

**North Wasco County
School District 21**

Code: **GCLA-AR**
Adopted: 12/9/99
Readopted: 10/28/10
Orig. Code(s): The Dalles GCLA-AR

**Graduate Credit/College Credit Tuition/Workshop/Work Experience
Reimbursement Criteria**

The College Credit, Tuition Reimbursement Committee (CCTRC) will use the following criteria in awarding reimbursement:

1. The pool of money available for graduate credit reimbursement, college credit/tuition reimbursement and/or workshop/work experience shall be fixed at as agreed in negotiated contract(s) and as approved by the Budget Committee.
2. Reimbursement for Graduate credit reimbursement, Workshops (including workshop credit, travel, meals, and related fees) college credit, and work experience shall be available to all members of the bargaining unit at the rate equivalent to six graduate credit hours per year at Portland State University (PSU) rates. Graduate credit must be from an accredited institution of higher learning and the institution must be a graduate degree granting school.
3. College credit and/or workshop experience equivalency intended for lane advancement must be pre-approved by June 30 of a given year and all paperwork completed by October 15 of the subsequent school year to gain consideration for lane advancement. Notification of intent to move on the salary schedule (pay schedule) must be made to the Human Resources Department no later than June 30.
4. Workshop/Work experience equivalency credit may be granted in a teacher's primary teaching area, or a methods class that is directly integrated in the teacher's current assignment. The rate allowed will be 1 credit per 20 hours of actual workshop or 20 hours of on-task work performance earned in a given fiscal year. Notification of intent to move on the salary schedule (pay schedule) must be made to the Human Resources Department no later than June 30.
5. Course/Workshop/Work experience:
 - a. **Workshops:** One credit may be awarded for every 20 hours in a workshop(s) in a fiscal year (July 1 - June 30).
 - b. **Work Experience** 1) This must be supervised experience (i.e., "on the job training" such as: An Art teacher working with an art professional - photographer, sculptor and/or painter). 2) A follow up letter from the supervisor must be received stating the work experience was satisfactorily completed.
6. The CCTRC will meet each month (except for July) for the purpose of reviewing applications. Applications may be submitted lacking a definite class/workshop/work experience name and/or dollar amount (i.e., class or workshop on Children at Risk or Reading Development). Use an estimate to allow the money and class to be reserved from the total moneys allocated for classes.

7. Applications must be submitted to the CCTRC Committee in care of the Special Programs office and applicants should retain a copy.
8. Applications will be dated and time-stamped on the date it is received in the district office.
9. Completed applications will be addressed in chronological order. Applicants who have been awarded college credit or equivalence credit or graduate credit during the course of the year or previous year may be pooled and reviewed after all other applications have been processed for a given quarter.
10. To receive reimbursement and lane advance credit, the teacher must submit a lesson plan and/or action plan of how the course/workshop/work experience information/skills will be integrated into the curriculum, proper expense receipts and course grade(s). For lane advancement official transcripts will need to be submitted.
11. The teacher must earn a grade of B or better. Pass or fail courses will be considered if the teacher presents verification that the course is only offered on a P/F status and if approved reimbursement will be granted if a Pass grade is earned.
12. Reimbursement may be for workshop costs, related fees, meals, travel and credit. The CCTRC does not provide initial funding for teacher expenses - only reimbursement for approved expenses.
13. All requests for workshop reimbursement must be submitted within two (2) weeks of workshop completion. All requests for credit reimbursement must be made as soon as grades are made available.
14. Reimbursement will be made upon satisfactory completion. Satisfactory completion will be a decision of the CCTRC.
15. The CCTRC's decision is final and not grievable.
16. This administrative regulation shall be reviewed annually. Changes shall be approved by the Board in conjunction with the CCTRC.

**North Wasco County School District No. 21
Graduate/Undergraduate Class/Workshop/Work Experience
Credit/Reimbursement Authorization Sheet**

Date: _____ Teacher Name: _____
Bldg: _____ Assignment: _____

For **Lane Advancement** from Workshop/Work Experience/Professional Development Units (PDUs):

The following is required information for submission:

- Work shop name: _____
- Explanation of how you will use this information in the classroom.
- Certificate of completion.
- Professional Development Unit proof of attendance.
- **For Work Experience:** A letter from the professional who was supervising the work experience opportunity.

Tuition Credit: (check one) Graduate Undergraduate

Number of Credits: _____ Quarter hours Semester hours Course #: _____

Course Name: _____

College/University: _____

Location: _____

Beginning Date: _____ Ending Date: _____

For Pre-approval: Submit a brief statement of how you believe this course will benefit you as a teacher, your students, your school, the district and your program.

For final approval, reimbursement and/or lane advancement: The required information must be submitted to the Committee

- lesson/unit plan of how you will use this information in the classroom
- copy of your grade

Hours for lane advancement will be documented.

For Reimbursement:

Workshop costs:

Workshop registration fee: \$ _____ Lodging: \$ _____

Meals: \$ _____ Mileage: \$ _____ Related fees: \$ _____

Tuition Credit costs:

Cost per credit: \$ _____ Total cost: \$ _____

A copy of the paid receipt or cancelled check is required upon completion.

For Committee Use Only:

Pre-approval: _____ Date: _____ # of credits: _____ Est. Reimbursement: \$ _____

Final approval: _____ Date: _____ # of credits: _____ Actual Reimbursement: \$ _____

Copy to: Teacher Business Office Final paperwork to Personnel
Updated 10/28/10