Submitted by:  
School:

Teaching assignment:

Date of approval:  
B+40 Verification (date/initial):

Advisor:  
Department:

Signature of candidate:  
Date:

**Part 1:**
Attach a proposal that includes:

I. Description of project
   1. A summary of your process and your proposed final project
   2. A description of how your *anticipated* course of study will enhance your professional knowledge
   3. A description of how the proposed program will relate to student learning and achievement
   4. A description of how the final product will benefit and support teachers in the district

II. Ten (10) semester units of classes you propose to take
   a. The list must include six (6) or more units taken from an official university or college and up to four (4) USBE units
   b. Course descriptions and credit value for each
   c. An explanation of how those courses will support your work toward your project

**Part 2:**

- Meet with the appropriate content representative from Teaching and Learning to discuss the project and receive feedback. The representative must agree to act as advisor.
- The advisor will review the plan for completeness and bring it to a master’s lane equivalency committee (MEC) including the executive director of Teaching and Learning, the professional development supervisor, and other specialists as appropriate. This committee will give initial feedback on the proposal.
- When the project is ready for consideration of approval, the advisor will present the project to the MEC. The MEC will consider the scope of the project compared to other projects and ensure that the design is consistent with other projects and appropriate for the district.
- After approval, the candidate has 24 months to complete the project.
Record of Part 2:

<table>
<thead>
<tr>
<th>Date of first meeting with advisor from T&amp;L:</th>
<th>Signature indicating advisor’s approval to move forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of first project review:</td>
<td>Signature of executive director for approval to move to MEC review</td>
</tr>
<tr>
<td>Date of MEC review:</td>
<td>Signature indicating executive director’s approval to begin project</td>
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<tr>
<td>Deadline for completion of project:</td>
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</tbody>
</table>

Part 3:
Candidate will schedule a meeting with the advisor at least every six (6) months during the process to check in and review progress. It is the candidate’s responsibility to schedule meetings.

Record of Part 3:

<table>
<thead>
<tr>
<th>Dates of review meetings</th>
<th>Dates of review meetings</th>
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<tbody>
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Add lines as needed

Part 4:
When the project is finished, the candidate will bring the following to a final meeting with their advisor:

1. Original copy of application, including project proposal
2. Transcript(s) documenting completion of coursework
3. Completed project
4. **Written reflection (5-15 pages) on the process, professional growth, and results of the project**

The completed project and reflection will be presented to the MEC for final approval. The candidate will present the project to the committee.
### Record of Part 4:

<table>
<thead>
<tr>
<th>Date project submitted to advisor:</th>
<th>Y/N Within 24 months of MEC approval</th>
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</thead>
<tbody>
<tr>
<td>Date project presented to MEC:</td>
<td>Date of MEC approved completion:</td>
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<tr>
<td>Committee members:</td>
<td>1.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>Signature of advisor</td>
<td>Signature of Superintendent or designee</td>
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<tr>
<td>Date</td>
<td>Date</td>
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</tbody>
</table>

### Part 5:

The candidate will submit the following to Human Resource Services:

1. Salary Lane Change application
2. Official university/college transcripts (at least 6 units) and other documentation (up to 4 units)
3. Signed original of the master’s lane equivalency application (do not include project)