

Los Angeles Unified School District
Division of Adult and Career Education



**Professional Development
for
Salary Step
Advancement**

July 2003



Division of Adult and Career Education

Requirements for Step Advances for

Adult Teachers

July 1, 2003

2003 Edition

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STEP ADVANCEMENT

REQUIREMENTS FOR TEACHERS

PAID ON

THE ADULT TEACHER HOURLY RATE

(THR) TABLE

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

INTRODUCTION

The Memorandum of Understanding between the Los Angeles Unified School District (LAUSD) and United Teachers Los Angeles (UTLA), dated December 5, 2002, stipulates salary step advancement requirements for teachers in the Division of Adult and Career Education (DACE) who are paid on the Adult Teacher Hourly Rate (THR) Salary Table. The step advancement requirements, for the seven salary steps, are effective beginning July 1, 2003.

This manual provides detailed information regarding the requirements for step advancement, application procedures for obtaining step advancement credit, as well as samples of forms that applicants must complete and submit to the Adult and Career Salary Allocation Unit to step advance on the pay scale.

Additional information regarding salary step advancement requirements and application procedures for adult and career education teachers may be obtained from the Adult and Career Personnel Services, Adult and Career Salary Allocation Unit located at 333 S. Beaudry Avenue, Los Angeles, CA, 90017. (Telephone: 213/241-3178)

LOS ANGELES UNIFIED SCHOOL DISTRICT

DIVISION OF ADULT AND CAREER EDUCATION

GENERAL REQUIREMENTS

Effective school year 2003-2004, Division of Adult and Career Education teachers must be paid for 734 hours and complete 30 hours of staff development to be eligible for step advancement. A teaching assignment of 18 hours per week, from September to June, equals 734 hours. All hours in all adult and career class codes paid on the THR salary table during the regular school year (not including summer school) count for step advancement purposes.

To determine eligibility for step advancement:

- The total number of hours from all qualifying class codes will be added together for the previous school year or two previous consecutive school years.*
- The hours will be counted beginning July 1st through June 30th for each qualifying school year. Note that hours taught during summer school do not count.

*Two previous, consecutive years is the maximum number of qualifying years that may be aggregated for step advancement purposes.

Assignments

Substitute Assignments

Employees who have regular assignment/s paid on the THR salary table in addition to Adult Substitute assignment/s may use all of the hours from the Adult Substitute assignment to meet the 734 hour requirement for Step Advancement. Employees with Adult Substitute assignments only are not eligible for Step Advancement.

Summer School Assignments or Z- Time Hours

Hours paid on the THR salary table during summer school or “Z” basis do not count toward Step Advancement.

Assignments of 18 Hours or More per Week

Teachers assigned 18 hours per week or more must complete 734 hours of service and 30 hours of Staff Development activities in one year from September to June to Step Advance.

Assignments of Less Than 18 Hours per Week

Teachers who are assigned less than 18 hours per week may aggregate two (2) consecutive school years in order to meet the required 734 hours for Step Advancement. Hours accrued during the 2002-2003 school year may be used in combination with hours accrued for school year 2003 – 2004 for a possible step advance effective July 1, 2004. Final determination is based on the candidate having been paid for the required number of hours and completing 30 hours of Staff Development activities in the two (2) consecutive year period.

Two Consecutive Year Option

Candidates who are paid on the THR salary table and assigned less than 18 hours per week may complete the requirements by using the two (2) consecutive year option. Effective with the 2003/2004 school year, the candidate for Step Advancement must declare by April 15th in year one which two (2) consecutive school years will be used. To do this, the candidate must:

1. Complete the Application for Step Advancement by April 15th and declare which two (2) consecutive school years to use for Step Advancement purposes. See the sample of the Application for Step Advancement on page 64.
2. Accrue 734 hours, including hours paid as a Day to Day Substitute Adult Teacher
3. Complete the required 30 hours of Staff Development activities in two (2) years.
4. Submit the form and supporting documents by June 15th of the second year to the Adult and Career Salary Allocation Unit in person or by mail.

The forms are available online at personnel.adultinstruction.org from any browser. Click *Step Advance Guides*, and then click *Forms*.

Coursework And Grades

Level I Coursework for a Teaching Credential

Level I credential coursework as defined by the State of California and taken at an accredited institution of higher learning consists of four (4) semester units (120 hours) of coursework. All Level I coursework must be finished by the end of the second year of employment. Any Level I coursework may be used to satisfy the Professional Development requirement for Step Advancement credit. One semester unit (30 hours) of the Level I coursework will satisfy the Staff Development requirement for Step Advancement for one school year or the two consecutive school year option. See the sample of the CW Form on page 58.

Level II Coursework for a Teaching Credential

Level II coursework consists of five (5) semester units (150 hours) of coursework. All Level II coursework must be completed by the end of the fifth year of employment to “clear” your credential. Any of the Level II coursework may be used to satisfy the Professional Development requirement for Step Advancement credit. One semester unit (30 hours) of the Level II coursework will satisfy the Staff Development requirement for Step Advancement. See the sample of the CW form on page 58.

Non Accredited University Coursework

The employee must receive pre-approval from the on site principal *and* from the Point Credit Committee within the Professional Support Branch (Article XV, Sections 1 to 8) on the CW Form for any coursework undertaken from a non-accredited institution. Final determination of the initial requests for Step Advancement credit from non-accredited institutions will be approved or denied by the Point Credit Committee.

After receiving pre-approval from the site administrator on the CW Form to attend a non-accredited institution, the employee must also submit the CW Form to the Salary Point Credit Committee for pre-approval prior to enrollment. To do this, the employee must attach an official statement or official catalog to the CW Form describing the class and forward the information to the Point Credit Committee. The statement or official catalog for the intended coursework:

1. Must be directly related to the employee’s current assignment
2. Must be completed in the same school year it was approved
3. Must be a detailed description of the course
4. Must show the number of hours of class time
5. Must show the number of hours of out-of-class preparation
6. Must show the number of credits granted by the institution for the coursework

The study for which approval is granted must be completed by June 15 in the same school year it was approved. Step Advancement credit will be granted for approved study satisfactorily completed in semester units or their equivalent. See the sample of the CW Form on page 58.

For schools where semester units are not used, points will be converted into Step Advancement credit hours on the following basis:

1. Preparation Type – One (1) point for each 15 hours of instruction which has a requirement of two (2) or more hours of outside preparation for each hour of instruction.
2. Non-preparation Type – One (1) point for each 30 hours of instruction which has a requirement of less than two (2) hours of outside preparation for each hour of instruction.

Both types are equivalent to 30 hours of Step Advancement credit. For further information, please call the Professional Support Branch directly at (213) 241-6596. The office is located at 333 South Beaudry Avenue on the 25th floor.

Coursework for a Clear Credential or Certificate

For coursework pursued toward a clear credential or certificate, the employee shall provide verification that the class is included in the credential program and that s/he is officially enrolled in that program, if applicable. Upon completion, verification shall be submitted to the Adult and Career Salary Allocation Unit in the form of original official transcripts at the time Step Advancement credit is requested. See the sample of the CW form on page 58.

Repeated Coursework

Step Advancement credit for repeated coursework shall not be allowed unless five (5) years have passed since the original course was taken. The employee must submit an official course description or catalog of the repeated coursework and transcript to the Adult and Career Salary Allocation Unit.

Grades for Accredited Coursework

To receive Step Advancement credit for coursework from an accredited college or university the original official transcript must verify one of the following:

1. A letter grade of “C” or better
2. A number grade equivalent to C or better
3. Show “credit”
4. Show “satisfactory”
5. Show “pass”

Grades for Non-Accredited Coursework

To receive Step Advancement credit for coursework from a non-accredited college or university the original official transcript must reveal one of the following:

1. A letter grade of “C” or better
2. A number grade equivalent to C or better
3. Show “credit”
4. Show “satisfactory”
5. Show “pass”

Units and Hours

Semester Units

A semester unit is equivalent to 30 hours of Step Advancement credit for teachers paid on the THR salary table.

Quarter Units

A quarter unit is equivalent to 20 hours of Step Advancement credit for teachers paid on the THR salary table.

Continuing Education Units (CEU's)

Continuing Education Units (CEU) offered by the Extension Divisions and Schools of Continuing Education of some institutions of higher learning on the semester system will be computed at the rate of 3 CEUs for one semester unit (30 hours) and two CEUs for one quarter unit (20 hours). Documents must be in English or accompanied by an English translation/evaluation.

Conversion of Units to Hours

1. One (1) Semester unit is equivalent to 30 hours of Step Advancement credit
2. One (1) Quarter unit is equivalent to 20 hours of Step Advancement credit
3. One (1) Continuing Education Unit is equivalent to ten (10) hours of Step Advancement credit

Prorated Contact Hours

Coursework that is completed at accredited colleges or universities but that do not meet the minimum standard requirements for contact hours with the instructor will be prorated for Step Advancement purposes. These include but are not limited to:

1. Extension Colleges and Universities
2. Seminars at Accredited Colleges and Universities
3. Week-End coursework at Accredited Colleges and Universities
4. Non-Credential Programs at Accredited Colleges and Universities
5. Non-Degree Programs at Accredited Colleges and Universities

For example, a course for which the university awards one (1) semester unit but which has only twelve (12) contact hours with the instructor of the class will be credited as eight tenths (.8) of a semester unit for Step Advancement credit.

Excess Units

Any surplus units and/or hours in excess of the number needed for the required 30 hours of Staff Development for the one and/or two year options may not be carried over to apply for any further Step Advancement credit nor will they be carried over to use at another time.

Unused Coursework Hours and/or Units

The candidate may not carry over coursework hours and/or units from year one (1) if Step Advancement is not accomplished in the one (1) or declared two (2) consecutive school years. Any surplus hours and/or units in excess of the number needed for the one (1) and two (2) year aggregate of 734 hours may not be combined or carried over to apply for any further Step Advancement credit.

No Credit During Paid Time

Teachers cannot be in a paid status for any observations, demonstrations or study undertaken for Step Advancement credit. If the employee received tuition or any other reimbursement from the District for the observations, demonstrations or study, Step Advancement credit shall not be granted. Observations and/or study undertaken must be performed during unpaid unassigned time.

The exception to the rule is: 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 Advancement credit during paid time.

Credentials

Clear Credential or Certificate

For coursework pursued toward a clear credential or certificate for which the employee plans to apply for Step Advancement credit, the employee shall provide verification that the class is officially included in the credential program and that s/he is officially enrolled in that program if applicable. Upon completion, verification shall be submitted to the Adult and Career Salary Allocation Unit in the form of original official transcripts at the time Step Advancement credit is requested.

Preliminary Adult Designated or Adult Vocational Credential

Teachers holding a preliminary Adult Designated or Adult Vocational Credential must complete the Level I and Level II coursework in order to obtain a clear credential. All of the Level I and Level II coursework may be applied toward Step Advancement credit.

Credit may also be earned through the activities listed below:

1. Attendance at Conferences
2. Attendance at Workshops
3. Attendance at Seminars
4. Development of Course Outlines
5. Evaluation of Educational Materials
6. Presentation of a Demonstration Lesson for New Teachers
7. Presentation of a Workshop

Professional Growth Activities to Renew the Clear Credentials

Individuals who must complete Professional Growth activities to renew their credential every five years may use those activities toward Step Advancement.

Note: Step Advance credit should not be confused with Professional Growth activities.

Clear Adult Designated or Adult Vocational Credential

Teachers holding a clear Adult Designated or Adult Vocational Credential may receive Step Advancement credit by taking college coursework in the teacher's subject area or related area. Step Advancement credit may be granted for the following on an hour for hour basis:

1. Attendance at Conferences
2. Attendance at Workshops
3. Attendance at Seminars
4. Development of Course Outlines
5. Evaluation of Educational Materials
6. Presentation of a Demonstration Lesson for New Teachers
7. Presentation of a Workshop

Staff Development Activities

Creditable Staff Development Activities

Staff Development activities include but are not limited to the following:

1. Attendance at Conferences
2. Attendance at Workshops
3. Attendance at Seminars
4. Level I Coursework
5. Level II Coursework
6. Development of Course Outlines
7. Evaluation of Educational Materials
8. Presentation of a Demonstration Lesson for New Teachers
9. Peer Observations for Teachers on Step A
10. Peer Observations for Teachers on Step B
11. Presentation of a Workshop
12. Co-Presentation of a Workshop

All other Staff Development activities, such as grant writing, research, innovation of technology, et cetera, must be pre-approved by the Division Superintendent or his/her designee.

Conference, Workshop and Seminar Attendance

Teachers may receive Step Advancement credit for attendance at a conference, workshop or seminar on an hour-for-hour basis with pre-approval from the principal. See the sample of the CA form on page 54.

Conference and Workshop Presentations

Teachers may receive Step Advancement credit for a presentation at a conference or workshop. One (1) presentation, regardless of length, is equivalent to ten hours of Step Advancement credit. See the sample of the CP Form on page 56.

Co-Presentations at a Conference or Workshop

Teachers may receive Step Advancement credit for a co-presentation at a conference or workshop. The maximum number of co-presenters at one presentation is five (5). One (1) presentation, regardless of length, is equivalent to ten (10) hours of Step Advancement credit per presenter. See the sample of the CP Form on page 56.

Teacher Demonstrations

Teachers may receive Step Advancement credit for demonstration lessons on an hour-for-hour basis with prior approval of the principal. See the sample of the D Form on page 60.

Peer Observations

Teachers on Step A may use up to ten (10) of the required 30 hours for peer observation with pre-approval from the Principal. Teachers on Step B may use up to five (5) of the required 30 hours for peer observation with pre-approval from the principal. See the sample of the O Form on page 62.

Division Level Staff Development Activities

The Division level of Staff Development-related-activities shall be pre-approved by the Subject Area Supervisors and conducted under their sponsorship. These include but are not limited to the following Staff Development activities:

1. Curriculum Development
2. Workshop Presentations
3. Textbook Evaluations
4. Technology Innovation
5. LAUSD Professional Development Classes
6. Teacher Orientation

The Subject Area Supervisors in the following areas are authorized to pre-approve the following Staff Development activities conducted under their sponsorship and must issue a Certificate of Completion to the participant on an hour-for-hour basis, if applicable:

1. English as a Second Language/Citizenship
2. Adult Basic Skills
3. Academic Instruction
4. Career Technical Education (Vocational Education)
5. Programs for Adults with Disabilities
6. Programs for Older Adults
7. Parent Education
8. Home Economics
9. Health Occupations

Candidates for Step Advancement must submit certificates by June 15 to the Adult and Career Salary Allocation Unit. Samples of the Certificates of Completion are on page 70.

LAUSD's Professional Support Branch

Teachers paid on the Teachers Hourly Rate (THR) salary table may also receive Step Advancement credit through LAUSD's Professional Support Branch. The salmon colored NA-Approved and green P Forms are another way to earn and/or request Step Advancement credit. The NA-Approved Form is used for salary point credit for courses offered and taught by cooperating organizations outside LAUSD, including but not limited to museums, zoos, and music centers. The P Form is used for Point Project Classes taught by LAUSD teachers.

Each available class is given a special course or project number for identification. The courses, projects and classes are updated periodically in conjunction with DACE and the Professional Support Branch. The top portion of the NA-Approved and P Forms will be sent to the Professional Support Branch by the Instructor of the class after satisfactory completion of the course.

The Professional Support Branch will approve and forward the NA-Approved and P Forms to the Adult and Career Salary Allocation Unit by June 15th of each school year. The NA-Approved and P Forms cannot be processed without the appropriate approval and/or course information. Each NA-Approved and P Form will have the following information on it applicable for Step Advancement credit:

1. The employee's name
2. The title of the course
3. The course number
4. The number of hours and/or units to be granted
5. The date of the course
6. Signature of instructor
7. The date the instructor signed the form

The NA-Approved and P Forms are used by the Professional Support Branch and are obtained solely through that office or its designee. They may not be downloaded from the internet. See the sample of the NA-Approved Form on page 66 and the sample of the P Form on page 68.

For more information, see Memorandum Number M-5 entitled *Staff Development Point Project Classes* on page 76.

To receive Step Advancement credit for classes taken through the Professional Support Branch, all of the following will apply:

1. The class must be in the employee's subject area or a related area
2. Credit for classes that require outside study or preparation shall be allowed on the basis of one (1) salary point for each 15 hours with the instructor plus 30 hours or more of outside study or preparation
3. Credit for classes that do not require outside study or preparation shall be allowed on the basis of one salary point for each 30 hours of satisfactory completion
4. One salary point is equivalent to 30 hours of Step Advancement credit
5. Participants may be asked to purchase class materials

We encourage all teachers paid on the THR Salary Table to take advantage of Professional Development opportunities. For additional information including a complete list of available classes that qualify for Step Advancement credit, please call the Professional Support Branch office at (213) 241-6596 or visit their website at www.lausdsalary.net and click on Professional Development.

Certificate of Completion for 30 or More Hours

Certain vocational and/or other subjects may require periodic updates for skills and/or information to keep current. The Professional Support Branch sponsors many of these activities and may offer a Certificate of Completion for satisfactory completion of the course. Usually, the certificates are for 30 or more hours instead of points because the classes do not meet the requirements as stated previously for semester units, quarter units or Continuing Education Units, et cetera. The certificates for these types of activities are acceptable for Step Advancement credit only when the following applies:

1. The class must be in the employee's subject area or a related area to the current assignment
2. The original certificate is submitted to the Adult and Career Salary Allocation Unit for Step Advancement Credit
3. The original certificate is for 30 or more hours
4. The certificate is earned during the current school year or two (2) consecutive school years initially requested
5. The employee is paid on the THR salary table for 734 hours in the previous one or two (2) consecutive school years
6. The original certificate is submitted by June 15th for Step Advancement credit
7. The original certificate is accompanied by an approved coursework (CW) Form.

See the sample of the Certificates of Completion on page 70.

Certificates of Completion for Less than 30 Hours

Certain Staff Development activities sponsored by the Division of Adult and Career Education (DACE) and many of those offered by Professional Support Branch are for less than 30 hours for which the participant will receive a Certificate of Completion. Each certificate is applicable towards Step Advancement credit. The employee should hold certificates until s/he has an accumulated total of 30 or more hours in certificates and/or other activities that total 30 hours or more. Once the employee has earned 30 hours worth of Staff Development activities, s/he may submit the certificates, appropriate forms and documents with the Application for Step Advancement credit to the Adult and Career Salary Allocation Unit by June 15th. See the samples of the Certificates of Completion on page 70.

Certificate of Completion for NA-Approved Classes

A Certificate of Completion may also be awarded for participants of certain NA-Approved classes; however, the employee should not submit the Certificate of Completion with a CW Form if they have received the bottom portion of salmon NA-Approved Form or if they know that the NA-Approved Form is being submitted to the Adult and Career Salary Allocation Unit by the Professional Support Branch.

Under no circumstances is the employee eligible to receive Step Advancement credit twice for the same coursework.

Certificate of Completion

Before the Adult and Career Salary Allocation Unit can grant Step Advancement credit, the original Certificate of Completion must accompany the appropriate form and include the following information:

1. Employee's name
2. Title of class or activity
3. Total number of hours
4. Ending date of the class or activity
5. Instructor's or Subject Area Supervisor's /Advisor's signature and date
6. Professional Support Branch designee's or DACE administrator's signature and date
7. DACE Superintendent's signature and date (if applicable)

See the samples of the Certificates of Completion on page 70. Original Certificates of Completion will be returned to the employee upon written request.

No Credit During Paid Time

Teachers cannot be in a paid status for any observations, demonstrations or study undertaken for Step Advancement credit. If the employee received tuition or any other reimbursement from the District for observations, demonstrations or study, Step Advancement credit shall not be granted. Observations and/or study undertaken must be performed during unpaid unassigned time.

The exception to the rule is: 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 Advancement credit during paid time.

Staff Development Activities Completed Prior to July 1, 2003

Step Advancement credit shall not be granted for any Staff Development activities completed prior to July 1, 2003.

Teaching Professional Support Branch Classes

Teachers paid on the THR salary table may be eligible to receive double Step Advancement credit for teaching the Professional Support Branch classes. Employees who are interested in teaching classes for the Professional Support Branch office should contact them directly at (213) 241-6596 for more details.

Step Advancing

Step Advancing from Step “A” to Step “B”

To advance from Step “A” to Step “B”, the candidate must have been paid on the (THR) salary table for 734 hours and completed 30 hours of Staff Development activities within the current school year. Up to ten (10) hours of the 30 hours required may be used for teacher observation.

Step Advancing from Step “B” to Step “C”

To advance from Step “B” to Step “C”, the candidate must have been paid on the (THR) salary table for 734 hours and completed 30 hours of Staff Development activities within the current school year. Up to five (5) hours of the 30 hours required may be used for teacher observation.

Step Advancing from Step “C” to Step “1”

To advance from Step “C” to Step “1”, the candidate must have been paid on the (THR) salary table for 734 hours and completed 30 hours of Staff Development activities within the current school year.

Step Advancing from Step “1” to Step “2”

To advance from Step “1” to Step “2”, the candidate must have been paid on the (THR) salary table for 734 hours and completed 30 hours of Staff Development activities within the current school year.

Step Advancing from Step “2” to Step “3”

To advance from Step “2” to Step “3”, the candidate must have been paid on the (THR) salary table for 734 hours and completed 30 hours of Staff Development activities within the current school year.

Step Advancing from Step “3” to Step “4”

To advance from Step “3” to Step “4”, the candidate must have been paid on the (THR) salary table for ten consecutive years as described in Article XXI, Section 4.7b (1).

The candidate must have also completed 30 hours of Staff Development within the five (5) years immediately preceding the school year in which the 4th Step is to become effective.

Skipping Over THR Salary Steps

Teachers paid on the THR salary table may advance only one step per year or one step per two (2) consecutive years.

Applying for Step Advancement Credit

Applications for Step Advancement credit for Staff Development activities, training, or coursework:

1. Must be submitted on the appropriate District form. See the *Forms* section beginning on page 39.
2. Must meet all established requirements specified in the LAUSD/UTLA Agreement.
3. Must be related to the employee’s current assignment.
4. Must be related to the curriculum subjects commonly taught in the Division of Adult and Career Education
5. May lead to an advanced degree in the subject(s) currently taught
6. Must meet the renewal requirements for the acquisition of a current teaching credential or certificate.

When 30 hours of Staff Development have been accumulated, the employee can submit the original signed document/s along with the Application for Step Advancement to the Adult and Career Salary Allocation Unit. All documents verifying completion of 30 hours of Staff Development must be submitted at one time by June 15 for Step Advance to go into effect on July 1.

The employee must also meet the required 734 hours applicable for the one (1) or two (2) consecutive school year option. Step Advancement credit will be granted upon filing provided that all requirements are met.

Candidates who are paid on the THR salary table and assigned less than 18 hours per week may complete the requirements in two (2) consecutive years. The candidate for Step Advancement must declare by April 15th in year one which two (2) consecutive school years will be used. To do this, the candidate must:

1. Complete the Application for Step Advancement by April 15th and declare which two (2) consecutive school years to use for Step Advancement purposes. See the sample of the Application for Step Advancement on page 64. The forms are available online. Go to personnel.adultinstruction.org from any browser. Click *Step Advance Guides*, and then click *Forms*.
2. Accrue 734 hours, including hours paid as a Day to Day Substitute Adult Teacher
3. Complete the required 30 hours of Staff Development activities in two (2) years.
4. Submit the original supporting documents by June 15th to the Adult and Career Salary Allocation Unit in person or by mail.

Dates to Remember

Important Dates

April 15th - Teachers paid on the THR salary schedule assigned less than 18 hours per week who are candidates for Step Advancement must declare which two (2) consecutive years to use to Step Advance. Candidates may complete the requirements by using the two (2) consecutive year option. Effective with the 2003/2004 school year, the candidate for Step Advancement must declare by April 15th in year one which two (2) consecutive school years will be used. To do this, the candidate must:

1. Complete the Application for Step Advancement by April 15th and declare which two (2) consecutive school years to use for Step Advancement purposes. See the sample of the Application for Step Advancement on page 64. The forms are available online. Go to personnel.adultinstruction.org from any browser. Click *Step Advance Guides*, and then click *Forms*.
2. Accrue 734 hours, including hours paid as a Day to Day Substitute Adult Teacher
3. Complete the required 30 hours of Staff Development activities in two (2) years.
4. Submit by June 15th the original supporting documents to the Adult and Career Salary Allocation Unit in person or by mail.

June 15th - Teachers paid on the THR salary schedule who are candidates for Step Advancement may apply by completing the Application for Step Advancement by June 15th. Candidates must also submit all official and/or original documents in one (1) packet to the Adult and Career Salary Allocation Unit at that time. If a Step Advance is merited, it will be effective on July 1st.

Coursework Completion Date

All coursework and/or Staff Development activities for Step Advancement credit must be concluded by June 15th of the same school year in which it was pre-approved.

Due Date for Staff Development Documents

All required documents for Step Advancement credit must be received by the Adult and Career Salary Allocation Unit no later than June 15th. If the candidate qualifies for a Step Advance, the effective date will be July 1st.

Filing Date

The filing date of the Step Advancement application is the date that it is received in the Adult and Career Salary Allocation Unit or the date that it is postmarked if sent by United States mail. Candidates will be notified in writing via U. S. mail of acceptance or denial of Step Advance credit.

Protest Period

A protest of any Step Advance credit or lack thereof must be filed in writing with the Adult and 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 Advancement credit.

Forms

General Information

The following forms were created to be used by the Adult and Career Salary Allocation Unit for processing the Step Advancements for employees paid on the THR salary table. All of these forms may be downloaded from the internet. For additional information, please visit the website at personnel.adultinstruction.org from any browser. Click *Step Advance Guides* then click *Forms*.

Step Advance Application

The Step Advance Application is used by candidates requesting a Step Advance and/or to designate the two (2) consecutive years to be considered towards a Step Advance. It should be submitted by April 15 of the first school year for those candidates requesting to aggregate two (2) consecutive school years for Step Advancement credit. Otherwise, submit the application and supporting documents by June 15 of the current school year to the Adult and Career Salary Allocation Unit. See the sample of the Application for Step Advance on page 64.

Conference or Workshop Attendance (CA) Form

The Conference/Workshop/Seminar Attendance (CA) Form is used to apply the attendance at certain conferences, workshops or seminars toward Step Advancement credit. Submit the CA Form and supporting documents by June 15 of the current school year to the Adult and Career Salary Allocation Unit. See the sample of the CA Form on page 54.

Conference or Workshop Presentation (CP) Form

The Conference/Workshop Presentation (CP) Form is used to apply a Conference/Workshop Presentation toward Step Advancement credit. Submit the CA Form and supporting documents by June 15 of the current school year to the Adult and Career Salary Allocation Unit. See the sample of the CP Form on page 56.

Coursework (CW) Form

The Coursework (CW) Form is used to apply coursework toward Step Advancement credit. Submit the CW Form and supporting documents by June 15 of the current school year to the Adult and Career Salary Allocation Unit. . See the sample of the CW Form on page 58.

Demonstration (D) Form

The Demonstration (D) Form is used to apply demonstrations toward Step Advancement credit. Submit the D Form and supporting documents by June 15 of the current school year to the Adult and Career Salary Allocation Unit. See the sample of the D Form on page 60.

Observation (O) Form

The Observation (O) Form is used to apply observations toward Step Advancement credit. Submit the O Form and supporting documents by June 15 of the current school year to the Adult and Career Salary Allocation Unit. See the sample of the O Form on page 62.

Professional Support Branch General Information

The salmon NA-Approved Forms and the green P Forms are only used by the instructors for the Professional Support Branch of the Los Angeles Unified School District. The NA-Approved Form is used for salary point credit for courses offered by cooperating organizations outside LAUSD. The P Form is used for Point Project Classes.

Effective July 1, 2003, these forms can also be used to meet the Professional Development requirement for Step Advancement credit to teachers paid on the THR Salary Table. The salary point credits will be converted into hours for Step Advancement credit. The sample of the NA-Approved Form is on page 66 and the sample of the P Form is on page 68.

For more information, please read and refer to the pink Memorandum No. M-5, entitled 'Staff Development Point Project Classes,' dated August 23, 2002, found on page 76.

Where to Obtain Forms

The forms listed at the top of the following chart were all created by the Adult and Career Salary Allocation Unit to be used for processing Step Advances for teachers paid on the THR salary table.

Chart of Forms

The forms listed on the chart below that are identified with this symbol (*), are submitted by the instructors for the Professional Support Branch

<u>Name of Form</u>	<u>Reason for Form</u>	<u>Where to Obtain the Form</u>
Application for Step Advance	Step Advancement	Adult Salary Allocation /website
Conference/Workshop/Seminar Attendance(CA) Form	Conference/Workshop/Seminar Attendance	Adult Salary Allocation/website
Conference/Workshop Presentation (CP) Form	Conference/Workshop Presentation	Adult Salary Allocation/website
Coursework (CW) Form	College Coursework	Adult Salary Allocation/website
Demonstration (D) Form	Demonstration Lesson	Adult Salary Allocation/website
Observation (O) Form)	Observation of a Teacher or Class	Adult Salary Allocation/website
Non-Accredited-Approved (NA-A) Form*	LAUSD Non Accredited Classes	Instructor, Prof. Support Br.
Point Projects Class (P) Form*	LAUSD Point Project Class	Instructor, Prof. Support Br.

The Adult and Career Salary Allocation Unit forms can be downloaded from the internet. Visit the website at personnel.adultinstruction.org from any browser. Click *Step Advance Guides*, then, click *Forms* or call the Adult and Career Salary Allocation Unit office directly at (213) 241-3178 for more information.

The forms used by the instructors of the Professional Support Branch can not be downloaded from the internet. For more information, please call the Professional Support Branch at (213) 241-6596.

Approvals

Pre-Approval Process

The Staff Development related activities that qualify for Step Advancement credit must be pre-approved by the principal assigned to the site. These include but are not limited to the following Staff Development activities:

1. College Coursework
2. Conducting a Demonstration Lesson
3. Conference/Workshop/Seminar Attendance
4. Conference/Workshop Presentation
5. Classroom Observation
6. Co-Presentation at a Conference or Workshop
7. LAUSD Professional Development Classes
8. New Teacher Orientation

All coursework and/or Staff Development activities for Step Advancement credit must be concluded by June 15th of the same school year in which it was pre-approved.

Pre-Approval at the Division Level

The Division level of Staff Development related activities must be pre-approved by the Subject Area Supervisors and conducted under their sponsorship. These include but are not limited to the following Staff Development activities:

1. Curriculum Development
2. Workshop Presentations
3. Textbook Evaluations
4. Technology Innovation
5. Course Outline Development

Approval from the Subject Area Supervisors

The Subject Area Supervisors in the following areas are authorized to pre-approve the following Staff Development activities conducted under their sponsorship:

1. English as a Second Language/Citizenship
2. Adult Basic Skills
3. Academic Instruction
4. Career Technical Education (Vocational Education)
5. Programs for Adults with Disabilities
6. Programs for Older Adults
7. Parent Education
8. Home Economics
9. Health Occupations

Post Approval

Upon completion of Professional Development activities, the principal or the subject area supervisor or Division administrator must sign the appropriate Staff Development form before Step Advancement credit shall be granted by the Adult and Career Salary Allocation Unit.

Documentation

Supporting Documents

All supporting documents for Step Advancement credit must be original with the original signature/s on it. Copies of supporting documents are not acceptable and will be returned to the sender. Documents must be in English or accompanied by an English translation/evaluation.

Original Official Transcript/s

Transcripts that are submitted to the Adult and Career Salary Allocation Unit for Step Advancement credit must be the original official documents with the seal and official signature from the college or university. There are no exceptions. The official envelope may be opened by the applicant to verify the coursework. Documents must be in English or accompanied by an English translation/evaluation.

Submission of Documents

The Application for Step Advancement and all original and or official documents verifying completion of 30 hours of Staff Development must be submitted in one packet no later than June 15th for the Step Advance to go into effect on the following July 1.

Applicable forms and original official supporting documents may be received by the Adult and Career Salary Allocation Unit in three (3) convenient ways. All are acceptable. They are as follows:

1. Original and/or official applications, forms and supporting documents may be delivered in person to the Adult and Career Salary Allocation Unit. The office is on the 18th floor of the Beaudry building which is on the corner of Beaudry Avenue and West Third Street near the Harbor Freeway (#110). The address is 333 South Beaudry, Los Angeles, California 90017. When you step out of the elevator on the 18th floor, please come to the counter and ask for the Adult and Career Salary Allocation Unit and sign-in on the clip board.
2. Address the envelope via school mail to: Adult and Career Personnel Services, Adult and Career Salary Allocation Unit, Beaudry Building 18th Floor. No postage is required. Place envelopes in the school site mail bag.
3. Some employees like to place documents and forms into the U.S. mail. If so, please address the envelope as follows: LAUSD, Division of Adult and Career Education (DACE), Adult and Career Personnel Services, Adult and Career Salary Allocation Unit, 18th Floor, Post Office Box 3307, Los Angeles, California 90051. Please remember to affix the appropriate amount of postage.

Late Documents

Step Advancement packets received after the deadline will be returned to the sender.

Incomplete Packets

Incomplete Step Advancement packets will be returned to the sender for possible resubmission.

Missing Information

Step Advancement packets with missing information, i.e. pre-approval, signature/s, post-approval, et cetera will be returned to the sender for possible resubmission.

Address of the
Adult and Career
Salary Allocation Unit

Adult and Career Salary Allocation Unit Address:

The Adult and Career Salary Allocation Unit's address is 333 South Beaudry Avenue on the 18th floor in the city of Los Angeles, California. It is on the south west corner of Beaudry Avenue and West Third Street near downtown Los Angeles. We are one block west of the Harbor (#110) Freeway and just a couple of blocks east of the old Third Street Annex. To get to the new facility, please follow either of the directions below.

Northbound Directions

1. Travel north on the Harbor (#110) Freeway:
2. Exit at West Third Street
3. Turn into the left lane
4. Come up the hill one block to Beaudry Avenue
5. Turn left onto Beaudry Avenue
6. The building is on the southwest corner of Beaudry Avenue and West Third Street on the right side of the street.

Southbound Directions

1. Travel south on the Harbor (#110) Freeway:
2. Exit on Third Street
3. At the traffic signal, turn left onto Beaudry Avenue
4. Travel south up the hill ½ block to the traffic signal
5. Cross the street at the traffic signal.
6. The building is on the southwest corner of Beaudry Avenue and West Third Street on the right side of the street.

Parking

There are no visitors' parking privileges inside the Beaudry building. It is highly recommended that all visitors to the new headquarters facility use the Boylston Street parking lot to park their vehicles. The Boylston Street parking lot is identified as an LAUSD visitor's parking lot. It is located on the northwest corner of Boylston Street between West Third Street and Miramar. See the map on page 51.

Patrons should enter from the Miramar side of the parking lot. The Boylston Street lot opens at 6:00 o'clock a.m. and closes at 6:00 o'clock p.m. Monday through Friday. Validation for parking in the LAUSD Boylston Street lot will be provided upon request by going to the counter located on the 18th floor.

There are other parking lots in the area but we do not validate for them. There is also plenty of convenient parking in the immediate vicinity surrounding our new facility such as metered parking and free curbside parking. If this is your choice, please remember to read the posted signs to avoid being cited.

Map

The map below is for your convenience. The *star* represents the Beaudry building. The *car* represents the Boylston Street parking lot.



Website Address

The Adult and Career Salary Allocation Unit information is available online at personnel.adultinstruction.org.

Telephone Number

The telephone number to the Adult and Career Salary Allocation Unit is (213) 241-3870.

Samples of Forms

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**

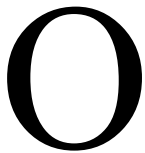
GUIDELINES – TEACHER DEMONSTRATION - D FORM

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**

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Policy and Procedure Regarding Non-Accredited Point Credit Courses

Course Requirements:

Non accredited institution point project classes shall be offered on the basis of fifteen class hours of fifty minutes each for one salary point credit. The number of class hours scheduled shall be determined by the contract submitted for the course. Outside study and preparation shall equal two hours for each class hour. Credit for courses that do not require outside preparation shall be allowed on the basis of one salary point for each thirty hours of satisfactory class completion.

Effective Date:

If the claim merits a schedule advance, the effective date of the schedule advance will be the beginning of the first pay period following the completion date for the course.

Protest Period:

A protest of any salary point allowance must be filed in writing with the Salary Allocation Unit no later than three calendar months from the date on the points receipt. Failure to file such a protest will constitute acceptance of the salary point allowance.

Courses on Multicultural Understanding Required:

To qualify for a scheduled advancement on the Preparation, Children's Center or Development Center Salary Table the employee must have completed a minimum of two semester units or equivalent of study authorized to meet the requirements of section 44560 through 44562 of the Education Code of the state of California. This requirement will not be applicable to schedule advancements after the completion of four semester units or the equivalent, which includes two semester units of general survey coursework on minority groups and two semester units of coursework specifically pertaining to a minority group represented in the student enrollment of the school to which the employee was assigned at the time the study was completed. The above units may also be used to meet the point total for schedule advancement. (Reference: LAUSD/UTLA Agreement, Article XIV, Section 22.0)

Board Rule 4204 – Advanced Degree and Multicultural Study Requirements:

To be eligible to serve in a position requiring an administrative or supervisory credential on or after July 1, 1978, the employee must have completed at least four semester units or equivalent study approved for purposes of Article 6. The study shall include a general survey course covering various ethnic minority groups and a course specifically pertaining to a particular minority group.

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POLICY AND PROCEDURE POINT PROJECT CREDIT

Course Requirements:

Staff Development Point Project classes shall be offered on the basis of sixteen class hours of fifty minutes each for one salary point credit. The number of class hours scheduled for each class meeting shall be determined by the appropriate superintendent. Outside study and preparation shall equal two hours for each class hour. Credit for classes that do not require outside preparation shall be allowed on the basis of one salary point for each thirty-two hours of satisfactory completion. For the purposes of this Section, Language Acquisition Classes shall be designated as classes which require outside study and shall be granted point credit accordingly.

Effective Date:

If the claim merits a schedule advance, the effective date of the schedule advance will be the beginning of the first pay period following the completion date.

Protest period:

A protest of any salary point allowance must be filed in writing with the Salary Allocation Unit no later than three calendar months from the date of the points receipt. Failure to file such a protest will constitute acceptance of the salary point allowance.

Courses on Multicultural Understanding Required:

To qualify for a scheduled advancement on the Preparation, Children's Center or Development Center Salary Table the employee must have completed a minimum of two semester units or equivalent of study authorized to meet the requirements of section 44560 through 44562 of the Education Code. This requirement will not be applicable to schedule advancements after the completion of four semester units or the equivalent, which includes two semester units of general survey coursework on minority groups and two semester units of coursework specifically pertaining to a minority group represented in the student enrollment of the school to which the employee was assigned at the time the study was completed. The above units may also be used to meet the point total for schedule advancement.

Board Rule 4204 – Advanced Degree and Multicultural Study Requirements:

To be eligible to serve in a position requiring an administrative or supervisory credential on or after July 1, 1978, the employee must have completed at least four semester units or equivalent study approved for purposes of Article 6. The study shall include a general survey course covering various ethnic minority groups and a course specifically pertaining to a particular minority group.

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Appendix

Notes on Staff Development Activities

Date	Activity	Number of Hours