

Credits and Salary Advancement Criteria

Opportunity #1: *Increment Credit Earned through Course Completion via the D11 Professional Learning Platform (PLP)*

- Professional learning meets the needs of identified federal, state, district, and/or programmatic mandates which directly align to the employees' roles and responsibilities.
- Employees receive no Extra Duty pay or stipend, whether paid by General or Grant funding.
- If training takes place during contract time, the employee must report an absence through Smart Find Express (SFE) using code 041 for Professional Leave or code 010 for Teacher Leave to purchase increment credit.
- Course work & learning must be a minimum of 7.5 hours.
 - 0.5 credits cost \$25 and is between 7.5 to 14.5 hours outside of contract time
 - 1.0 credits cost \$50 and is between 15 to 22 hours outside of contract time
 - 1.5 credits cost \$65 and is between 22.5 to 29.5 hours outside of contract time
 - 2.0 credits cost \$80 and is between 30 to 37 hours outside of contract time
 - 2.5 credits cost \$95 and is between 37.5 to 44.5 hours outside of contract time
 - 3.0 credits cost \$110 and is between 45 to 52 hours outside of contract time
- Courses must stand on their own merit. The District will not combine hours from various courses to meet the minimum amount of time required, 7.5 hours for .5 credit.
- Increment credit fees must be paid via the Professional Learning Platform under My Schoolbucks within 30 days of course completion.
- Employees completing unapproved courses are not guaranteed the opportunity to purchase increment credit.
- D11 employees may submit a course proposal through the PLP Course Approval process. A series of approvals are necessary for the course to be approved to include: supervisor approval, content facilitator or director approval, and approval by the Director of Professional Learning.

Opportunity #2: *Increment Credit Earned through Course Completion via External Credit Requests*

- Employees seeking professional learning through an out-of-district entity, and who desire the opportunity to purchase increment credit for salary advancement, must seek pre-approval through the External Credit Request process in the Professional Learning Platform (PLP) FIRST.
- Once the External Credit pre-approval request has been submitted, Human Resources and/or Professional Learning will review the course for alignment to the employee's role and responsibilities and professional learning mandates.
- The employee receives a response of course approval or denial.
- After course completion, the employee will upload the ***certificate of completion*** into the External Credit Request form.
- Appropriate fees will be paid via My Schoolbucks in the PLP within 30 days of course completion.

Opportunity #3: *Salary Advancement Earned through Course Completion via College (or University)*

- If the employee has an official college or university transcript, identifying completed graduate-level course work (as identified as a necessary course towards training completion), the employee will submit this document directly to Human Resources (HR) for consideration of salary advancement.
- Official transcripts are defined as an original academic document certified by the college that contains the courses of study, a final grade, the official seal of the college, and includes the transcript legend. The transcript must be notarized by the registrar from the college where the credits are completed.
- HR is the sole determinant of salary advancement when course credit is from college or university transcripts. Professional Learning is not involved.
- There are no fees assessed by D11 in this scenario.