

LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
Salary Allocation Unit  
www.lausdsalary.net



**Application for Point Credit Pre-Approval for  
Proposed Study in Non-Accredited Schools  
Including Foreign Institutions**

Please **type form before printing** or use black ink only.

Person ID/Employee No. \_\_\_\_\_ Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School or Administrative Unit \_\_\_\_\_ Grade \_\_\_\_\_ Subject \_\_\_\_\_

E-Mail Address \_\_\_\_\_

- **Important:** Read the reverse side of this form for instructions. This form and the information requested in 1B must be submitted to the Salary Point Credit Committee for pre-approval at least four weeks prior to commencement of study for point credit. (see the reverse side for instructions and address) **Type form before printing** or use black ink only.

**1. Pre-Approval Instructions** (Required by LAUSD/UTLA Agreement, Article XV, Section 8.0 and 8.1)

A. Complete the following:

REQUEST FOR PRE-APPROVAL OF STUDY TO BE COMPLETED IN NON-ACCREDITED INSTITUTIONS

Name of Institute	Course Title	Schedule Dates		Total Class Hrs	Total Homework Hrs	Requested Points
		MM/DD/YY	MM/DD/YY			

B. Attach an official description of the course content, required class and homework hours, and requirements of the course obtained from the institution. Documents must be in English or accompanied by an English translation and/or evaluation.

**2. Application for Multicultural Point Credit**

Check appropriate box if you are also requesting approval for multicultural point credit, in addition to salary point credit approval. See Item 4 on reverse side.

**3. Salary Point Credit Committee Pre-Approval – Pending Document Verification (OFFICE USE ONLY)**

A. Institution/Study:  Pre-Approved  Not Pre-Approved  See Attachment  
B. Pre-Approved for \_\_\_\_\_ Multicultural Point Credit(s)  Not Pre-Approved for Multicultural Point Credit(s)

Signature from Committee \_\_\_\_\_ Date \_\_\_\_\_

**4. Application for Salary Point Credit**

I certify that I completed the above course(s) satisfactorily.  Official verification of satisfactory completion of study is attached.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

**5. Salary Point Credit Approval (OFFICE USE ONLY)**

Salary points are determined by the hours verified on the official documentation of completion. **Salary Points Approved:** \_\_\_\_\_

Signature from Committee: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward to Salary Allocation Unit (see the reverse side for the address)**



## POLICY AND PROCEDURE REGARDING POINT CREDIT

1. **Study in Non-Accredited Institution:** Point credit may be granted for study in schools other than accredited institutions provided that such study (a) shall have been undertaken subsequent to high school graduation or equivalent (b) is of a quality and advanced nature comparable to that taken in an accredited institution or higher learning (c) is directly related to the curriculum/subjects commonly taught in the District. The coursework must also enhance the employee's knowledge of the subject(s) as well as increase the methodology, skills associated with teaching these subjects. Credit for coursework will be granted according to the guidelines stated in Article XV, Section 1 to 8. After placement on the preparation schedule, the employee must obtain advanced approval except when on military leave (Article XV, Section 8.1)
2. **Quality:** The study must be "of a quality and advanced nature comparable to that undertaken in an accredited institution of higher learning." A statement or official catalogue must be obtained from the institution, which includes a detailed description of the course, the number of hours of class time, the number of hours of out-of-class preparation and the credits granted by the institution. Documents must be in English or accompanied by an English translation/evaluation.

Requests for points will be approved or denied by the Salary Point Credit Committee. The study for which approval is granted must be completed within one-year from the date of approval.

3. **Points:** For approved study satisfactorily completed, one point is allowed for each semester unit as defined by the University of California. For schools where comparable units are not used, points will be allowed on the following basis:
  - a. Preparation Type—1 point for each 15 hours of instruction which has a requirement of 2 or more hours of outside preparation for each hour of instruction.
  - b. Non-preparation Type—1 point for each 30 hours of instruction which has a requirement of less than 2 hours of outside preparation for each hour of instruction.
4. **Multicultural Courses:** To qualify for a schedule advancement on the Preparation Salary Schedule the employee must have completed a minimum of two (2) semester units or equivalent of study authorized to meet the Multicultural requirement. Multicultural courses will not be required for schedule advancements after the completion of four (4) semester units or the equivalent, which include units in a broad general course on minority groups and/or units for an in-depth course dealing with a minority group represented in the student enrollment of the school to which the employee is assigned at the time the study was completed. The above units may also be used to qualify for schedule advancement. (Article XIV, Section 22.0)

### **INSTRUCTION FOR USING THIS FORM**

1. Complete item 1A. and forward with the information requested in 1B. to the Salary Point Credit Committee to complete the pre-approval process at:

Pre-Approval: LOS ANGELES UNIFIED SCHOOL DISTRICT  
SALARY POINT CREDIT COMMITTEE  
SALARY ALLOCATION UNIT – 15<sup>TH</sup> FLOOR  
P.O. BOX 3307  
LOS ANGELES, CALIFORNIA 90051

2. Applications not approved for credit will be returned with an explanation.
3. Upon completion of study, attach official transcripts and/or official verification (includes dates and hours – agendas) of satisfactory completion of study to this form, sign and forward to:

LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES.DIVISION  
SALARY ALLOCATION UNIT – 15<sup>TH</sup> FLOOR  
P.O. BOX 3307  
LOS ANGELES, CALIFORNIA 90051