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TO: WCT Bargaining Unit Members
RE: **Payment for Graduate/Inservice Credit**

This memorandum will serve to remind all teachers of the procedure for obtaining a salary increase for graduate or inservice credits.

Salary increases are given for graduate credits and inservice credits for every three credits above the degree to a maximum of B+60 or M+60. Salary credit will not be given for undergraduate or administrative courses. Inservice courses are credited in clock hours and 15 clock hours = 1 credit. Inservice credits and graduate credits may be combined for a salary increase.

Salary adjustments for additional credits are effective September 1 and February 1 only. Payment will only be retroactive to the beginning of the semester following course completion in which all of the following required documentation is received in the Office of Human Resources.

WCSD is using MyLearningPlan.com for inservice workshops. Activities sponsored by organizations other than WCSD and BOCES require completion of the appropriate form and, if approved for District inservice credit, will be entered into the District catalog in MyLearningPlan.com Graduate courses require completion of a paper form.

1. Prior Approval

All courses/workshops require prior approval (even if your attendance at a course/workshop was requested or sponsored by a District administrator). Credit will not be granted for courses/workshops for which a prior approval was not submitted in a timely manner as specified below.

Prior approval for inservice workshops may be submitted only by using MyLearningPlan.com. MLP is a web-based service for tracking and managing professional development activities. An MLP account has been established for you. Use MLP to request approval for a workshop as soon in advance as possible but no later than the day prior to the starting date of the workshop.

For inservice workshops sponsored by other organizations or for graduate courses, you must complete the appropriate paper form. There are two forms, one for approval of other inservice activity and one for graduate course prior approval, which are both available at any main office.

For inservice workshops sponsored by other organizations, follow this procedure:

- First, check the District catalog in MyLearningPlan.com to see if the activity has already been approved and entered into MyLearningPlan.com. All such activities will be listed with “OTHER ACTIVITY” before the activity name.
- If the workshop is listed, go ahead and use MyLearningPlan.com to apply for inservice credit prior approval.

- If the workshop is not listed, complete a Request For Approval Of Other Inservice Activity, attach complete descriptive information about the activity (including information about the sponsoring organization, the activity's intended audience, the location and date(s) of the activity, the start/end times for all sessions, fees, etc.), and forward the information as far in advance as possible to Barbara Greenberg in Human Resources. Please make sure to attach the descriptive information. Barbara will not obtain this information for you.
- Once approved, the activity will be listed in the District catalog in MyLearningPlan.com. If you submit the Request for Approval form and the activity does not appear in the catalog after five days, call Barbara Greenberg at 298-5000, extension 40136.
- Once the activity appears in the District catalog, go ahead and use MyLearningPlan.com to request prior approval for inservice credit.

IMPORTANT NOTE: Using MyLearningPlan.com to request inservice credit prior approval for such "other" activities will not register you to attend the activity. You must register with the sponsoring organization. All fees are the responsibility of the unit member.

For graduate course prior approval, complete the appropriate form "Teachers' Graduate Credit Prior Approval Application." Attach evidence that the course carries graduate-level credit. For administrative courses, evidence that you are matriculated in a program leading to administrative certification must be on file with the Office of Human Resources. Submit the form to your coordinator or, if you are a regular education elementary classroom teacher, to your principal, as soon in advance as possible but no later than the starting date of the course.

2. Verification of Successful Completion of the Course/Workshop

When you have satisfactorily completed a District or BOCES workshop, the instructor will notify the Office of Human Resources, who will then update your MLP account.

For inservice workshops sponsored by other organizations, it is your responsibility to assure that verification of completion is sent to Barbara Greenberg in Human Resources, who will then credit the clock hours in MyLearningPlan.com. Due to a review of our procedures by the District's internal auditor, we cannot accept photocopies of certificates or letters of completion for inservice courses. To receive credit, you must send an original certificate or a letter from the sponsoring organization on the organization's letterhead bearing an original authorized signature. If you want the original returned to you, send the original and a photocopy.

To be credited for graduate courses, request that an official transcript be sent by the college/university directly to the Office of Human Resources.

Prior approval forms for which you have not submitted the required verification of completion will be kept on file for the current and prior school year only.

3. Request For Additional Salary

Please submit a Teacher's Request for Additional Salary form only when you have completed enough credits for a salary increase. Forms are available at any main office.

If you have any questions, call the Office of Human Resources at 298-5000, ext 40115.

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