

SERVICE: Certificated

POINT CREDIT

ISSUED BY: Pers. Research (10-31-11)

ACCREDITED SCHOOLS

REPLACES: PG: S 17 (1-29-10)

REFERENCE: LAUSD – UTLA Agreement, Article V, XIV and XV.

CHANGES: Reflect Business Tools for Schools Terminology.

References to “Agreement” or “Article” throughout this guide apply to the LAUSD - UTLA Collective Bargaining Agreement.

1. Definition. After placement on the Preparation Salary (T and L) Tables, an employee shall be entitled to earn salary point credit for lower-division, upper-division, and graduate study in an accredited institution of higher learning as provided and conditioned below.
 - a. An accredited institution of higher learning is a college or university accredited by a regional accrediting commission and listed in the current *Database of Accredited Postsecondary Institutions and Programs* listed on the U.S. Department of Education website or the current editions of the *Accredited Institutions of Post Secondary Education* published by the American Council on Education.
2. General Policy. Effective April 26, 2005, in order to qualify for salary point credit, coursework must either be directly related to the subjects commonly taught in the District from Pre-K through grade 12 or completed as part of a broader accredited educational program, such as First Aid or CPR.
 - a. Salary point credit will also be granted for coursework leading to an advanced degree in the subject(s) currently taught or meet renewal requirements for the acquisition or renewal of a current teaching credential or certificate.
 - b. Salary point credit for coursework consistent with the requirements of Article XV will be effective upon filing appropriate documentation with the Human Resources Division (Salary Allocation Unit). For coursework offered by accredited universities, the “U” form (Form 3134) is used. For courses offered by non-accredited institutions, the “NA” form (Form 3127) is used. For Professional Development Point Project Courses offered by certificated LAUSD employees, the “P” and “NA Approved” forms are used. “P,” “NA Approved” and “NA” courses must be reviewed and approved by the Joint LAUSD/UTLA Salary Point Credit Committee prior to the beginning of the course. (See Policy Guide S20 Salary Point Credit, Non-Accredited Organizations, for more information.)
3. Requirements and Guidelines. The following requirements and guidelines will apply to all coursework:
 - a. Coursework must meet all established guidelines specified in the Agreement and request for salary point credit must be submitted on appropriate District forms.
 - b. Credit for advanced degree differentials from a regional accredited college or university will be granted upon filing of official transcripts reflecting award of the degree and the date it was conferred.

SALARY- POINT CREDIT, ACCREDITED SCHOOLS
S 17 (10-31-11)

3. Requirements and Guidelines. (Cont'd)

- c. Salary point credit for repeat coursework shall not be allowed unless five (5) years have passed since the course was originally taken.
- d. Effective April 26, 2005, coursework leading to an advanced degree in areas which are not commonly taught in the District may, nonetheless, be reviewed (e.g., law, business management, real estate, theology, theater arts, dentistry, medicine, etc). Credit may be granted at the reasonable discretion of the District for certain beginning coursework (e.g., constitutional law applied to a social studies/government assignment).

4. Effective Dates for Approved Coursework.

- a. For coursework listed below, salary point credit will be granted upon filing of application provided it meets all other requirements specified in Article XV (e.g., use of appropriate forms, passing grade, etc.):
 - (1) Effective April 26, 2005, coursework directly related to the subjects commonly taught (includes coursework leading to an advanced degree and coursework pursued for credential renewal requirements).
 - (2) Coursework leading to a new preliminary or clear teaching credential or certificate, in designated shortage fields accepted by the District.
 - (3) Coursework leading to the acquisition of a District-identified "target" language.
 - (4) Coursework required for the acquisition of: certificates, credentials, or emergency permits issued by the California Commission on Teacher Credentialing (CCTC) in conjunction with the California Department of Education (CDE) to authorize the instruction of English Learner (EL) students.
 - (5) Coursework required for acquisition of a Special Education certificate or credential.
 - (6) Coursework related to teaching reading, teaching reading in the content areas, and teaching reading to speakers of other languages.
 - (7) Coursework completed as a participant in District-sponsored projects that meet District needs and/or meet specific statutory requirements (i.e., Child Abuse or Substance Abuse Prevention, Computer Literacy, etc.).
 - (8) Coursework in a District-designated shortage field.
 - (9) Coursework leading to an advanced degree in an appropriate subject field or leading to a preliminary or clear teaching credential.
- b. The effective date of pay scale group advancement, if eligible, shall be as provided in Article XIV, Section 20.

SALARY- POINT CREDIT, ACCREDITED SCHOOLS
S 17 (10-31-11)

5. Basis For Salary Point Allowance. Salary point credit shall be allowed for approved study satisfactorily completed after meeting the minimum rating-in requirements established in Article XIV, Sections 3.0 and 3.1.
- a. All coursework must have a grade of “C” or better or show the equivalent of a passing grade (e.g., “satisfactory” or “pass”) in order to qualify for credit. In all cases, coursework that reflects a grade of “D” or below (including “no credit”, “unsatisfactory” or “no pass”) shall not be eligible for salary point credit. Salary point credit shall not be granted for earned college credits that are earned by exam.
 - b. Except as otherwise provided, point credit for advancement on the salary table shall not be granted for study that has been used to meet minimum preparation requirements.
 - c. Effective April 26, 2005, salary point credit shall not be granted for any point projects, study or travel undertaken during LAUSD paid time*. As an exception, salary point credit may be granted for university credit awarded for student teaching pursuant to an accredited teacher preparation program. Examples of paid time* include: the normal school day; pupil free days; professional development days; Buy-back days; Professional Expert/Temporary Certificated Assignment pay, training pay, or in cases where a substitute was provided. Tuition and/or registration fees for professional development classes paid for by LAUSD shall not preclude granting of salary point credit.

*Paid time refers to actual assigned days where the employee was paid.

6. Unit of Measurement For A Salary Point. For purposes of allocation to and advancement on the Preparation Salary Tables, one salary point shall be (a) a semester unit as defined by the University of California or (b) a unit of measurement established by the District and deemed the equivalent of a University of California semester unit (15 contact hours with an instructor plus 30 hours of outside preparation for each semester unit).
- a. Quarter units awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit.
 - b. Continuing Education Units (CEU) offered by the extension divisions and schools of continuing education of some institutions of higher learning will be computed at the rate of two CEU’s for one quarter unit or three CEU’s for one semester unit.
 - c. Other non-preparation type courses and workshops may be considered for credit on the basis of thirty class hours for one salary point.
 - d. Credit for coursework, which does not meet the minimum standard requirement for contact hours with the instructor or outside preparation, will be pro-rated for salary advancement purposes provided it meets all of the requirements of Article XV. For example, a course for which the university awards one semester unit, but that has only twelve (12) contact hours will be credited as 0.8 semester unit for salary advancement purposes.

SALARY- POINT CREDIT, ACCREDITED SCHOOLS
S 17 (10-31-11)

6. Unit of Measurement For A Salary Point. (Cont'd)

- e. Distance Learning. Distance learning is defined as alternative deliveries of instruction other than strictly face-to-face contact with the instructor. Under distance learning the definition of instructor "contact hours" is expanded to include a variety of instructional methods such as video-taped/televised lessons, electronic conferencing (e.g., e-mail, chat stations, collaborative on-line laboratories, etc.), telephone conferencing, residential conferences, etc. In all cases, the distance learning program must offer the student/employee opportunities to interact with the instructor, either face-to-face or via an electronic mode of live communication. Distance learning programs that rely predominantly on print-based correspondence, will continue to be denied for salary point credit.

7. Application Procedure. (Effective April 26, 2005)

- a. After completion of study:

- (1) Employee must submit completed "U" form (Form 3134); and
- (2) Attach supporting official transcript(s) and verifying documents as required.

- b. The date salary points are filed shall be the date on which the "U" form (Form 3134), official transcript(s), and other required supporting documents are received in the Human Resources Division (Salary Allocation Unit); or if sent by United States mail, the date postmarked.

Employees may send official documents to the Human Resources Division (Salary Allocation Unit) by Certified Mail to insure delivery.

Employees may consult with the Human Resources Division (Salary Allocation Unit) regarding prospective coursework if there is a question as to whether it will meet District requirements.

- 8. Accreditation. The District does not accredit schools or programs for point earning purposes. Employees are advised to disregard all outside claims that assert that classes they offer are accredited for salary purposes by the District. Inquire with the Human Resources Division (Salary Allocation Unit) before investing time and money.

9. Relevance of Training – Appeal Panel:

- a. Credit for qualifying training after date of hire will be granted as set forth in Article XV. When a denial of training credit is based on the District's determination that the training fails to satisfy the standards of Article XV, employees may appeal the denial of training credit to a joint panel consisting of two certificated employees selected by UTLA and two administrators selected by the District. The employee or the District may request that the joint panel reconsider its decision by submitting a written response to the panel within 30 days of receiving the decision. Decisions by the joint panel are final and binding.

SALARY- POINT CREDIT, ACCREDITED SCHOOLS
S 17 (10-31-11)

9. Relevance of Training – Appeal Panel: (Cont'd)

- b. If the panel is split in their decision two to two, the decision will be subject to an appeal in accordance with the grievance procedures set forth in Article V.
- c. If the same panel is split in their decision three to one, the panel will provide the employee and the District with a written explanation of the grounds for the majority's decision. The employee or the District may request that the joint panel reconsider its decision by submitting a written response to the panel within 30 days of receiving the explanation. Decisions by the joint panel after review of the employee's request for reconsideration are final and binding.
- d. The District shall prepare and maintain a list of course examples in various subject areas which generally qualify for credit or which qualify for credit based upon special needs of the District at any given time. This list will be retained in the Human Resources Division (Salary Allocation Unit).
- e. The joint panel shall maintain a record of its decisions, and its decisions regarding relevance of training as defined in Article XV, Section 1.1, (Section 2, above), will be accorded precedential value.