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| CP | **LOS ANGELES UNIFIED SCHOOL DISTRICT**  **HUMAN RESOURCES DIVISION**  **CERTIFICATED EMPLOYMENT OPERATIONS – ADULT SALARY ALLOCATION UNIT**  **Application for Conference/Workshop Presentation (CP) Form**  **(Use One Form per Conference/Workshop Presentation for Salary Step Advance)**  **ATTACH ORIGINAL VERIFICATION OF COMPLETION TO THIS APPLICATION** |

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| **(Mark One Only)►►►** |  | **PRESENTATION** |  |  | **CO-PRESENTATION** |

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| Employee ID |  | Last Name | | | | | | |  | First | | | |  | Middle | | |  | Suffix | | |
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| (     ) | | |  | (     ) | | | | | | |  | |  | | | | | | | | |
| Home Telephone Number | | |  | Alternate Telephone Number | | | | | | |  | |  | | | | | | | | |
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| Home Address | | | | | |  | | City | | | | | | | |  | Zip Code | | |  | |
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| LAUSD E-mail Address | | | | | |  | | | | | | | |  | | | | | | | |
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| School/Cost Center Name | | | | |  | | School/Cost Center Code | | | | |  | Subject Taught | | | | | | | |  |

* **IMPORTANT: Please submit Application for Step Advancement (HR Form 1903) with this application**
* **Read the attached guidelines for information and instructions**
* **Official verification is required.**

**Complete the following:**

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| **Name of Conference** | **Title of Presentation/Workshop** | **Topic** | **Date** | **Number of Hours**  **(Maximum 10 HRS)** |
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Pre-Approval Instructions

1. Certification of initial plan and pre-approval must be signed prior to Conference/Workshop Presentation:

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| 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 approved the outline for the attached presentation.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  (Print) Principal/Subject Area Supervisor’s Name Principal and/or Subject Area Supervisor Signature Date |

2. Verification of Completion:

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| 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/Cost Center Telephone Number  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print) Principal’s Name Principal and/or Subject Area Supervisor Signature Date of Verification |

**FOR OFFICE USE ONLY**

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| **Approved Hours** |  |
| **Date Approved** |  |

GUIDELINES - CONFERENCE/WORKSHOP 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 during the school year (excluding summer school) and complete 30 hours of **verifiable** Staff Development activities in 1 or 2 consecutive school years to be eligible for Step Advance.

1. **Step Advancement Credit** Staff Development includes but not limited to the following activities:
2. Attendance at Conferences , Workshop or Seminar
3. Level I Coursework (must be completed by the end of the 2nd year of employment).
4. Level II Coursework (must be completed by the end of the 5th year of employment).
5. Development of Course Outlines
6. Evaluation of Educational Materials
7. Presentation of a Demonstration Lesson for New Teachers
8. Peer Observations (teachers on Step A may use a maximum of 10 hours with approval of principal)
9. Peer Observations (teachers on Step B may use a maximum of 5 hours with approval of principal)
10. Presentation of a Workshop (worth 10 hours of credit regardless of length).
11. Co-Presentation of a Workshop (maximum is 5 presenters per co-presentation; worth 10 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. All documents for Step Advancement must be submitted in one packet to the Adult and Career Salary Allocation Unit no later than June 15th to be eligible. If Step Advancement packets are received after the deadline, these materials will be returned to the sender for submission in the following school year.

**C. 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.

**D. 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 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 on the reverse side. Obtain the required signature/s for pre-approval process in section #1. Pre-approval is valid through June 30 of the school year stated on the Application for Step Advancement.
2. Upon completion of Conference/Workshop Presentation, attach the official document verifying satisfactory completion and obtain the required signature from the principal in section #2 on the reverse side.
3. Applications denied for Step Advancement credit will be returned to sender.
4. Submit the Application for Step Advancement (HR Form 1903) and this CP form (HR Form 1907) with original supporting documents to:

**Los Angeles Unified School District**

**Human Resources Division**

**Adult Salary Allocation Unit – 15th Floor**

**P.O Box 3307**

**Los Angeles, CA 90051**