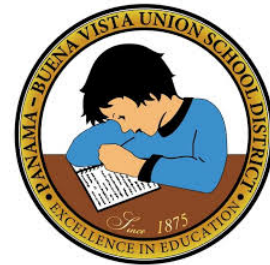




Human Resources



Unit/Salary Advancement FAQs

Q: What is a Unit/Salary Advancement Request Form?

A: The Unit/Salary Advancement Request Form allows you to submit completed units from an approved college or university, or professional development courses approved by the Kern County Superintendent of Schools (KCSOS). Submitting this form helps you qualify for advancement on the salary schedule for General Education Teachers, Special Education Teachers, and Academic Coaches.

Q: Who is eligible to submit a Unit/Salary Advancement Request Form?

A: General Education Teachers, Special Education Teachers, and Academic Coaches holding a Clear or Preliminary teaching credential are eligible to submit a Unit/Salary Advancement Request Form.

Q: When can I submit a Unit/Salary Advancement Request Form?

A: There are two designated submission deadlines each year. Be sure to submit your request by the appropriate deadline to ensure timely processing

- **October 1** – for **Fall Advancement** (to earn a full year of credit)
- **March 1** – for **Spring Advancement** (to earn a half-year of credit)

Q: Can I submit a Unit/Salary Advancement Request Form even if I don't advance to a new column?

A: Yes! You are encouraged to submit your units even if they don't result in a column advancement at this time. Any units you submit will be recorded and added to your file. For example, if you currently have 36 units and submit 3 additional units—bringing your total to 39—we will update your record accordingly, even if that total does not yet qualify you for a column change.

Q: Due to the new contract change, can we still submit any units earned through District-Provided Professional Development before March 1, 2025?

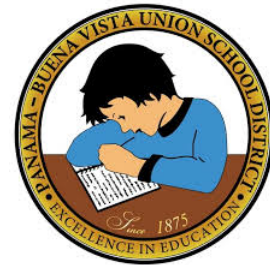
A: Yes. Any units earned through District-Provided Professional Development (DPPD) **before March 1, 2025** can be applied toward Unit/Salary Advancement **until June 30, 2027**. If you are submitting **pbvU units**, you must provide **proof of completion from Badgr**. Please note that **no other form of verification** for pbvU units will be accepted.

Q: Do I need to submit a new official transcript if you already have my transcript(s) on file?

A: Yes, a new official transcript is required to process your Unit/Salary Advancement request for any of the designated periods. Although we may have received your transcript(s) previously, our records are archived and not immediately accessible. Submitting a new official transcript ensures we can process your request accurately and in a timely manner.



Human Resources



Unit/Salary Advancement FAQs

Q: Where or to whom do I have my official transcripts sent?

A: Official transcripts may be sent electronically to Jessica Tapia at units@pbvUSD.k12.ca.us.

Q: I ordered official transcripts to be sent to myself. Will they be accepted?

A: If your transcripts were mailed to you and remain sealed in the original envelope, they will be accepted. Please stop by the District Office located at 6313 Schirra Ct. to drop off the sealed envelope. However, if they were sent to your personal or work email address, they will not be accepted. In that case, you will need to reorder official transcripts and have them sent electronically and directly to Jessica Tapia at units@pbvUSD.k12.ca.us.

Q: How will I be notified if I remain in the same column or advance to a new one?

A: After your request has been reviewed and processed, you will receive a response letter sent to the email address provided in your submission. Please allow **2–3 weeks after the submission deadline** for a response.

Q: What are the approved universities, colleges, or courses I can take for salary advancement?

A: Approved universities, colleges, or courses are listed on the Human Resources district website.

Q: How do I know how many units I have?

A: You can find this information on the Salary Evaluation provided to you for signature before the end of each school year. You may also reference the Unit/Salary Advancement response letter sent after your request is processed. Additionally, by logging into your [Employee Access](#) portal and selecting **My Tasks**, you can view your total **semester units (does not include DPPD units)**. We encourage employees to **track their own units** regularly to stay up to date. While we are always happy to assist, please note that the Human Resources team manages multiple responsibilities, and responses to unit-related inquiries may take some time.

Q: Who can I contact if I have questions regarding my pbvU units?

A: For questions regarding pbvU units, please contact Kandace Simpson at pbvU@pbvUSD.k.12.ca.us.

Q: Who can I contact if I have further questions?

A: If you have any additional questions regarding Unit/Salary Advancement that are not addressed above or in **Article 12 (Compensation) of the PBVUSD-TA Contract**, please reach out to Jessica Tapia at units@pbvUSD.k12.ca.us. Be sure to **include your Employee ID Number** to ensure a prompt response.