Roseville Area Schools
Excellence, Innovation & Equity in All We Do

Lane Change Pre-Approval Criteria

The purpose of this document is to provide an overview of the lane advancement and lane change criteria for licensed educators. For detailed contractual language regarding lane changes, please refer to the EM-R Collective Bargaining Agreement, available on the Human Resources page at the following link: https://www.isd623.org/services/human-resources.

1) **Pre-Approval Requirement**
   A **pre-approval form** must be submitted to Human Resources and approved **before** enrolling in courses or beginning a program.
   - Submit the completed pre-approval form **at least two weeks prior** to the course start date.
   - You will be notified within **10 days** if courses are approved or disapproved (a copy of the form will be provided for record).
   - Courses must be taken **within the same school year** as the approved pre-approval form.
   - Please see **Lane Change Pre-approval Criteria** document for additional information.
2) **Course Relevancy and Documentation**
   Applicants must submit either individual **course descriptions** for all completed courses or the official **program catalog** outlining all required courses for the intended degree or program.
   - Coursework must be directly related to the educator's classroom responsibilities or another licensure area within K–12 public education.
   - Please reference the **Lane Change Excluded Institutions** document for the official list of programs that are no longer accepted toward lane advancement. These institutions have been excluded based on evaluations of academic rigor.
3) **Application Process**
   To apply for a lane change, submit the following to your Human Resources Generalist:
   - **Lane Change Application Form AND**
   - **Official transcripts and/or Board Certificates**
     - Electronic transcripts are considered **official only if received directly from a third-party administrator** (e.g., Parchment, Clearinghouse).
   - For lane changes to **MA or DR/SP**, the transcript must clearly indicate that the **degree was awarded/conferred**.
   - Teachers should submit lane change applications **only when eligible for lane movement** (e.g., MA, MA+15, MA+45, etc.).
4) **Effective Date & Payroll**
   - Lane change applications take effect on the **date all materials are approved** by HR.
   - The pay increase will begin with the **next payroll period** and will be **pro-rated** for the remainder of the school year.
5) **Confirmation**
   - You will receive a **confirmation email** once your lane change has been processed.

Other Relevant Information

- Verification of Participation for Board Credit Forms can be accessed through **PDExpress**.
- Courses must be taken on **unpaid time** (outside of contract hours).
- The district **does not** pay for tuition, fees, or reimburse employees for any associated costs.

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1) **Lane Change Review:** A joint review consisting of appointees from District 623 and Education Minnesota–Roseville (EM-R) shall review criteria for evaluating educational programs offered by institutions that are not recognized by PELSB on an annual basis.

2) **Accreditation:** Approved institutions must be accredited by a regional accrediting agency recognized for the accreditation of colleges and universities.

3) **Teacher Preparation Institution:** The institution must offer a state-recognized teacher preparation program and confer a bachelor's degree or higher in education within the same field of study as the coursework being considered. For example, if a master's degree is in music, the institution must also offer a bachelor's degree in music education.

4) **Online Coursework:** Online courses must meet the requirements outlined in Sections 2 and 3 above. Degree-granting programs under consideration must include interaction with other participants and/or the instructor for at least thirty percent (30%) of the total instructional time. Courses taken solely for lane change credit, including MA+15 (quarter credits), and higher lanes, may be completed entirely online.

5) **Credit Equivalency:** One (1) semester credit shall be equivalent to one and one-half (1.5) quarter credits.

6) **Excluded Programs or Institutions:** The committee may exclude credits from specific programs or institutions even if they meet the established criteria. The primary consideration for exclusion will be the level of rigor of the specific program. A list of any excluded programs or institutions is included. The committee will review the list of excluded programs annually, at minimum.

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Lane Change Excluded Institutions

Fully Excluded Institutions:	Excluded with Exceptions:
• **Idaho State University** • **Albion Center at Idaho State** • **Boise State University** • **Capella University** • **Frenso Pacitifc University** • **Grand Canyon University** • **Liberty University** • **Muskingum University** • **University of LaVerne** • **University of Phoenix**	• **University of San Diego-** Self-paced courses excluded • **Walden University-** Only PELSB Approved Elementary and SpEd program are exceptions; all other tracks are excluded • **Western Governors University-** Non-degree seeking PD tracks and competency-based models. • **American College of Education (ACE)**

**Courses resulting in certificates, badges, micro-credentials, and clock hours are not accepted*

Excluded Academic Partners

(These are private, non-university professional development providers that offer online courses for educators. These organizations typically sell clock hours, CEUs, or graduate-level continuing education credits through partnerships with accredited universities—but they themselves are not accredited higher-education institutions).

- The Teaching Channel (Learner's Edge)
- Siedow Teacher Education
- Model Teaching
- Connecting Link
- Virtual Education software, Inc (VESi)
- Professional Development Institute (PDI)

You Are Ready for a Lane Change If:

- ☐ **A copy of the signed Pre-Approval Form has been emailed to Human Resources.**
- ☐ **You have at least 15 quarter credits (including eligible leftover credits from previous lane changes)**
- ☐ **Your official transcripts include an awarded/conferred degree date**
- ☐ **You have completed the Lane Change Application Form**