San Juan Unified School District

San Juan Administrators Association

GUIDELINES FOR CONTINUING EDUCATION

Includes Guidelines for Professional Learning System

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QUICK REFERENCE

Searching for Learning Opportunities: You can search for learning opportunities in PL Registration & Transcripts by selecting the tile on the home page of the San Juan Unified portal. You can review the Professional Learning calendar for courses.

Process for submitting a course for approval: For courses/conferences, input the request **15 days prior to the start of the course** into Professional Learning using the External Credit Request button in PL. As part of the request, you will need to upload your documentation which includes the course title, dates, start and end times, and course description. In addition, you will need to include an explanation of how the course will relate to your assignment.

During the Continuing Education Process: Keep registration forms, flyers, course descriptions, sign-in sheets, certificates of completion, name tags and/or agendas to document your hours spent at each course or workshop. This is especially important for activities NOT sponsored by the district or by SJAA.

Once You Have Completed Your Course/Conference: You will need to upload your evidence of completion into PL. Go to External Credit Request and click the "Approved" tab. Find the course/conference in question and open it by clicking on the title. Scroll to the bottom of the page and locate the section "Pre-Credit Approval" and upload documents. Select "Submit for Credit Approval" (blue button). The request will then be forwarded to PLI for processing.

After You Have Uploaded Your Documents: It should take 10 working days to process your evidence of completion. After 10 working days, check PL to verify that you have received credit and verify that all of your hours have been accurately documented. You should also receive an email from PL letting you know that you have received credit. Check your transcript in PL by going to the "Transcript" tab after your evidence has been processed.

FREQUENTLY ASKED QUESTIONS

To whom do these guidelines apply?

The guidelines apply to San Juan Certificated and Classified Administrative positions represented by the San Juan Administrative Association.

	SJAA Members
What is the Continuing Education Column (CEC)?	"Continuing Education" column on the SJAA salary schedule can be accessed only through the accumulation of 150 hours of professional development, in accordance with the approved guidelines. The percent raise for "Continuing Education" column is dependent upon the San Juan-SJAA negotiated agreement, but the current figure is noted on the SJAA Salary Schedule: *4.5% of base salary reflective of Step F upon completion of 150 hours of professional development and one-year service in column F*
When can I work to move to the CEC?	Hours can be accrued at any time. Your units must have been submitted to and verified by the Human Resources department.
May I skip a column and move directly to the CEC?	No. You must be paid at least one year in Column F before moving to the next column.
Once I am in the CEC, do I need to continue professional development?	You will only need to complete the 150 hours of continuing education to remain in the "Continuing Education" column.

What kinds of professional development activities qualify for Continuing Education Hours?

A variety of activities can be used for Continuing Education Hours toward the Continuing Education Column. Workshops and conferences, offered by the district, SJAA, county office of education, and California Department of Education (CDE), industry specific and professional associations are always eligible. College and university courses are often eligible as are some asynchronous courses. All college courses must be completed through an accredited college or university. Work done by collaborative Learning Team/Book Study may also count for continuing education hours, with 15 days prior approval.

Professional development offerings within the district are housed in the Professional Learning Management System (PL). The PL Calendar is automatically updated as new courses are added to the system. SJAA will work with the PLI team to enter approved courses in PL.

What are the guidelines for the activity to count for Continuing Education Hours?

- The professional development activity must be related to growth in your current assignment to improved content knowledge and skills.
- The activity must be outside of your contractual day and/or contractual work year, but flexible work hours that are prearranged and approved by your administrator can be accommodated as long as regular work responsibilities are met.
- Additionally, you are not receiving payment for your time (e.g. extra assignment, per diem, and stipend).

If it is not already in PL, how do I obtain approval and what is the timeline?

If it is not already approved, you must submit the request for approval **15 working days before** the class begins in order to ensure it will be recognized in the system. You do this by entering an External Credit Request in PL.

How many hours do I get for attending a class or workshop?

Continuing Education Hours are given only for the hours spent in the course. This excludes meals and breaks. Time spent working on projects outside of the course, including homework or fieldwork, is not accepted.

Can I take asynchronous online courses?

Online classes are generally accepted, assuming they meet the other criteria for use for Continuing Ed. Asynchronous online classes that offer a mastery assessment upon completion will also qualify.

Can I receive Continuing Education Hours for independent study courses?

No. Independent study classes are not approved for Continuing Ed.

I am going to a conference on Friday and Saturday. Can I get any Continuing Education hours for attending?

You can receive Continuing Education Hours only for the time outside of your contractual day/year, provided you met all other criteria and have a valid agenda. Flexible work hours that are prearranged and approved by your administrator can be accommodated as long as regular work responsibilities are met.

I am presenting at a conference or workshop. Can I get Continuing Education Hours for that?

Yes, you can receive continuing education hours for presenting a topic as long it is approved through the Professional Learning External Credit Request process. Please complete the Course Offering Request. Upload the completed form along with the other required documentation of the conference or event as you create the External Credit Request in PL. Trainers can attend other sessions at a conference and receive hours for attending those sessions, as long as the prior approval process is followed. Please use the following as a guide to determine eligible hours:

- Presenters are eligible to receive two continuing education hours for every one hour of new professional learning provided.
- Presenters are eligible to receive up to two hours (maximum) for adjustments made to repeat training.

Conferences often give you the opportunity to pay to get college units for attendance. Should I pay for the units?

Whether or not you pay for the units, you will only receive Continuing Education Hours for the hours you attended the conference or workshop. [Note: Continuing Education Hours won't transfer to another district, but college units normally do transfer.]

Can I get Continuing Education Hours for college courses?

Provided that the college courses are from an accredited school and meet the continuing education course criteria, you may be eligible to receive Continuing Education Hours. The courses must be in alignment with the district's professional development priorities and be related to your current assignment or to a new subject area as needed at your school site. The 15-working day External Credit Request process should always be followed prior to registering for a course.

Can I get Continuing Education hours for study abroad?

Generally, international study is not approved unless the coursework is done in conjunction with an accredited school, aligned with the district's Strategic Plan, the 8 Point Commitment and/or pertains to your current assignment or to a new subject area as needed at your school site. The 15-working day External Credit Request process should always be followed prior to registering for a course.

Can I get Continuing Education Hours for travel?

No.

Do overnight or weekend trips with students count for Continuing Education?

No. Field trips are not approved for Continuing Education Hours.

A team wants to do a collaborative learning project and I need to know how do we get it approved?

Complete the Learning Team/Book Study google doc, including a list of the names and email addresses of all Learning Team/Book Study participants, the name and email of the contact person, a description of what you will do in the team, how it supports your instruction and what evidence will be provided of completed work. This google form is submitted to the Professional Learning and Innovation Department (PLI) 15 working days prior to the beginning of the work. Once approved, instructions regarding how to track your Learning Team/Book Study hours will be sent to you.

What kind of activities might count for a Learning Team/Book Study?

The work of a Learning Team/Book Study must be centered on professional learning aligned with the district's Strategic Plan and/or the 8 Point Commitment. Operational activities, such as WASC reviews, will not be approved for hours or as the work of a Learning Team/Book Study.

I think I have enough hours. Where do I send the information?

It is the member's responsibility to notify Human Resources as soon as he/she has sufficient hours/units for salary advancement. The notification of completed hours/units must accompany a PL transcript to Human Resources. PL does not notify Human Resources when a member earns hours/units.

Where can I get clarification about my individual questions?

Contact SJAA, Professional Learning and Curriculum Innovation (PLI) or your Human Resources technician for questions regarding Continuing Education.

Where do I turn in External Credit Request and Learning Team/Book Study requests?

Submit your External Credit Request on-line in PL. Submit Learning Team/Book Study requests 15 working days prior to the training and/or first meeting to the Professional Learning and Curriculum Innovation (PLI) by completing the Learning Team/Book Study link.

Where do I submit documentation of completed course work?

For External Credit you would submit documentation of completed work online in the PL by uploading the certificate of completion/transcript or for a conference. Upload a copy of the agenda and name tag. Then select the blue "Submit for Credit Approval" tab. This will notify PLI that you are requesting the completion of your External Credit. For Learning Team/Book Study, send the sign-in sheet and samples of the work to PLI.

Who do I notify when I complete all of my 150 hours?

Notify Human Resources as soon as you have sufficient hours/units for salary advancement. The notification of completed hours/units must accompany a PL transcript to Human Resources.

Approximately how much time can be allocated for reading time within a book study?

Since reading time, content and complexity of text vary, up to four (4) minutes per page may be requested. Please keep in mind that the total reading time included in a Learning Team/Book Study request may not exceed 50% of the total Learning Team/Book Study hours requested.

What is the deadline for submitting Continuing Education Hours to be credited on this year's salary?

Only credits earned prior to the last day in June and submitted to Human Resources by August 1st can be credited to that year's salary.

SUMMARY OF PROCESS FOR APPROVED ACTIVITIES

Prior approval for courses may be required, as indicated below.

Activities*	Prior Approval Needed	Documentation Required	Hours Can Be Posted
Approved courses listed in PL including those presented by SJAA or SJUSD.	No prior approval is needed.	Must sign in at the event or have attendance verified by the presenter.	Hours will be posted when processed in PL.
Learning Team/Book Study/Collaboration	Learning Team/Book Study must submit your information on the Google Form 15 days prior to the start of work. You will receive an email from PLI with the status of your request and instructions for submitting your evidence.	The Learning Team/Book Study Prior Approval Google Form must include the Team's objective with a description of what the team will do, how it supports instruction, and what evidence will be provided of completed work.	Evidence of hours, learning and work will be sent to PL for processing. Hours earned will be posted in transcripts in PL after they are processed.
College/University Courses	External Credit Request needs to be submitted 15 days in advance for each course from accredited colleges if the course is not listed on PL.	Course descriptions including dates, hours of class meetings and expectations for student work must be included for approval. Asynchronous online courses are acceptable.	Transcript showing satisfactory completion must be uploaded to PL. Hours will be posted in your transcript in PL after they are processed by PLI.

Institutes/Workshops/ Conferences/University extensions	External Credit Request approval is required if it is not listed in PL.	A flyer, brochure or other description must be submitted, including the specific dates/hours of each session attended.	Transcript or other documents showing completion must be uploaded in PL. Hours will be posted in your transcript in PL after they are processed by PLI.
Outside District/Board Focus – Courses and workshops that do not fall into the district focus but provide professional development activities related to growth in your current assignment to improve content knowledge and skills.	External Credit Request approval is required if not in PL.	Course descriptions, flyers, or brochures that include dates and hours of meetings must be included for approval.	Transcript showing completion must be uploaded to PL. Hours will be posted in your transcript in PL after they are processed by PLI.

CONTINUING EDUCATION ACTIVITIES THAT ***MAY NOT BE APPROVED***

- Correspondence Courses – Correspondence courses are not accepted for continuing education hours. This includes those delivered online with little or no contact between the student and a professor or other enrolled students.
- Independent Study Classes – Independent study classes are not approved. This includes courses delivered online with little or no contact between the student and a professor or other enrolled students and no form of accountability.
- Time spent on homework assignments in course work will not be counted for continuing education hours. Independent Projects/Activities or Outside of College class time - Hours committed to completing projects, field studies, and activities for a class may be counted for continuing education if approved by PLI and is relevant to the current assignment or assist the school site.
- District Paid Training – Courses/workshops where members receive payment from any district source to attend will not be approved. Payment includes contractual day, per diem pay, extra assignment pay, stipends, etc.
- Coordination, set-up, housekeeping activities to present at an in-service. (e.g. setting up the room, organizing handouts, typing handouts, buying supplies, etc.) are not acceptable for hours. APPEAL PROCESS

An appeal may be written for the following:

- Courses in any area.
- The prior approval request was denied.

To appeal, use the following process:

- Write a letter to the Director of Professional Learning and Innovation and/or the SJAA Classified/Certificated Representative stating reasons why the activity should be approved or the hours should be accepted. Include information on how this coursework is relevant to the current assignment.
- If it is for a prior approval denial, include the denied forms.
- Include documentation of course content, specific dates and hours of the training.
- Send the letter and attachment(s) to Professional Learning and Innovation.

The Director of Professional Learning and Innovation and the SJAA Classified or SJAA Certificated Representative will review the appeal and will respond in writing stating the decision. If the committee needs additional information, a committee member will contact the affected party. **If you have questions regarding the continuing education or appeal process, please contact SJAA.**

PROVIDING OPPORTUNITIES FOR CONTINUING EDUCATION

District/School Site Continuing Education Course Offering or Learning Team/Book Study

All district professional development providers who want to offer continuing education credit must receive 15-Working Day Prior Approval to the training. An administrator sponsoring a professional development workshop(s) or a collaborative Learning Team/Book Study must:

- Create a course in PL before the workshop begins OR
- Submit prior approval in writing before the workshop(s) or collaborative Learning Team/Book Study activities begin.

If the workshop or Learning Team/Book Study activity is open to district registration, a flyer must be attached to the prior approval form. The flyer will be posted on the Professional Learning website and sent to all members.

Once the workshop or Learning Team/Book Study activity is approved, the following guidelines for issuing continuing education credit must be followed:

1. The Learning Team/Book Study contact must scan the sign-in sheets for each workshop or Learning Team/Book Study activity to the PLI office activity in case someone loses the paperwork. Members may be asked to come back to get new paperwork if they have lost theirs.
2. Record the hours of attendance in PL after the workshop or Learning Team/Book Study is complete.

To avoid a delay or denial of approval, it is important that presenters complete the paperwork correctly.

COLLABORATIVE LEARNING TEAM/BOOK STUDY

The Learning Team/Book Study 15-Working Day Prior Approval Form must include the team's objective with a description of what the team will do, how it supports instruction, and what evidence will be provided of completed work. The number of hours requested for approval should be consistent with the goal of the activity.

A book study may be submitted for Learning Team/Book Study approval and reading time may be included as a part of the Learning Team/Book Study request, but may not exceed 50% of the total Learning Team/Book Study hours requested. Since reading time, content and complexity of text varies, up to four (4) minutes per page may be requested.

SUBMISSION PROCESS FOR CONTINUING ED

SUBMISSION PROCESS

- You will need to upload your evidence of completion into PL. Go to External Credit Request and click the "Approved" tab. Find the course/conference in question and open it by clicking on the title. Scroll to the bottom of the page and locate the section "Pre-Credit Approval" and upload documents and hit "Submit for Credit Approval" (blue button). They will then be forwarded to PLI for processing.
- *If you have earned in-service credit or continuing education hours that may advance you on the salary schedule, you must print a PL transcript and submit it to Human Resources by the deadlines (see below).*

FILING OF UNITS

- Transcripts or grade cards must be filed before credit can be given. **Please note: Only credits earned <u>prior to the last day of June and submitted to Human Resources by August 1st</u> may be credited to that year's salary schedule.**

- Members must complete the filing of transcripts in Human Resources by October 1.

- All new members hired after the first day of the school year must submit their complete transcript to Human Resources within thirty (30) working days from the date of signing of their contract. If a university or college fails to supply the employee with a transcript within the above timeline, the employee's grade card may be provided until a complete transcript is received.

QUESTIONS? Any questions regarding continuing education should be directed to your SJAA Executive Board.