



Los Angeles Unified School District
 Adult & Career Personnel Services – Adult & Career Salary Allocation Unit
 Application for Conference, Workshop, or Seminar Attendance
 Conference, Workshop and/or Seminar Attendance (CA) Form
 (Use One For Three Conferences, Workshops or Seminar Attendance)
 ATTACH ORIGINAL VERIFICATION OF COMPLETION TO THIS APPLICATION



(Please Print or Type)

USE BLACK INK ONLY

 Employee Number Last Name First Middle (_____) Home Telephone Number

 Home Address City Zip Code Teaching Subjects

 School or Center 31 - _____ Location Code

IMPORTANT: READ THE REVERSE SIDE OF THIS FORM FOR INFORMATION AND INSTRUCTIONS

Complete The Following:

Name of Conference	Title of Workshop	Date of Conference, Workshop or Seminar	Number of Hours Attended
1.			
2.			
3.			

1. Verification by Credential Holder:

The information on this form is true and accurate to the best of my knowledge under penalty of perjury.

 Teacher's Signature Date

Pre-Approval Instructions

2. Certification of Initial Plan and Pre-Approval Must Be Signed Prior to Conference, Workshop or Seminar Attendance

I certify that the above conference is directly related to the field in which the employee is serving and is of such a nature as to provide a substantial increase in the employee's skill, knowledge or understanding of the basic aspects of his/her work. It does not include preparation programs for fields of endeavor other than education. I certify that I have reviewed and approve the above conference.

 Print Principal's Name Principal's Signature Date

3. Verification of Completion:

I certify that all work submitted for the above activity has been satisfactorily completed. The original documents verifying the above activities are attached to this form. I certify that I am not requesting step advancement credit for preparation or study, which was undertaken during my regular hours of assignment, undertaken while in I was in a paid status or for which I have received tuition, compensation or other reimbursement 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

 Print Principal's Name Principal's Signature Date of Verification

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 and complete 30 hours of Staff Development activities in 1 or 2 consecutive school years to be eligible to Step Advance.

- A. **Step Advancement Credit** shall be granted on the basis of completion of 734 hours on the THR salary table during a school year (includes substitute hours but excludes summer school hours) together with completion of 30 hours of verifiable Staff Development activities **OR** completion of the required hours and Staff Development in two consecutive school years. Staff Development includes but is not limited to the following activities:
1. Attendance at a Conference, Workshop or Seminar.
 2. Level I Coursework (must be completed by the end of the 2nd year of employment).
 3. Level II Coursework (must be completed by the end of the 5th year of employment).
 4. Development of Course Outlines
 5. Evaluation of Educational Materials
 6. Presentation of a Demonstration Lesson for New Teachers
 7. Peer Observations (teachers on Step A may use a maximum of ten hours with approval of principal)
 8. Peer Observations (teachers on Step B may use a maximum of five hours with approval of principal)
 9. Presentation of a Workshop (worth ten hours of credit regardless of length).
 10. Co-Presentation of a Workshop (maximum of five presenters per co-presentation; worth ten 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 satisfactory verification of completion. The Adult & Career Salary Allocation Unit must receive all required documents for Step Advancement credit no later than June 15 to be eligible.
- C. **Protest Period** - A protest of any Step Advance credit must be filed in writing to the Adult & Career Salary Allocation Unit no later than 30 days from the date on the Step Advance receipt, notice or letter. 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 activities, observations or study undertaken during paid time or for those which the employee received tuition, compensation 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 including sections #1 and #2 on the reverse side. Obtain the principal's signature for pre-approval process. Pre-approval is valid through June 30 of the school year or two consecutive school years as stated on the Application for Step Advancement.
2. Upon completion of the Conference, Workshop or Seminar Attendance, attach the original form verifying satisfactory completion and obtain the required signature from the principal in section #3 on the reverse side.
3. Complete the Application for Step Advancement. Attach the CA form and original supporting documents to the application. Submit all forms and documents to the Adult & Career Salary Allocation Unit in one packet for processing via school mail, U.S. mail or in person to the address shown below by June 15 each school year or two consecutive school years as stated on the Application for Step Advancement.
4. Applications denied for Step Advancement credit will be returned to sender.
5. **Submit the Application for Step Advancement, form/s and original document/s for Step Advancement (in one packet) in person, via school mail or via U.S. mail by June 15 to: Los Angeles Unified School District; Adult & Career Personnel Services, Adult & Career Salary Allocation Unit, 333 South Beaudry Avenue, 18th Floor, P. O. Box 3307, Los Angeles, California 90051**