Observation	Number of Hours Observed

1. Verification by Credential Holder

I certify under penalty of perjury that the above teacher attended an observation of my demonstration lesson.

 (please print) Observed Teacher's Name Observed Teacher's Signature Date of Observation

Pre-Approval Instructions

2. Certification of Initial Plan and Pre-Approval Must Be Signed Prior To Observation:

I certify that the above observation 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 certify under penalty of perjury that I have reviewed and approved the above observation.

 (please print) Principal's Name Principal's Signature Date of Pre-Approval

3. Verification of Completion:

I certify that the observation stated on this form has been satisfactorily completed. I certify that I am not requesting credit for an observation which was undertaken during regular hours of assignment, 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.

 Signature of the Teacher Date Principal's Signature Date of Verification

FOR OFFICE USE ONLY

Approved Hours	
Date Approved	

GUIDELINES – OBSERVATION - O 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 Advancement.

- 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 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 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 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 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. **Note: A Teacher Being Observed By Other Teachers May Receive Step Advancement Credit During Paid Time.**

INSTRUCTIONS:

1. Complete the general information including sections #1 and #2 on the reverse side. Obtain the required principal's signature for pre-approval process in section #2 on the reverse side. Pre-approval is valid through June 30 of this school year stated on the Application for Step Advancement only.
2. Upon completion of the observation, attach the original document verifying satisfactory completion. Obtain the required principal's signature in section #3 on the reverse side of this O form.
3. Complete the Application for Step Advancement. Attach the O form and original support documents verifying the Observation along with the Application for Step Advancement. Send all forms and original documents to the Adult & Career Salary Allocation Unit for processing via school mail, U.S. mail or in person June 15 to: **Los Angeles Unified School District, Adult and Career Salary Allocation Unit, 333 South Beaudry Avenue, 18th Floor, Post Office Box 3307, Los Angeles, California 90051.**

APPLICATION FOR STEP ADVANCEMENT

Los Angeles Unified School District
Division of Adult and Career Education
Adult & Career Personnel Services - Adult & Career Salary Allocation Unit



(Please print)

Use Black Ink Only

Employee Number _____ Last _____ First _____ Initial _____
Home Address _____ City _____ Zip Code _____ Home Telephone Number _____
E - Mail Address _____ Subject Area/s _____

- 1. I request Step Advancement for the next school year. I was paid 734 hours or more on the Teacher's Hourly Rate (THR) Salary Table during the current school year and have completed the required 30 hours of Staff Development.
 I am submitting the following additional study and forms today: _____
Received By: _____ (staff initials)
- 2. I request the two (2) year option for Step Advancement. Indicated below are the two (2) consecutive school years to be aggregated for this purpose: 1st Year _____ 2nd Year _____
 I will be paid for 734 hours or more on the Teacher Hourly Rate (THR) Salary Table and will complete the required 30 hours of Staff Development activities during the two (2) consecutive school years as indicated above.
 Additional study will be submitted by the Professional Support Branch.
Receipt Information and/or comments: _____
 I am submitting the following additional study and/or forms today: _____
Received By: _____ staff initials)
- 3. I request Step Advancement for the next school year. I was paid 734 hours or more on the Teacher Hourly Rate (THR) Salary Table during the current school year and completed 30 hours of Staff Development through the Professional Support Branch Office. The Staff Development Branch will submit the required support document/s for Step Advancement on my behalf by June 15.
 Receipt Information and/or comments: _____

Signature Date

Do Not Write Below This Line - For Office Use Only

.....
Visit Our Web Page at www.adultinstruction.org to Obtain Forms and Information

<input type="checkbox"/> New				
<input type="checkbox"/> Current	THR _____			31 - _____
<input type="checkbox"/> Substitute	Current Schedule/Step _____	Current Status _____	Active Class Codes _____	School or Center _____
<input type="checkbox"/> Former				
Comments: _____				
<input type="checkbox"/> Staff Development Requirement Met	_____		Schedule THR _____	Effective _____
<input type="checkbox"/> Working Requirement Met	_____		Is now being processed to Payroll	
<input type="checkbox"/> 10 Years of Service Requirement Met	_____			

POLICY AND PROCEDURE REGARDING STEP ADVANCEMENT CREDIT

1. **Requirements** - 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 or complete the required hours and Staff Development during the current school year or two consecutive school years to be eligible to Step Advance.
2. **Definition** - For the purpose of Step Advancement on the THR salary table, Step Advancement credit shall be granted equivalent to (a) a semester unit as defined by the University of California (UC) as a unit of measurement established by the District and deemed the equivalent of the UC standard; (b) A quarter unit awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit; or (c) Continuing Education Units offered by the Extension Divisions and Schools of Continuing Education or some institutions of higher learning will be computed at the rate of two Continuing Education Units for one quarter unit or three Continuing Education Units for one semester unit. One semester unit is equivalent to 30 hours of Step Advancement credit; one quarter unit is equivalent to 20 hours of Step Advancement credit; one semester continuing education unit is equivalent to 10 hours of Step Advancement credit and one quarter continuing education unit is equivalent to 6.67 hours of Step Advancement credit. Other non-preparation type courses and workshops may be considered for credit on the basis of hours of attendance.
3. **Study in Institutions of Higher Learning** - An accredited institution of higher learning is a college or university accredited by a regional accrediting commission and listed in the current edition of Accredited Institutions of Higher Learning published by the American Council on Education. Step Advancement credit shall be allowed provided that it is directly related to a field in which the employee is currently serving and is of such nature as to provide (a) a substantial increase in the employee's skills; (b) an increase in the employee's knowledge; and (c) an increase in understanding of his/her assignment. The employee's current site administrator approves that the course meets these standards **prior to** enrollment.
4. **Study in Non-Accredited Institutions** - Step Advancement credit may be granted for study in schools other than accredited institutions provided that such study (a) shall be undertaken subsequent to high school graduation, (b) is of a quality and advanced nature comparable to that taken in an accredited institution of higher learning; and (c) is directly related to the current assignment and to the curriculum/subjects commonly taught in the Division of Adult and Career Education. The coursework must also enhance the employee's knowledge of the subject/s taught as well as increase the methodology, skills associated with teaching these subjects. Appropriateness of the study must be recommended by the current site administrator and pre-approved by LAUSD's Professional Support Branch. Such approvals are based on a certification by the administrator and the Professional Support Branch that the study meets the criteria in a, b, and c above. The study for which pre-approval is granted must be completed and submitted to the Adult & Career Salary Allocation Unit during the same school year but no later than June 15th. Documents must be in English.
5. **Step Advancement Credit** - Step Advancement credit shall be granted based on completion of 734 hours during a school year together with completion of 30 hours of Staff Development activities OR complete the required hours and Staff Development in two consecutive school years. Staff Development includes but is not limited to the following activities: (a) attendance at conferences, workshops, or seminars; (b) development of course outlines, (c) evaluation of educational materials, (d) presentation of a demonstration lesson for new teachers, (e) peer observations and (f) presentation or co-presentation of a workshop. The maximum is five presenters at one presentation. One presentation, regardless of length, is equivalent to ten hours of Step Advancement credit.
6. **Effective Date** - The Adult & Career Salary Allocation Unit must receive all requests and required documents for Step Advancement no later than **JUNE 15** each year to be eligible. Requests for the two consecutive year option must be received by the Adult and Career Salary Allocation Unit no later than April 15 of year one to be eligible. The original official documents verifying the required 30 hours of staff development must be received by June 15 of year two. If the claim merits a Step Advance, the effective date of the Step Advance will be July 1 following satisfactory completion of requirements.
7. **Protest Period** - A protest of any Step Advance credit must be filed in writing with the Adult & Career Salary Allocation Unit no later than 30 days from the date on the Step Advance receipt. Failure to file such a protest will constitute acceptance or lack of the Step Advance credit for the year.
8. **No Credit During Paid Time** - Step Advancement credit shall not be granted for any 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. **Note: Teachers being observed by other teachers may receive Step Advance credit during paid time.**
9. **Submit this Application** for Step Advance with official transcripts and/or original documents attached in person, via school mail or via U.S. mail to: **Los Angeles Unified School District, Adult & Career Personnel Services, Adult & Career Salary Allocation Unit, 333 South Beaudry Avenue, 18th Floor, P. O. Box 3307, Los Angeles, California 90051**