

## Lane Change Credit Criteria

(Updated September, 2017)

The following areas will be considered for lane change credit when considering teacher salary if completed by the end of each fiscal year (June 30<sup>th</sup>) and verification turned into the district office by July 30th. Prior approval from a supervisor is required for all five areas.

### 1. College Credits

Both graduate and undergraduate college credits from accredited institutions may be considered for lane advancement. The courses must be prior approved by the Superintendent by submitting a *Teacher PD Pre-approval Form for Lane Change*.

### 2. CEU's

Continuing Education Units may be used as credit for lane advancement. Generally, a CEU is defined as ten hours of participation in a recognized continuing education program, with qualified instruction and sponsorship. The courses must be prior approved by the supervisor by submitting a *Teacher PD Pre-approval Form for Lane Change*.

### 3. In-District PD/Book Studies

In-district Professional Development organized by the Director of Teaching and Learning may be used for lane advancement. A *Teacher PD Pre-approval Form for Lane Change is not required to be submitted*. The Director of Teaching and Learning will communicate with the supervisor and document participation.

### 4. PDP

For staff completing an educator preparation program for the first time in a particular license category after August 31, 2004, a Professional Development Plan (PDP) is an option. Educators who completed their program prior to August 31, 2004, have the option to complete either a PDP or six graduate-level college/university credits or the Employee Evaluation option through DPI for Professional Educator Licenses.

- All three re-licensure options count as a 6 credit salary advancement. These re-licensure options may only count toward salary advancement every five years.
- Credits taken toward the completion of a PDP will be applied to lane changes upon completion of the course. If fewer than 6 credits are earned during the 5-year PDP cycle, the remaining credits will be applied at the completion of the cycle for a total of 6. If 6 or more credits were earned as part of the PDP, no additional credits will be applied upon completion of the PDP. Any credits earned outside the PDP will be applied to a lane change.

### 5. Other Professional Development

Other professional development may include, but is not limited to workshops, conferences, and training. Approximately 15 hours of training equals 1 semester credit. Hour to credit conversion will be done by a committee in March. The *Teacher PD Pre-approval Form for Lane Change* must be completed.