

The district will grant indistrict credit toward salary advancement to eligible employees for professional development according to the following guidelines:

1. The course, workshop, or seminar is required by Teacher Standards and Practices Commission or is requested for professional improvement by the district, or
2. The course, workshop, or seminar is district-sponsored and related to professional growth in the employee's current assignment or license endorsement.

All coursework offered for indistrict credit must be pre-approved through the Teaching and Learning Center. To apply for indistrict credit, the employee needs to submit the Professional Improvement Application and receive approval prior to beginning coursework.

Indistrict credit will not be approved for credits earned during work-hours on days in which the employee receives pay from the district or other revenue source.

Indistrict credit is only available to employees who successfully complete at a passing level the course, workshop, or seminar.

Credit hours will be determined in the following manner:

1. If the course, workshop, or seminar is offered for college credit from an accredited institution of higher education and the employee requests indistrict credit in lieu of college credit, then credit hours listed will be approved toward salary advancement.
2. If the course, workshop, or seminar is not offered for college credit, then completion of an approved project applying content/skills learned would be required and instructional seat hours will be tabulated according to the procedures for continuing education units (ten instructional seat hours equal one quarter credit hour).

Reviewed: 12/29/99, 5/7/12  
Approved: 12/29/99, 5/14/12