



LANE ADVANCEMENT FORM

Licensed Staff

Name _____

Current Year and Lane (i.e. 9F) _____

Current Job Position (if in a split position, notate each and FTE) _____

Directions:

1. Maintain and submit this document as the record of coursework you complete toward a bundle of 12 semester/credit hours (180 contact hours) for a lane advancement. Advancing one lane on the licensed salary schedule is based on obtaining 12 approved semester hours of credit. (15 contact hours = 1 credit hour)
2. Collect documentation of completion of coursework at the end of each course or in-district training. (Documentation for coursework may be: transcripts, official grade slips, or certificate. It must include the participant name, organization/university, date completed, and amount of contact/credit hours. Please submit scanned PDFs of supporting documentation, DO NOT USE HYPERLINKS.)
3. Lane advancement bundles of 12 semester hours can be submitted to Human Resources (along with supporting documentation) two times in an academic year (September 1 - August 31). Lane Advancements will be processed for that month's payroll if all documentation is submitted by the first of the month. Submissions approved by the 5th of each month will be reflected on your paycheck on the 15th of that same month, and applied to your salary from the date of approval forward. ([15.5 of 2024-2027 agreement](#))

Course Title or In-Service Title	University/Organization	Semester Credit	Equivalent Hours	Date Completed	Type of Attached PDF Document of Successful Completion; <i>also include pre-approval document; annual leave documentation</i>

Additional space, if needed

Carryover Credits being applied to this Lane Advancement form* _____

(Carryover hours are only eligible for up to 5-years from date of completion AND from previous Lane Advancement approval.)

Employee Signature _____ Date Submitted _____

For Human Resources Use Only

Received by (print name) _____ Date _____

Credit Hours Calculated for Advancement _____

Carryover Credit Hours Eligible for Next Lane Advancement (within 5 years) _____

Approved by (print name) _____ Signature _____

Date of Approval _____ Date Submitted to Payroll _____

**Upon approval, a copy of this completed form will be sent to the employee for their record.
A copy of this completed form will be placed in the employee's personnel file.**

LANE ADVANCEMENT Q & A

When can a bundle of 12 semester hours be turned in for lane advancement?

1. Lane advancement bundles of 12 semester hours can be submitted to Human Resources (along with supporting PDF documentation) two times in an academic year (September 1 - August 31). Lane Advancements will be processed for that month's payroll if all documentation is submitted by the first of the month. Submissions approved by the 5th of each month will be reflected on your paycheck on the 15th of that same month, and applied to your salary from the date of approval forward. ([15.5 of 2024-2027 agreement](#))
2. Compensation for an approved bundle of 12 hours is applied to their salary from the date of submission forward.

What types of credit can I use toward lane advancement?

1. A district course catalog ([2025 SSD Lane Advancement Catalog](#)) will reflect the approved training opportunities and courses that are eligible for lane advancement.
2. Graduate-level coursework that is related to Colorado teacher quality standards. (15.5.1.1)
3. Undergraduate credits qualify for lane advancement on the salary schedule when they are included in the professional growth plan under the evaluation system related to SB10-191, or undergraduate credits in the areas of language proficiency that reflect current student demographic needs, cultural proficiency, or technology/artificial intelligence. (15.5.1.2)
4. Conference attendance or other continuing education hours related to school district goals or when they are included in the professional growth plan under the evaluation system related to SB 191. (15.5.1.3)
5. Courses completed on the CEA CoPilot Professional Development system. (15.5.1.4)
6. In addition to the "Professional Development Course Catalog," the district may offer courses through a Professional Development platform (such as Frontline or MobileMinds) and may approve courses for Lane Advancement if they meet the appropriate graduate-level rigor outlined in Section 16 of the Master Contract. (15.5.1.5)

If	And	Then
A teacher pays for the semester/contact hours	Completes the hours outside his/her regular work day	The hours are eligible for lane advancement*
The District pays for the semester/contact hours	The teacher completes the hours during his/her regular work day	The hours are not eligible for lane advancement
If the District pays for the course and the teacher pays for the semester hours	The teacher completes the semester hours outside his/her regular work day**	The hours are eligible for lane advancement*
If a teacher pays for the semester hours and does not take annual leave to attend**	Completes them during his/her regular work day	The hours are not eligible for lane advancement

*As long as the course content is eligible under the provisions of the lane advancement form / [2024-2027 agreement](#).

**If an employee uses annual leave to attend, hours may be eligible ([15.5.1 of 2024-2027 agreement](#)). Evidence of taking annual leave must be submitted with Lane Advancement paperwork. Annual Leave is not district-allocated Professional Development days.

Other items related to turning in a lane advancement plan.

1. All professional development opportunities offered by the District (and professional development models) will attempt to be offered for graduate level credit. Should a teacher choose in-district contact hours instead, they will receive a district certificate reflecting the corresponding number of hours.
2. Contact hours awarded in the district must be represented by a certificate with the specific number of hours and the signature of the district administrator coordinating/approving the offering.
3. Semester hours necessary to obtain a license through CDE do not count towards lane advancement or initial placement on the salary schedule. **This does not apply to license renewal.**
4. Carryover Credits earned prior to hire date (but not a complete bundle) will be recognized for the first lane advancement.
5. Carryover Credits (exceeding the submitted bundle) are eligible to be used with the next lane advancement bundle.
6. Only courses taken within the previous 5 years of submission will be eligible for lane advancement.

International courses:

1. Transcripts must be submitted to an internationally recognized translation service (e.g. WES) for credit conversion into American credit units.

What documentation is required for lane advancement?

1. Completion of this lane advancement form.
2. Official supporting documentation indicating completion of the hours. Documentation for coursework may be a transcript or grade slip. In-district training must be a district certificate. Documents must be submitted as PDFs.
3. Any courses being submitted for Lane Advancement that have not been listed on the  **New SSD Lane Advancement Catalog 2025** must be pre-approved by either:
 - a. Principals, I-Team or Instructional Leads/Coaches, or
 - b. as part of the teacher's Professional Growth Plan (SB 19) as approved by their evaluator
4. The teacher is responsible to submit pre-approval documentation (pre-approval email, screenshot of corresponding PGP goal) for the course/conference being eligible for Lane Advancement.

Direct link to SSD 2024-2027 Master Agreement: [MASTER AGREEMENT between SSD and SCEA](#)