



LAUSD/UTLA
Joint Salary Point Credit Committee
Requirements for Salary Point Class Proposals



Overview

In order for a course offering to receive salary point credit, members of the JSPCC must review the course proposal. Due to the variance in the number of submitted descriptions, the JSPCC may not review all of the accumulated submissions in a single session.

Guidelines for Submission

- Proposals should be submitted for the scheduled Joint Salary Point Committee meeting well in advance (12 weeks) of the beginning date of the proposed class.
- **Both a signed hard copy and an electronic copy must be received.** *Faxes are not accepted.*
- Many proposals are not accepted the first time and need to be revised.
- If the proposal needs to be revised, you will receive feedback. You may then resubmit. If your proposal is not approved by the third submission, you may no longer resubmit the same proposal.
- You will need to reschedule your class if your proposal is not accepted by the start date.
- It takes additional time to add approved courses to the website.
- Once a proposal is approved, it can be taught for five years. Remember to email a flyer and class announcement to the Professional Development Advisor (listed below) each time you offer the class.
- Because dates are subject to change please submit your proposals well in advance.

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