



Certificated & Classified Staff Unit Credit for Salary Advancement

Please review the following guidelines to ensure unit credit will be approved for coursework for the purpose of salary advancement or professional growth.

1. Please submit a “Prior Approval” form for courses in which you intend to seek unit credit. Unit credit is not automatically given. Prior Approval for any course taken for credit must be submitted within sixty days from the start of the course.
2. Proof of course completion submitted by October 1st for credit is effective retroactively to the beginning of the school year.
3. Verification may be in the following forms:

Type of Evidence	Official Evidence	Unofficial Evidence
Official Transcript	x	
Certificate of Completion (e.g., for seminars or workshops)	x	
Grade Card		x
Letter from school (teacher) on letterhead verifying completion of course		x

4. Courses in which an employee receives a stipend, or the District has paid for salary, registration fees and/or release time, substitute, etc. will not be honored.
5. If “unofficial” proof submissions are on file in HR, official transcripts are required within sixty (60) days of the deadline in order to receive credit.
6. Earned Unit Advances and Professional Growth Awards are added in October. Any subsequent change in salary will be visible with the November end-of-month payroll.

It is the employee’s responsibility to see that necessary conditions for course approval are met, as defined in the NFT and/or CSEA Collective Bargaining Agreement (CBA).