

## **Credit for Enhanced Longevity**

The guidelines for the Enhanced Longevity salary adjustment are outlined in Article 5, section O of the CEA contract.

- It is strongly recommended that approval for Enhanced Longevity is sought prior to registration for the course.
- Teacher completes the form with the details of the course they wish to use towards the continuing education requirement.
- Particular attention should be paid to the question "*State briefly how the (course) is related to your assignment, is aligned with the District instructional goals, and how it will enhance your instructional effectiveness.*" The information filled in here is strongly considered in the approval process.
- Submit the completed form for your Principal's approval with enough time to ensure it will reach the Director of Curriculum's office at least ten working days prior to registration if advance approval is sought.
- Principal will forward requests that they support to the Director of Curriculum.
- When all signatures have been obtained, an electronic copy of the signed request will be sent to the originating teacher and their Principal. The original form is filed in the Curriculum Office.
- Upon successful completion, the teacher submits official transcripts to the Curriculum Office showing a grade of a B or Higher. Transcripts must be submitted by August 31<sup>st</sup> for payment effective the first semester, and December 31<sup>st</sup> for prorated payment effective the beginning of the second semester.
- The Curriculum Office completes the Service Record Change and forwards to the payroll department.
- All Documents are filed in the Personnel Record.

## Credit for Enhanced Longevity

Name \_\_\_\_\_ Building \_\_\_\_\_

Certification: Provisional \_\_\_\_\_ Special \_\_\_\_\_ Continuing \_\_\_\_\_ Salary Schedule: BA \_\_\_\_\_ BA+15 \_\_\_\_\_ MA \_\_\_\_\_ MA+15 \_\_\_\_\_ MA+30 \_\_\_\_\_

College, University or Sponsoring Organization of Course:

Name: \_\_\_\_\_ Location \_\_\_\_\_

Date Course Begins	Date to be Completed	Course Number	Course Title and Short Description	Graduate, Undergraduate or CEU	Number of Semester credits or Clock Hours

State briefly how the courses listed above are related to your assignment, are aligned with District instructional goals, and how they will enhance your instructional effectiveness:

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Courses approved for salary schedule payment must satisfy the same standards as for tuition reimbursement set forth in Article 5 Paragraph B of the CEA Teacher's Contract:

1. It is strongly recommended that approval of a course be submitted to the Associate Superintendent for Curriculum through your principal at least ten working days prior to registration for the course.
2. Upon completion of the course, proof of satisfactory completion (official transcript indicating a grade of a B or above) must be submitted to the Curriculum Office by August 31<sup>st</sup> for payment effective the first semester, and December 31<sup>st</sup> for prorated payment effective with the beginning of the second semester.
3. Approval or disapproval of courses will be based on Article V, Sections A & B.

Teacher \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

COURSE ENROLLMENT APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_

Comments:

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Date \_\_\_\_\_ Signed \_\_\_\_\_  
Director of Curriculum and Instruction