



# Increment Credit Essentials For Certified Staff

- 1) [Navigating the Professional Learning Platform & Your Transcript](#)
- 2) [How to Submit a Credit Request](#)
- 3) [How to Pay for Increment Credit](#)
- 4) [Increment Credit and Salary Advancement Criteria](#)
- 5) [Salary Reclassification Information \(Human Resources\)](#)
- 6) [CDE Licensure Requirements](#)
- 7) [Frequently Asked Questions](#)

## Increment Credit V.I.P.'s (Very Important Protocols)

- ✚ **IT IS THE EMPLOYEE'S RESPONSIBILITY TO SUBMIT LEAVE** (in Smart Find Express/SFE) **before the training takes place.**
  - ✓ Only use PROFESSIONAL LEAVE (041) OR TEACHER LEAVE (010).
  - ✓ If Leave is not submitted, contact the sub/leave office (520.2182) NO LATER THAN THE 4<sup>TH</sup> OF THE MONTH (following the training) to request a modification.
  - ✓ **Modifications to Leave are not guaranteed.**
- ✚ Increment Credit Requests need to be submitted within 60 days of course completion.
- ✚ External Increment Credit Requests are a PRE-APPROVAL process - requests need to be submitted BEFORE the training takes place.
- ✚ An Employee cannot receive Extra Duty pay or a stipend in relation to a training, (whether paid by General or Grant funding), and be eligible to apply for Increment Credit.
- ✚ The Professional Learning Office strives to process Credit Requests WITHIN 30 DAYS; however, due to the volume of requests, there may be instances when this timeframe is delayed.
- ✚ 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, or to reach higher credit amounts for a "price break" (see below).
- ✚ When paying for Increment Credit, the dollar amount for each class/training must be calculated separately.

**Example:** (2) 1.0 credit classes = (2) x \$50 = \$100 total. \*You cannot pay the 2.0 credit cost of \$80 (see below).

- 0.5 credit costs \$25 and applies to 7.5 to 14.5 hours outside of contract time
- 1.0 credit costs \$50 and applies to 15 to 22 hours outside of contract time
- 1.5 credits cost \$65 and applies to 22.5 to 29.5 hours outside of contract time
- 2.0 credits cost \$80 and applies to 30 to 37 hours outside of contract time
- 2.5 credits cost \$95 and applies to 37.5 to 44.5 hours outside of contract time
- 3.0 credits cost \$110 and applies to 45 to 52 hours outside of contract time

\*Questions? Please contact Hillary Charles at [hillary.charles@d11.org](mailto:hillary.charles@d11.org) or 520.2555