Credits and Salary Advancement Criteria

Opportunity #1: ***EDUCATIONAL Increment Credit earned via the Internal Credit Request form on the D11 Professional Learning Platform (PLP)***

- Employee receives 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.
- Courses must stand on their own merit. The district will not combine hours from various courses to meet the minimum amountoftime required, 7.5 hours for .5 credit.
- Professional learning meets the needs of identified federal, state, district, and/or programmatic mandates which directly align to the employees' roles and responsibilities.
- Increment credit fees must be paid via the Professional Learning Platform under MySchoolBucks within 60 days of course completion.
- 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 contracttime
    - 2.0 credits cost $80 and is between 30 to 37 hours outside of contracttime
    - 2.5 credits cost $95 and is between 37.5 to 44.5 hours outside of contracttime
    - 3.0 credits cost $110 and is between 45 to 52 hours outside of contracttime

Opportunity #2*: EDUCATIONAL Increment Credit earned via the External Credit Request in the PLP*

- All criteria above apply to 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, BEFORE PARTICIPATING IN THE TRAINING.**
- Once the External Credit pre-approval request has been submitted, 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 MySchoolBucks in the PLP within 60 days of course completion.

Opportunity #3: ***EDUCATIONAL Increment Credit* (*earned via accredited college or university)***

- If the employee has an official college or university transcript, identifying completed graduate-level course work, the employee will submit this document directly to Human Resources (HR) for consideration towards salary advancement, or earning a **SALARY INCREMENT CREDIT**.
- 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 advancement via **SALARY INCREMENT CREDIT.**
- There are no fees assessed by D11 in this scenario.

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