

APPLICATION FOR EQUIVALENT ACTIVITIES**[Consideration as Part of a Pre-Approved Program Leading to a Salary Adjustment]**_____
*Employee's Name*____/____/____
*Date*_____
*School*_____
*Present Assignment*Specify Activity: _____
_____Description of the activity (attachments, if available): _____

_____In what way(s) will this activity provide for the acquisition of skills, knowledge, and/or abilities to improve your professional competency, or to make a contribution to the school system?

Estimated number of hours involved: _____

Estimated number of credits to be awarded: _____

Estimated date of completion of activity: _____

What will verify completion of the activity: _____

Describe how the activity will be equivalent to Graduate Credit. (Utilize other side of this form, if necessary.)

*Signature of Approver*____/____/____
*Date***NUMBER OF CREDITS APPROVED: _____**Reminder: By contract, the earning of equivalent credits is limited to a maximum of eight (8).
Return form to Personnel Office with supportive documentation

GUIDELINES FOR GRANTING EQUIVALENCY CREDITS

The following are some guidelines developed by the Board of Credit Review to assist the Personnel Office in administering the issuance of equivalency credit.

1. The appropriate form must be completed in advance by the requesting party.
2. Acquisition of knowledge will be the basis or primary focus for the granting of equivalency. It is not just an activity involving recognition.
3. Generally fifteen (15) contact hours of "learning" will be equivalent to (1) equivalent credit.
4. Committee work is not to be considered, particularly since collaborative tasks cannot be differentiated.
5. Curriculum writing is also not an acceptable activity.
6. Teaching a course for the first time, but not if credit has already been given for learning the material (*acquisition has already been recognized*).
7. The provider or monitor of the activity should certify hours of contact time.
8. Travel should be a planned program of not less than two months and university sponsored or something equivalent to university sponsored.
9. Many conferences or clinics of at least fifteen (15) hours duration on a specific topic or theme. Must be a sequential concept; not an amalgamation of many workshops sponsored by various groups.

EQUIVALENCY CREDIT, DEGREE CHANGE OPTIONS

CLARIFICATION

With the large number of individuals filing for recognition of equivalency credit and the variation in the number of hours and types of programs, this clarification is necessary.

Obviously, those pursuing a Master's degree do not have the option of filing for equivalent credit, nor can equivalency be "banked" for future utilization. A degree from an accredited university is required.

An option for a Sixth Year degree recognition or Seventh Year stipend is to take thirty (30) graduate credits in a **planned program** at a university. However, if you wish to develop a **personalized program** and take courses at different universities, then a "major" needs to be identified and approval must come from the Human Resources Office.

The contract, Section 10.3 (*page 3¹⁷*) identifies the requirements to receive a degree change. For an individual to move from a Master's to a Sixth Year or to a Seventh Year stipend (*available only for those hired prior to July 1, 1997*), one of several options includes earning, in lieu of graduate credits, ***a maximum of eight (8) credits for equivalent activities***. In order for there to be consistency in interpretation and a reasonable standard for "measuring", the Board of Credit Review adopted guidelines (*yellow copy enclosed*). Note that fifteen (15) contact hours are required for one (1) equivalent credits may be accumulated and used for only one degree change.

Further, one must relate how the equivalency as well as the graduate credits meets the identified objectives of your personalized program. Enclosed is a pink form for identifying your program. If matriculated at a university in a planned program there is no need to use the form for prior approval from this office except for the equivalency credits. If, on the other hand, you wish to utilize a personalized program that includes courses from various universities and equivalency options as well, prior approval of the theme or direction of study should be received for both the protection of the school district and you. You should complete the pink form as much as possible, and then continue to re-submit it for approval with each new activity. If you have further questions, do not hesitate to contact the Human Resources office at 255-8462.

Reminder: Reimbursement is an entirely separate issue and is not automatic. To apply for tuition reimbursement, submit a Tuition Reimbursement Pre-Approval form in duplicate to the Human Resources office for approval.