

## Approval for Garfield Re-2 Credit for Salary Advancement

The purpose of this chart is to provide clarity for teachers regarding credit for salary advancement.

- Please complete prior approval requests (as required below) at least 2 weeks before conference, professional development, course, or study begins.
  - [How to login to TalentEd Records and submit a pre-approval request for credit for salary advancement](#)
- Credits must be submitted prior to October 1st of each year to be credited to that year's contracted salary.
- No salary credit will be offered prior to class/course/workshop/credit completed prior to 2013.
- Salary credit submission must be within 5 years from the class/course/workshop/credit completion.

*NOTE: If training is held during contract time (school days) personal leave will need to be used in order to be awarded salary advancement credit.*

<i>Description of Class/Course/Workshop/Credit</i>	<i>Approval Process</i>
<b>Courses sponsored by Garfield Re-2:</b> e.g. June Learning (Tech) Institute, Re-2 Academy Credits (may include specific training or committee work that earns Academy Credit)	<b>Prior approval needed-</b> When submitting for approval include website, contact hours, date and times, and name of institution. Proof of completion is required for salary credit.
<b>Graduate level University or College courses</b> <b>Colorado Mountain College Science and Spanish</b>	<b>No prior approval needed</b> - Official transcript submission for advancement.
<b>Certificated Programs or Training:</b> CDE (TASN and Qualistar by CDE) BOCES (Induction-only if it states for credit) PEAK BER (Bureau of education and research) SWAAAC PESI Northwest Consortium National Education Association Colorado Education Association	<b>Prior approval required for job related courses-</b> When submitting for approval include website, contact hours, date and times, and name of institution. Proof of completion is required for salary credit. Must be scheduled outside of contract time and specifically job related.
<b>State and National Affiliations/Institutes:</b> Co. Assoc of School Psychologist National Assoc Of School Psychologists American Speech/Lang Hearing Assoc.(ASHA) American Occupational Therapist assoc. Children's Hospital(specialized trainings for trauma SSP) Kennedy Krieger Institute Sheppard Pratt Professional Education	<b>Prior approval required for job related courses-</b> When submitting for approval include website, contact hours, date and times, and name of institution. Proof of completion is required for salary credit. Must be scheduled outside of contract time and specifically job related.

<p align="center"><b>Description of Class/Course/Workshop/Credit</b></p>	<p align="center"><b>Approval Process</b></p>
<p><b>Professional Development offered by:</b> Advanced Placement (AP) Curriculum based PD (Springboard) National/State conferences (NCTM, NCTE, NSTA, IRA, ASCD, NAEYC, ISTE, InnEdCo) in your specific teaching area. If in doubt seek prior approval more than 2 weeks in advance.</p>	<p><b>Prior approval required for job related courses-</b> When submitting for approval include website, contact hours, date and times, and name of institution. Proof of completion is required for salary credit. Must be scheduled outside of contract time and specifically job related.</p>
<p><b>Academy Credit from school districts:</b></p>	<p><b>Prior approval required for job related courses-</b> When submitting for approval include website, contact hours, date and times, and name of institution. Proof of completion is required for salary credit.</p>
<p><b>Other Courses:</b> - Those without college or university transcript</p>	<p><b>Prior approval needed</b> - When submitting for approval include website, contact hours, date and times, and name of institution. Proof of completion is required for salary credit.</p>