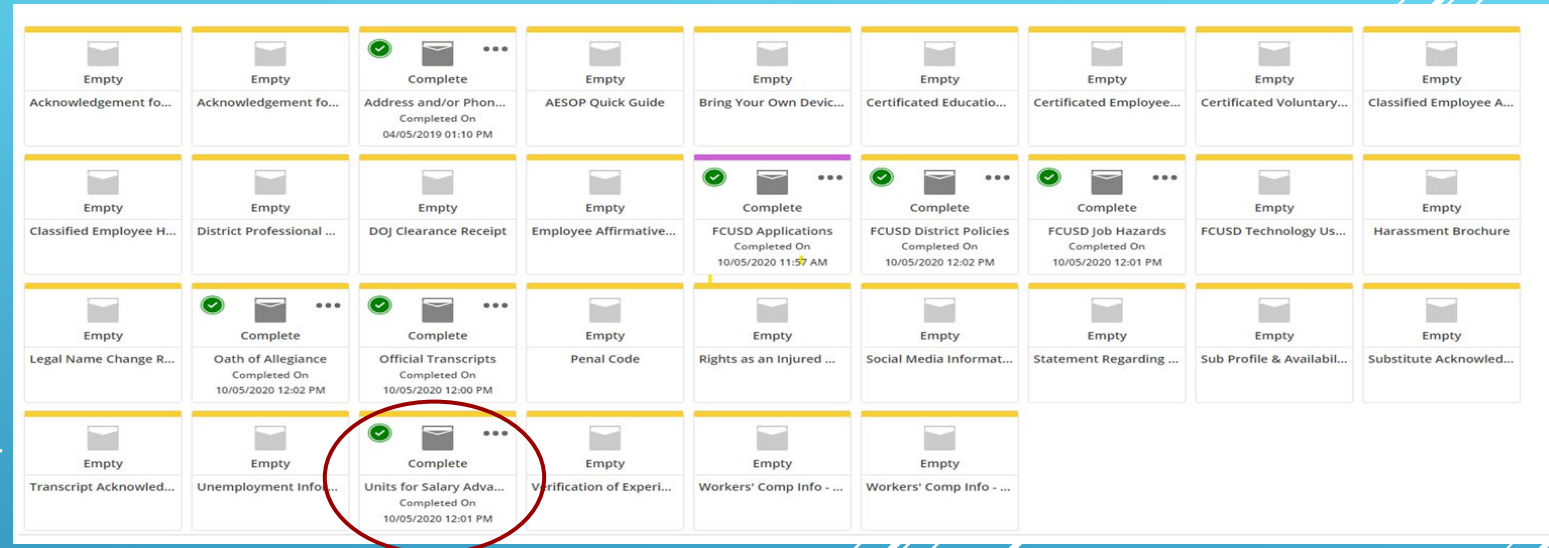


Units for Salary Advancement

How do I...

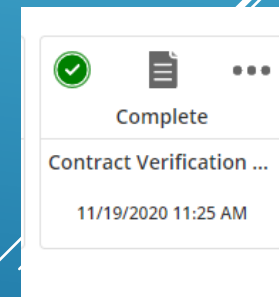
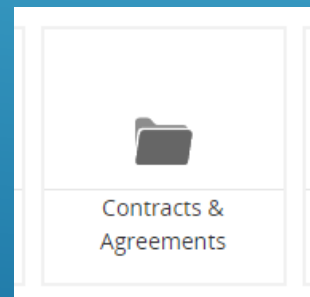
→ Confirm my units on file?

- ◆ TalentEd Records
- ◆ Files
- ◆ Personnel folder
- ◆ Units for Salary Advancement



→ Confirm my current salary placement?

- ◆ TalentEd Records
- ◆ Files
- ◆ Contracts and Agreements
- ◆ Contract or Contract Verification



Coursework Guidelines

FROM FCEA BARGAINING UNIT CONTRACT:

1. Units related to **major, minor, or credential** in the field of education
2. Units related to the development of **subject matter competency** in a new teaching major or minor
3. Units related to **credential additions** or modifications
4. Units related to a **Master's or Doctorate degree** program
5. Units related to **current assignment** and recommended by the principal

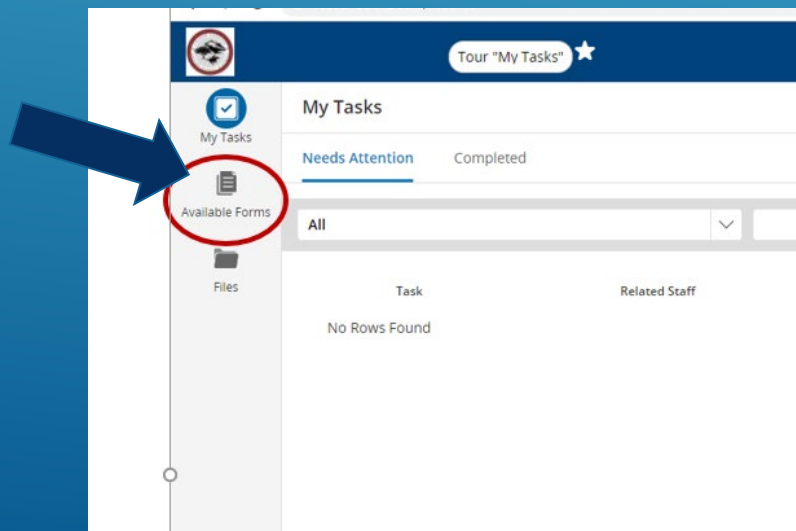
↳ **Important note:** Units must be from an accredited institution

- ▶ Will Qualify: A Spanish course for a *FLES* teacher
- ▶ Will Not Qualify: *"How to be a better coach"* or *"Stress Reduction for Better Teaching"*
- ▶ Principal recommendation needs to be a part of an improvement plan **i.e. Classroom Management**

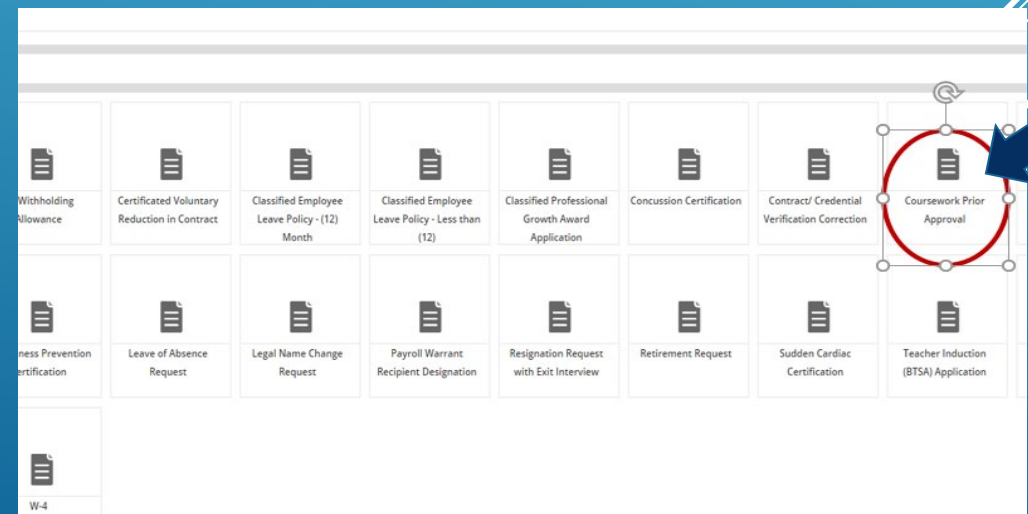
Coursework Prior Approval Form Submission

- Form is located in TalentEd Records
 - ◆ Available Forms
 - ◆ Coursework Prior Approval
- Use **one form per course**
 - ◆ Master's program can be submitted all on one form

Available Forms



Coursework Prior Approval



Coursework Prior Approval Form

1. Complete the form
2. Upload Course Description
3. Submit the form

Coursework Prior Approval -- DRAFT -- CHARITY PELZ

CERTIFICATED COURSEWORK PRIOR APPROVAL FORM

Full Name with Middle
Current School Site or Department:
Current Assignment:
Credential(s) Held:
Major/Minor(s):

Please be sure to upload a copy of the official course description at the red "upload a file" button at the bottom of this form.

Course Title:
Course Number:
College/University:
*Quarter units convert to semester units using .667 multiplier; 15 CEU hours equals 1 semester unit

Unit Type

☐ Semester Units
☐ Quarter Units*
☐ Continuing Education Units (CEU) *

Number of units
If you answer "yes" to the above question units do not count toward salary advancement.

Will FCUSD pay the course/conference fee?

☐ Yes*
☐ No

If you answer "yes" to the above question units do not count toward salary advancement.

Will FCUSD pay you to attend the course?

☐ Yes
☐ No

If you answer "yes" to the above question units do not count toward salary advancement.

Will you attend the course during contracted hours?

☐ Yes
☐ No

Please choose the applicable qualifier (per the FCEA bargaining agreement Appendix C)

For HR Office Use Only
If needed, upload documentation using the FOR HR USE ONLY upload button below.

Principal/Administrator's Rationale for Decision:

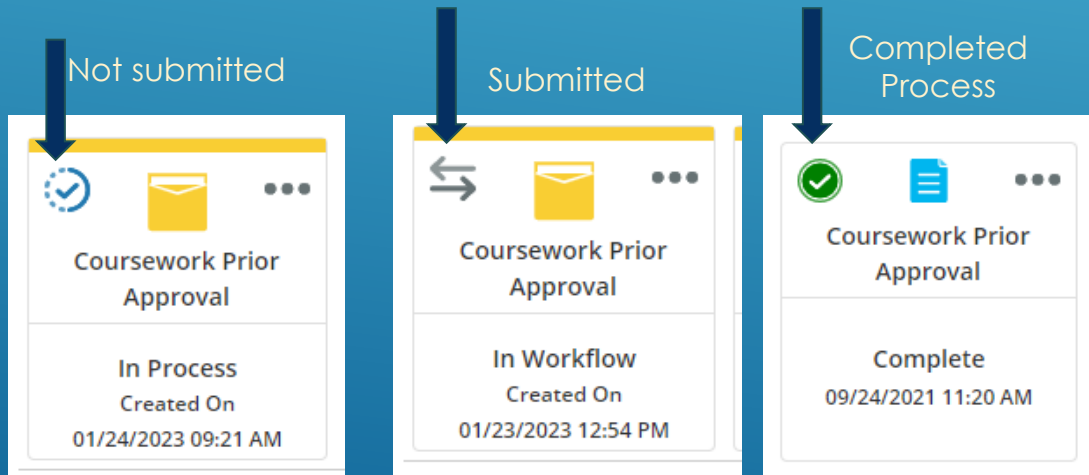
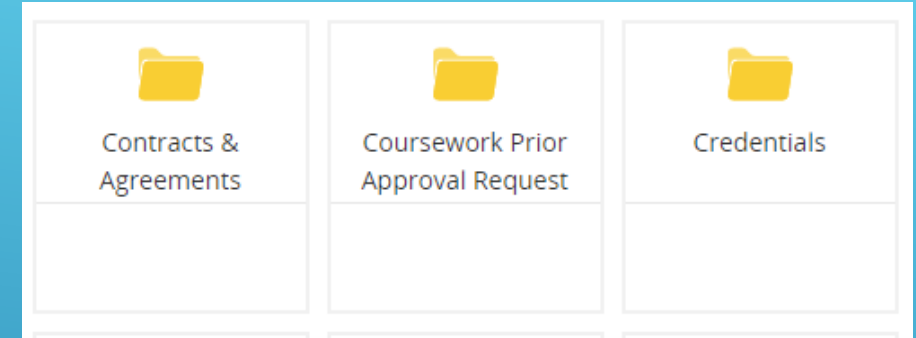
After coursework is approved by the Principal and HR, official transcripts must be received in HR by October 1st for salary advancement to

CHARITY PELZ -- DRAFT -- Page 1 of 2

WHAT IS THE STATUS OF MY REQUEST?

Request can be seen in your Personnel File:

- Files
- Coursework Prior Approval



You can also view where your form is in the workflow if you scroll down and click "View/Hide the Workflow"

Workflow Steps		
Completed	1	Approved by STEPHANIE FLIPPO on 07/30/2024 at 07:33 AM
Completed	2	Reviewed by CHARITY PELZ on 07/30/2024 at 12:40 PM
Current	3	Review by Group: Associate Superintendent, HR

The workflow for Coursework Prior Approval forms is as follows:

1. Approval by Certificated Analyst
2. Review by Certificated HR Manager
3. Review by Associate Superintendent, HR
4. Review by Direct Report (which is you!)

Other Important INFORMATION

- Pre-approval form must be submitted to HR 45 days before registration is due
- No more than 6 units will be reviewed at a time
- During the school year, only 6 units per semester may be taken
- Summer is unlimited
- If a teacher disagrees with the District's decision on approval of units they may appeal within 45 days of initial denial notification.
Appeals are decided by a Credit Evaluation Committee
- If a similar course is offered through GoSignMeUp, it will not be approved for salary advancement

Go Sign Me Up

- Does not require pre-approval Courses are coded green if eligible for salary credit
- You must submit in the year it is taken – by October 1
- Only submit “GSMU Transcripts” if the course qualifies for credit

The screenshot displays the 'Folsom Cordova Unified School District' 'ONLINE REGISTRATION' portal for August 2018. The page features a red header with the district logo and navigation links. Below the header, there's a legend for course types: Buy Back (No Salary Schedule Credit), Daily Rate (No Salary Schedule Credit), Hourly Rate (No Salary Schedule Credit), No Salary Schedule Credit, Potential Salary Schedule Credit for PT Staff, Release Time (No Salary Schedule Credit), Salary Schedule Credit (highlighted with a green circle), Stipend (No Salary Schedule Credit), and Voluntary Training (No Salary Schedule Credit). The main content area shows a calendar view for August 2018, with events and courses listed for each day. A blue arrow points to the 'ONLINE REGISTRATION' header.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week View: 8/20/2018 - 8/26/2018						
			1 Day 1	2 New Special Ed Tr Day 1 New Special Ed Tr Day 2 Workshop PT&PTD Web Admin Google Classroom Admin Assistant	3 New Special Ed Tr Day 1 New Special Ed Tr Day 2 Workshop Google Forms and Sheets	4
Week View: 8/27/2018 - 9/2/2018						
5	6 New Special Ed Tr Day 1 Day 2	7 New Special Ed Tr Day 1 Day 2 Teacher SchoolWires Training	8 CTE 119 - 11 Exam New Staff Orientation New Special Ed Tr Day 1	9 BIA Inservice Professional Dev	10 PowerSchool New A CPS/First Aid/AED Class-Health PowerSchool New A	11
Week View: 9/3/2018 - 9/9/2018						
12	13	14	15	16 Discipline, Bullying and PS In Admin Assistant Discipline, Bullying and PS In Teacher SchoolWires Training	17 Discipline, Bullying and PS In Discipline, Bullying and PS In	18
Week View: 9/10/2018 - 9/16/2018						
19	20 BIS OPEN LAB	21 BIS OPEN LAB	22 Teacher SchoolWires Training	23	24	25

Did the District Pay?

- Courses must be completed outside of the school day
- Units obtained through **District paid** PD will not count towards salary advancement
 - Examples:
 - The PD is after school but you received a stipend
 - The District paid for the course/workshop registration (or hotel and airfare)
 - You used release time on Friday to travel to the weekend seminar
 - The Lead Teacher emails a great Saturday workshop and sponsors you to attend



Exception: Induction qualifies for salary advancement

- Must submit a pre-approval form

TRANSCRIPTS Deadline: October 1, 4:30 pm

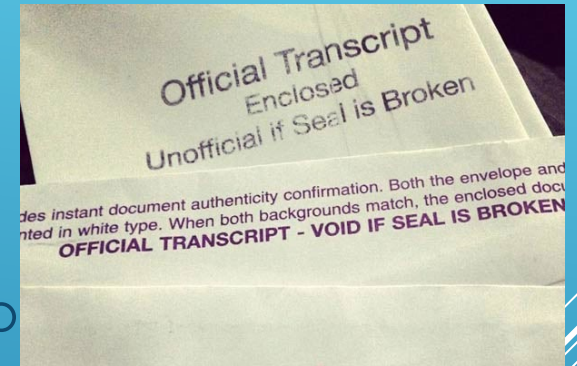
→ The deadline for submitting transcripts

- ◆ Transcripts must be “official”
- ◆ Units must be from an accredited institution
- ◆ Send to **Veronica Houghtaling** (you will get email confirmation)

- If requesting electronic copies: have them sent to vhoughtaling@fcusd.org, FCUSD HR
Veronica Houghtaling – **PREFERRED METHOD**
- If requesting hard copies: have them mailed to FCUSD Human Resources, c/o
Veronica Houghtaling, 1965 Birkmont Drive, Rancho Cordova, CA 95742

→ Salary will be adjusted for current school year

- ◆ Salary adjustment is received on your **November** paycheck
- ◆ Adjustment is retroactive to the beginning of the school year



Avoid Expensive Mistakes

- ↓ All courses must receive prior approval
- ↓ Meet all Deadlines; October 1st by 4:30 pm for transcripts to HR
- ↓ Know if you are earning Semester vs. Quarter vs. “CEU” credit
 - ➡ Quarter units convert to semester using a .667 multiplier; 15 CEU hours equals 1 semester unit
- ↓ Calculate salary placement correctly
 - ➡ Units after conferral date of bachelors or masters
- ↓ Understand the unit qualification requirements
 - ➡ See “Did the District Pay?”
- ↓ Understand what units qualify towards salary advancement
 - ➡ See “Coursework Guidelines”

QUESTIONS? LET THE CERTIFICATED HR TEAM HELP!

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916-294-9000 extension 104400
cpelz@fcusd.org

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