

## BOOST Policy Guide

### OVERVIEW

[Building Our Own Staff as Teachers \(BOOST\)](#) provides support and guidance to LAUSD classified employees who aspire to become California credentialed teachers. Benefits of BOOST membership include ongoing mentorship on appropriate academic pathways, credential requirements, financial assistance of up to \$4,500 annually for education and credential related expenses, and professional development opportunities. Program members commit to working in LAUSD in their credential area for a minimum of two academic years upon earning a preliminary teaching credential.

### CAREER PATHWAYS

Subject Area	Credential Goal	Eligibility	Program Commitment
Special Education (SPED)	<a href="#">Education Specialist Credential</a> <ul style="list-style-type: none"> <li>• Mild Moderate Support Needs</li> <li>• Extensive Support Needs</li> <li>• Deaf and Hard of Hearing</li> <li>• Visual Impairment</li> </ul>	Any classified employee who has completed a minimum of 60 semester college units.  *Subject areas may change based on District Need	2 full academic years with LAUSD as a credentialed teacher.
Multilingual & Multicultural (MM)	World Languages other than English (in a qualifying language) <b>or</b> any prerequisite California teaching credential with an added <a href="#">Bilingual Authorization</a>		
Science, Technology, Engineering and Mathematics (STEM)	Single Subject: Mathematics and Science Credentials ( <a href="#">see The statutory subjects available for Single Subject Teaching Credentials</a> )		
Art, Music, Theater	Single Subject ( <a href="#">see The statutory subjects available for Single Subject Teaching Credentials</a> )		
Physical Education	Single Subject ( <a href="#">see The statutory subjects available for Single Subject Teaching Credentials</a> )		

My current job classification is \_\_\_\_\_

My preferred subject area is \_\_\_\_\_

My credential goal is \_\_\_\_\_

## THE CAREER LADDER

BOOST members are supported through individualized mentorship and professional guidance as they progress through a series of educational benchmarks and credential requirements, known to the program as steps. It is expected that members make steady progress towards earning a teaching credential by completing at least one step per year. The goals for each step are outlined below:

STEP	Educational Benchmarks	Credential Requirements	Program Requirements
5	Completion of Preliminary Credential of License	Teaching Performance Assessment (TPA)	RISE #4 Delivery of Instruction
4	Completion of Baccalaureate Degree  Enroll in a Teacher Preparation Program	Reading Instruction Competence (RICA) - <i>for SPED and Elementary only</i>	RISE #3 Additional Professional Responsibilities
3	Completion of 90 semester units	CTC Subject Matter Competence (CSET or equivalent)	RISE #2 Planning and Preparation
2	Completion of 60 semester units  Enroll in a baccalaureate program	Basic Skills Requirement (CBEST or equivalent)	RISE #1 Classroom Environment
1	Completion of 30 semester units	US Constitution (course or exam)	Signed Policy Guide  Proof of Language proficiency for MM (CSET or coursework)

## REVIEW OF INSTRUCTIONAL STANDARDS EXPERIENCE (RISE)

[Review of Instructional Standards Experience \(RISE\)](#) activities are opportunities to identify and engage in effective teaching practices under the direction of a certificated teacher. RISE activities were developed out of the [Teaching and Learning Framework \(TLF\)](#), which are a set of professional standards used by LAUSD to support the growth and development of classroom teachers. These standards describe clear expectations for effective teaching. Members are required to complete one RISE activity per academic year.

RISE 1: [Planning and Preparation](#)

RISE 2: [Classroom Environment](#)

RISE 3: [Delivery of Instruction](#)

RISE 4: [Additional Professional Responsibilities](#)

**\*BOOST members who are currently in a full-time or substitute teaching position will engage in targeted professional development as an alternative to completing the RISE activities.**

## MEMBER BENEFITS

### A. FINANCIAL ASSISTANCE

Members in good standing may receive up to \$4,500 in reimbursements per academic year for educational or credential related out-of-pocket expenses. Reimbursements are deducted from the \$4,500 allowance as funds are dispersed. Requests for reimbursement must be submitted within three (3) months of the purchase or expense.

To qualify for tuition reimbursement, coursework must be completed at a Commission approved, regionally accredited California school who is partnered with LAUSD, must be degree or credential applicable, and must be completed with a grade of “C” or better. Courses taken for a *Pass (P)* or *Credit (CR)* are also acceptable.

#### \*Other Qualifying Expenses

Education or Credential Expenses	Examples of Required Documentation
Tuition	<ul style="list-style-type: none"> <li>● Proof of course enrollment</li> <li>● Course syllabus with list of required supplies/materials</li> <li>● Itemized receipts showing proof of payment</li> <li>● Transcripts</li> <li>● CTC payment receipts</li> <li>● Proof of purchase</li> </ul> <p>Download the <a href="#">BOOST Reimbursement Request Form</a> here.</p> <p>*Reimbursements may be taxable. Consult a tax professional for additional information.</p> <p>*Tuition reimbursements are eligible for Commission approved, regionally accredited California schools who are partnered with LAUSD.</p> <p>*Please seek advisement from a Career Ladder Specialist to determine your qualifying expenses.</p>
Textbooks (rentals and ebooks are accepted)	
School & Classroom Supplies/Materials/Lab fees	
Technology	
University fees/Parking Permit(s)	
EdTPA/LMS Platform fees	
<a href="#">Foreign Transcript Evaluation</a> (must use a Commission approved vendor and must include course detailed description)	
<a href="#">Certificate of Clearance</a> /CTC document fees	
Fingerprinting/LiveScan	
Public Transportation costs	
Test Preparation/Test Registration fees	
Living Stipend	

Financial assistance is provided as reimbursement for out-of-pocket or direct pay expenses, including expenditures paid through a student loan. Expenses covered by a scholarship, grant or fee waiver are not reimbursable. Approved reimbursement funds are paid through the member's pay warrant. Please allow 6-8 weeks for processing and disbursement.

Requests for reimbursements are made by submitting the appropriate reimbursement request form along with all required documentation within 3 months of grade posting or expenditure.

## **B. TEST PREPARATION**

### **Study Materials and Resources for Tests (SMART)**

The Career Ladder offers test preparation courses and provides free study materials for the following credentialing examinations:

[California Subjects Examinations for Teachers \(CSET\)](#)

[California Basic Educational Skills Test \(CBEST\)](#)

[Reading Instruction Competence Assessment \(RICA\)](#)

Courses offered are in-person. Course schedules are posted to the [SMART website](#). Members may enroll in as many test preparation courses as needed. Course offerings are subject to change based on need.

### **Test Vouchers & Third Party Vendors**

- Test vouchers are offered for the CSET, CBEST, and RICA exams.
- Test vouchers cover test registration fees.
- The Career Ladder contracts with select third party test preparation vendors, allowing enrollment in their courses and/or access to their online resources at no upfront cost. Available courses/resources will be posted to the [SMART website](#). Spaces may be limited. Requests for enrollment will be processed in the order they are received.

## **C. MENTORSHIP**

Career Ladder mentors will meet with members to create an individualized Mentorship Plan (IMP). Member progress will be monitored and updated annually. Members are able to schedule individual advisement meetings with mentors as needed on a year round basis.

## **D. HIRING ASSISTANCE**

Support will be provided to successfully complete the certificated pre-employment process. Members at steps 4 and 5 will receive hiring assistance in the form of individual guidance through the recruitment and selection process.

## **E. MEMBER COMMITMENT**

Upon completion of a preliminary credential, members who receive reimbursement are required to serve LAUSD students as a certificated employee for two full academic years. Those participants who do not meet the annual requirements of the program or do not satisfy the employment commitment after earning a preliminary credential will be required to repay the District for any and all financial assistance received throughout their membership in the program.

## MEMBER RESPONSIBILITIES

Members are expected to maintain good standing with the BOOST Program to access member benefits. Members are considered to be in good standing when (they):

- A. Maintain employment with LAUSD in a qualifying job classification.
- B. **For the Multicultural and Multilingual (MM) specialization only:** Demonstrate language fluency through passage of the appropriate CSET Language subtest or coursework within the first six months of acceptance to the program.
- C. Maintain a minimum GPA of 2.0.
- D. Make adequate progress towards earning a teaching credential as determined by the educational benchmarks and credential requirements.
- E. Obtain a yearly endorsement from your principal or administrative supervisor
- F. Maintain regular attendance by meeting the District attendance goal of a 96% or above attendance rate.
  - Members who must take a leave of absence/resign to complete their credentialing program may defer repayment by providing proof of enrollment in a credentialing program.
  - Members who are approved to take a leave of absence may request reimbursement for expenses incurred during the leave of absence upon returning to active status.
- G. Meet with a Career Ladder Specialist once yearly to review your Individualized Mentorship Plan (IMP), which is used to track and document your progress towards your credential goal.

STEP	Educational Benchmarks	Credential Requirements	Review of Instructional Standards Experience (RISE)
<b>5</b>	<input type="checkbox"/> Completion of Preliminary Credential License	<input type="checkbox"/> Reading Instruction Competence (RICA)	<input type="checkbox"/> Teaching Performance Assessment (TPA)
Date Completed:	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
<b>4</b>	<input type="checkbox"/> Completion of Baccalaureate Degree <input type="checkbox"/> Enroll in a Teacher Preparation Program	<input type="checkbox"/> CTC Subject Matter Competence (CSET or equivalent)	<input type="checkbox"/> RISE #1 Delivery of Instruction
Date Completed:	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
<b>3</b>	<input type="checkbox"/> Completion of 90 semester units	<input type="checkbox"/> Basic Skills Requirement (CREST or equivalent)	<input type="checkbox"/> RISE #3 Additional Professional Responsibilities
Date Completed:	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
<b>2</b>	<input type="checkbox"/> Completion of 60 semester units <input type="checkbox"/> Enroll in baccalaureate program	<input type="checkbox"/> US Constitution (course or exam)	<input type="checkbox"/> RISE #2 Planning and Preparation
Date Completed:	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
<b>1</b>	<input type="checkbox"/> Completion of 30 semester units	<input type="checkbox"/> Policy Guide and Online profile <input type="checkbox"/> MM Only: Language Proficiency (CSET or ASPIRE/TRANSCAT evaluation)	<input type="checkbox"/> RISE #1 Classroom Environment
Date Completed:	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>	<a href="#">Click or tap to enter a date.</a>
<b>Action Plan</b>			
Educational Benchmarks:			
Credential Requirements:			
RISE #:	Complete by		
Credential Program/Eligibility:			
Additional Notes:	Submit all requests for reimbursements <b>within 2 months</b> of the expenditure; regularly update your <b>online profile</b> with supporting documents.		

- H. Make a commitment to work for LAUSD in a full-time certificated teaching position for two full academic years upon earning a preliminary teaching credential.

**BOOST Member Agreement**

I have read and understand the Building Our Own Staff as Teachers (BOOST) Program requirements and member responsibilities as set forth in the BOOST Policy Guide.

**By initialing below, I agree to the following:**

- \_\_\_\_\_ Maintain active employment with LAUSD in a qualifying job classification
- \_\_\_\_\_ Attend a yearly Individualized Mentorship Plan (IMP) meeting
- \_\_\_\_\_ Complete one RISE activity or professional development per academic year
- \_\_\_\_\_ Obtain a yearly principal or administrative supervisor endorsement
- \_\_\_\_\_ Maintain the District attendance goal of a 96% attendance rate
- \_\_\_\_\_ Make adequate progress towards credential goal as outlined in my IMP
- \_\_\_\_\_ Work in a certificated full-time teaching position with LAUSD upon earning my preliminary teaching credential

**I also understand that if I do not, for any reason: - Fulfill my responsibilities to remain an active member; - Complete the requirements for my designated credential or license in a timely fashion; or - Complete the commitment to work with LAUSD as a Certificated full-time contracted employee for two full academic years upon completion of a preliminary credential; I will be required to repay to the Los Angeles Unified School District the full amount of financial assistance received through this program.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Date

Upload your signed policy guide to <https://teachinla.co/ladderdocs>