



LOS ANGELES UNIFIED SCHOOL DISTRICT
 Human Resources Division
 Certificated Employment Operations - Adult Personnel Unit
 Application for Conference/Workshop/Seminar Attendance

(Please Print or Type)

Employee ID	Last Name	First	Middle	() Telephone Number
Home Address		City	Zip Code	Subject Taught
School/ Service Center Name			School / Service Center Code	

LAUSD E-mail Address

- **IMPORTANT: Please submit Application for Step Advancement (Form HR 1903) with this application**
- **Read the reverse side of this form for information and instructions**
- **Official verification of completion is required.**

Complete the following:

	Name of Conference	Title of Workshop	Date of Conference	Number of Hours Attended
1.				
2.				
3.				
4.				
5.				

1. Verification of Completion:

I certify that all work submitted for the above conference has been satisfactorily completed and original documents are attached to this application. I certify that I am not requesting step advancement credit for preparation or study which was undertaken during regular hours of assignment, undertaken while in paid status or for which I have received tuition or compensation from the District. (See item 'D' on the reverse side). The information on this form is true and accurate to the best of my knowledge under penalty of perjury.

Teacher's Signature	School or Center	() Telephone Number
(please print) Principal's Name	Principal's Signature	Date of Verification

ATTACH ORIGINAL VERIFICATION OF COMPLETION TO THIS APPLICATION

FOR OFFICE USE ONLY

Approved Hours	
Date Approved	



GUIDELINES - CONFERENCE/WORKSHOP/SEMINAR ATTENDANCE (CA) FORM

Effective with the 2003/2004 school year, an employee paid on the Teacher Hourly Rate Salary Table (THR) must be paid for 734 hours during the school year (excluding summer school) and complete 30 hours of Staff Development activities in 1 or 2 consecutive school years to be eligible for Step Advancement.

- A. Step Advancement Credit** shall be granted on the basis of completion of 734 hours on the THR salary table during a school year (excluding summer school) together with completion of 30 hours of Staff Development **OR** completion of the required hours and Staff Development in two (2) consecutive school years. Staff Development includes but is not limited to the following activities:
1. Attendance at Conferences
 2. Attendance at Workshops
 3. Attendance at Seminars
 4. Level I Coursework (must be completed by the end of the 2nd year of employment).
 5. Level II Coursework (must be completed by the end of the 5th year of employment).
 6. Development of Course Outlines
 7. Evaluation of Educational Materials
 8. Presentation of a Demonstration Lesson for New Teachers
 9. Peer Observations (teachers on Step A may use a maximum of 10 hours with approval of principal)
 10. Peer Observations (teachers on Step B may use a maximum of 5 hours with approval of principal)
 11. Presentation of a Workshop (worth 10 hours of credit regardless of length).
 12. Co-Presentation of a Workshop (maximum is 5 presenters per co-presentation; worth 10 hours of credit regardless of length).
- B. Effective Date** - If the claim merits a Step Advance, the effective date of the Step Advance will be July 1 following completion. All required documents for Step Advancement credit must be received by the Adult & Career Salary Allocation Unit no later than **June 15th** to be eligible.
- C. Protest Period** - A protest of any Step Advance credit must be filed in writing with the Adult & Career Salary Allocation Unit no later than 30 days from the date on the Step Advance receipt. Failure to file such a protest will constitute acceptance or lack of the Step Advance credit for the year.
- D. No Credit During Paid Time** - Step Advancement credit shall not be granted for any observations or study undertaken during paid time or for those which the employee received tuition or other reimbursement from the District. **EXCEPTION:** Step Advancement credit may be granted for study undertaken during a paid holiday or during the winter/spring recess periods only.

INSTRUCTIONS:

1. Complete the general information on the reverse side.
2. Upon completion of Conference/Workshop/Seminar Attendance, attach official verification of satisfactory completion and obtain the appropriate required signatures in section #1 on the reverse side.
3. Submit the Application for Step Advancement (HR Form 1903) and this CA form (HR Form 1901) with official verification and/or other original supporting documents to the Adult Salary Allocation Unit for processing via school mail, U.S. mail or in person by **June 15th**

**Los Angeles Unified School District
Human Resources Division
Certificated Employment Operations – Adult Personnel Unit 15th Floor
P.O Box 3307
Los Angeles, CA 90051.**