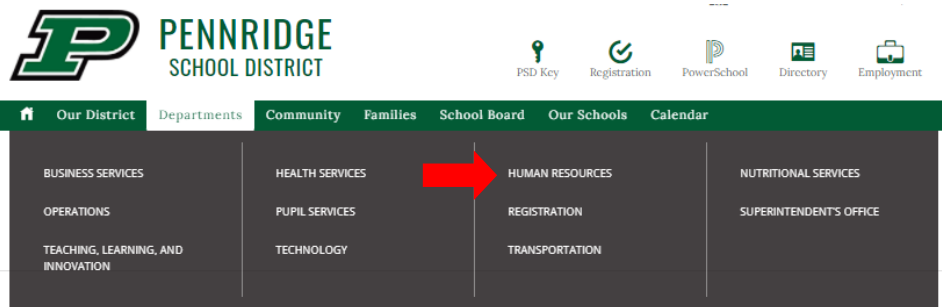


## [Human Resources Online](#)

Looking for information on benefits or your collective bargaining agreement? Use the link above or find us on the Pennridge Website.



Make us a favorite and let HR know if there's anything else you would like to see posted!

## MASTERS PROGRAM APPROVAL

To obtain approval of your **initial graduate program** and expedite the individual course approval process, complete the "Program Approval" form and schedule an appointment to discuss your plans with Dr. Bolton. Appointments are scheduled through [Nancy Chenoweth](#), Dr. Bolton's secretary, (215-453-2710).

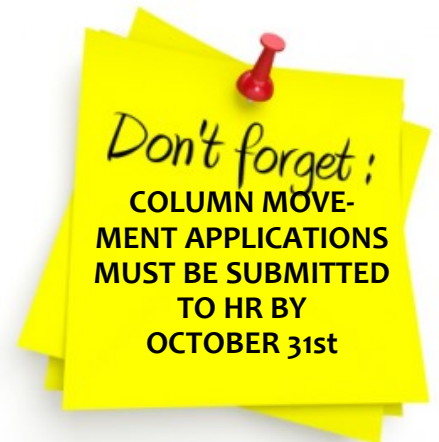
Bring a copy of your course syllabus with you to your meeting. Also bring any materials you may have from your advisor pertaining to your program.

Following Dr. Bolton's approval, you may submit individual courses for approval to Donna Schepis in Human Resources. Any questions regarding this process please contact [Donna](#).

FORM TO SUBMIT: [GRADUATE PROGRAM APPROVAL FORM](#)

## COURSE APPROVALS

1. Send a completed "[Course Approval](#)" Form with appropriate documentation to Human Resources at least ***two weeks before the first class meets***. Prior approval MUST be received for credit reimbursement and/or horizontal salary schedule movement. Course approvals received in the Human Resources Department ***less than two weeks before the first class meeting*** will not be approved for reimbursement. Course approval forms are used as invoices for reimbursement and must accurately reflect the course information. (continued on the next page)



## Coursework Contacts:

### [Donna Schepis](#)

- Coursework
- Column Movement
- Cancelled Courses
- Cancelled Programs

### [Joanne O'Reilly](#)

- Course Approval Status
- Reimbursement Status

### [Nancy Chenoweth](#)

- Superintendent Program Approvals

## COURSE APPROVALS (CONTINUED)

2. Appropriate Documentation:
  - If you are in a Master's Program (pre-approved by the Superintendent), the course must be listed on the Program Description.
  - If you are not in a Master's Program, a description of the course content, as well as the dates/times the class meets, must be provided with the course approval request.
3. Classes must be graduate level from an accredited college/university as listed in the CBA as well as posted on the Human Resources website.
4. Selected courses should be within the area of the employee's current assignment. Course requests are evaluated on an individual basis using the following general guidelines:
  - Direct relationship to one's current assignment and content responsibilities.
  - Application of instructional strategies and learning theories, such as courses in motivation, cooperative learning, classroom management, etc.
  - Courses directly applicable and/or relevant to the District's Comprehensive Plan, such as courses in inclusionary practices, application of technology, alternative student assessment, etc.
5. Courses which do not meet the criteria above are considered Personal Betterment or Affective Growth, only 12 credits of which are permitted during the entire employment period at Penridge and are reimbursed at a different level.
6. Course approval forms, once approved, will be emailed back to the employee.

FORM TO SUBMIT: [COURSE APPROVAL FORM](#)

## WAS YOUR COURSE CANCELLED?

Contact the Human Resources Department if a course you were approved to take for reimbursement or column movement was cancelled. It is important for you to communicate which course #/course title was cancelled. You may submit a replacement course approval form as soon as possible and Human Resources will try to accommodate the timeline for the start of the replacement course.

## COLUMN MOVEMENT APPLICATION

Upon completion of the required number of courses, employees must complete a column movement application to move across the salary schedule. These forms must be submitted by October 31st of the current year to be eligible for column movement in that school year. Directions for completion and submission are on the form. Employees will receive an emailed copy of their column movement applications, once processed for salary adjustment.

FORM TO SUBMIT: [COLUMN MOVEMENT APPLICATION](#)

## LEVEL I TO LEVEL II CONVERSION SNAPSHOT

Teachers with Level I certification need 3 years of teaching experience and 24 credits beyond a Bachelors degree to convert their certification to Level II. Teachers have six years to complete this process.

**Please do not wait the full 6 years and risk your certification becoming inactive.**

In an effort to help answer some of the more frequently asked Level II certification questions, please click on the link below to the FAQ from the PA Department of Education certification page.

[PDE Level I to Level II Requirements](#)

## COURSE REIMBURSEMENT

After the class is completed, the employee must send a copy of the grade report to Human Resources, as well as a detailed copy of the tuition receipt. Reimbursement for all courses is subject to approval of the Board of Directors at a public meeting of the Board. Depending on when the above paperwork is received in the Human Resources office will depend on when the reimbursement is approved by the Board. It could take up to two meetings for Board approval following submission of the documentation.

The reimbursement rate is determined by the CBA, not the course tuition bill.

For the 2018-2023 contract, reimbursement is as follows:

- With a **Bachelors** degree and a Grade B or above—\$180 per credit hour or \$540 for a 3-credit course
- With a **Masters** degree and a Grade B or above—75% of \$180 per credit hour or \$405 for a 3-credit course *inside of subject area*
- 50% of \$180 per credit hour or \$270 for a 3-credit course *outside of subject area* (Personal Betterment / Affective Growth)
- Any course with tuition less than that as specified above, will be reimbursed at the cost of the course.

Only **12 credits** can be reimbursed in a school year between Sept. 1<sup>st</sup> and August 31<sup>st</sup>, with **not more than 6 of those 12 credits** eligible for reimbursement between Sept. 1<sup>st</sup> and May 1<sup>st</sup>.

Reimbursement checks are deposited directly into the same account you use for direct deposit and will be separate from your paycheck deposit.