



BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL
UNIT/POINT FORM / -CERTIFICATED-

Employee Information

Employee Name:			Date:
Current Assignment (Grade/Subject):			
Payroll effective is based on completed packets returned to HR by submission dates below:			School Year:
July 1 st	October 1 st	January 1 st	April 1 st
<i>Must be submitted to HR by June 15th</i>	<i>Must be submitted to HR by September 15th</i>	<i>Must be submitted to HR by December 15th</i>	<i>Must be submitted to HR by March 15th</i>

Please fill out the appropriate section

University/College Course/Class

Course Number:	Course Title:		
University/College:			
Number of Units:	<input type="checkbox"/> Semester	<input type="checkbox"/> Quarter	
Date(s) Attended:	Start Date:	End Date:	

Degree Differential

Name of Degree:
Major:
Institution:
Date Conferred:

Other Coursework

Course Number:	Course Title:
Number of Points Requested:	
Date(s) Attended:	Contact Hours:

Signature Required

Employee Signature:	Date:
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***Official Transcripts are to be sent directly from College/University to HR. See page 2 for more information.
Return completed form to CEO/Principal with course description(s) or course syllabus for approval.***

NOTE: The following section is ONLY necessary for courses that are NOT pre-approved. Courses DO NOT need approval if they meet one of the following:
Undergraduate or graduate level courses taken from accredited university, community college courses that are UC/CSU transferable OR courses from the
LAUSD pre-approved salary point courses and PDs linked on second page of this document.

Signature Required APPROVAL STATUS: APPROVED DENIED

CEO/Principal:	Date:
Human Resources Representative:	Date:



BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL
-CERTIFICATED-
UNIT/POINT PROCEDURE

Courses DO NOT need to be pre-approved if they meet ONE of the following criteria:

- Undergraduate or graduate level courses taken from an accredited university.
 - Community college courses that are UC/CSU transferable.
 - Courses from the LAUSD Pre-Approved Salary Point Courses and PDs. A list of courses is available on the HR website.
1. Once course is complete, please have the college/university send the official transcripts directly to HR at HR@birminghamcharter.com or 17000 Haynes Street, Lake Balboa, CA 91406 Attention: Human Resources
 2. Complete the above attached Unit/Point Form for each course you are submitting for credit. The bottom section and signature are **NOT** required for pre-approved courses.

If the course(s) you are submitting DO NOT meet any of the above criteria, please use the following procedure:

1. For course pre-approval, send the course syllabus to Ari Bennett and CC: Angie Diaz and HR.
2. Once pre-approved, register for the class with the college/university.
3. Once course is complete, please have the college/university send the official transcripts *directly* to HR at HR@birminghamcharter.com or 17000 Haynes Street, Lake Balboa, CA 91406 Attention: Human Resources
4. Complete the attached Unit/Point Form for each course you are submitting for credit.
5. For final approval, give completed Unit/Point Form and course syllabus to Angie Diaz.

Information on Salary Schedule Advancement per UTLA contract:

18.2 Salary Schedule Advancement:

18.2.1 Salary schedule advancement is based on semester units (or the quarter unit equivalent of semester units) for undergraduate or graduate level courses, taken at accredited colleges or universities, which are directly related to subjects commonly taught at BCCHS or as part of a broader education program such as BTSA, first aid, CPR, etc.).

18.2.2 Classes taken at a community college must be UC/CSU transferable.

18.2.3 Other coursework (including LAUSD courses and distance learning program) will not be given credit unless authorized and approved in advance.

18.2.4 The employee must provide official transcripts to Human Resources showing a grade of at least “C,” “Pass,” or better, or an official certificate of successful completion of pre-approved training pursuant to Section 18.2.3.

18.2.5 Salary point credit for repeat coursework shall not be allowed unless five (5) years have passed since the course was originally taken.

18.2.6 Credit will not be given where the course was taken during paid time or where BCCHS paid the tuition and/or costs.

18.2.7 Credit will not be given for coursework completed prior to the earning of a Bachelor’s degree, nor for professional development projects, travel, or work experience.

18.2.8 Salary advancement on the salary schedule will be adjusted four (4) times annually, as follows: Salary credits properly submitted and received by June 15 will be effective for the pay period beginning on July 1, those submitted and received by September 15 will be effective for the pay period beginning October 1, those submitted and received by December 15 will be effective for the pay period beginning January 1, and those submitted and received by March 15 will be effective for the pay period beginning April 1.

Please Note: All required highlighted documents listed on page one (1) are due to HR for review and approval.