A salary is determined by:
Number of professional growth units beyond the BA/BS + Number of years teaching in a school district

Employees represented by OEA are able to earn stipends and/or units through professional development (e.g. workshops, trainings, seminars, conferences, university courses, and other qualifying events).

Employees have the following choices when professional development occurs beyond contracted hours:
1. To receive a stipend
2. To receive Professional Growth Units – 2 options:
   a) OUSD Professional Growth Units (i.e. Equivalency Units) — see details below.
   b) CEUs (Continuing Education Units) through a college or university — see details below.

PROFESSIONAL DEVELOPMENT ➔ STIPEND and/or PROFESSIONAL GROWTH UNITS

Option 1
OUSD Professional Growth Units (i.e. Equivalency Units) for trainings or courses

or

Option 2
Continuing Education Units (CEUs) through a college or university

Recommend this option when available.

OUSD Professional Growth (i.e. Equivalency Units) – Option 1
1. Employees are not required to pay fees for these units.
2. The units can only be applied while teaching in OUSD. If employee moves to another district, these units may not transfer to that district. Units do not transfer for salary advancement associated with administrative positions.
3. 15 hours = 1 semester unit
4. 30 unit maximum (450 hours) may be earned

Continuing Education Units (CEUs) – Option 2
1. College or university charges fees for these units.
2. Employee will receive a transcript from the college or university to confirm completion of course and units.
3. Human Resources accepts upper division and graduate units. Teachers can use these units in OUSD and transfer these units to other districts.
4. In some cases lower division units will be accepted. Contact the Executive Officer of Human Resources for preapproval.
5. Submit transcript to the appropriate Human Resources Generalist.

OUSD APPROVED PROFESSIONAL DEVELOPMENT (signature from the appropriate person verifying the following):
✓ Training or course does not occur during contracted hours. Review the OEA Contract for details.
✓ Workshops are provided and facilitated by OUSD.
✓ Conferences, workshops, trainings are provided by a non-profit or a professional organization.

VERIFICATION FOR ATTENDING PROFESSIONAL DEVELOPMENT
Coach, manager, approved staff member from department area (Instructional Services, Special Education, Early Childhood, Technology Services, Adult Education etc.); or school-site principal signature verifies the training/course. Employee must provide evidence of attendance (e.g. notes, agendas, etc.) for signature verification.

Complete and submit the Application for Credit for Professional Growth form with appropriate signature from department area coach, manager or from the school-site principal. Submit to the assigned Human Resources Generalist. Keep records of attendance and evidence for all professional development activities.
OPTIONS FOR ADVANCING AFTER ATTENDING PROFESSIONAL DEVELOPMENT

**Employee attends workshops provided and facilitated by OUSD.** The stipend, when available, is funded and distributed through OUSD.

- **Option 1:** Stipend and CEUs, when available (e.g. AB466)
- **Option 2:** Stipend or OUSD Professional Growth Equivalency Units* (e.g. AB466)
- **Option 3:** OUSD Professional Growth Equivalency Units* or CEUs, when available

**Employee attends conferences or workshops provided by a non-profit or professional organization.** The stipend is funded by the non-profit or the professional organization (not OUSD-funded).

- **Option 1:** Stipend, when available, and (OUSD Professional Growth Equivalency Units* or CEUs, when available)
- **Option 2:** OUSD Professional Growth Equivalency Units* or CEUs, when available

**Employee attends workshops hosted by OUSD, non-profit or professional organization facilitates the workshop.** Stipend, when available, funded by non-profit or professional organization.

- **Option 1:** Stipend, when available, and (OUSD Professional Growth Equivalency Units* or CEUs, when available)
- **Option 2:** OUSD Professional Growth Equivalency Units* or CEUs, when available

*Once employee earns 30 OUSD Professional Growth Equivalency Units (450 hours), then option can only be stipend, when available, and CEUs, when available.

**SUMMARY—Employees may not do the following:**

- ✓ Apply for Professional Growth Units or receive a stipend if workshop is during contract hours.
- ✓ Apply for both CEUs and OUSD Professional Growth Equivalency Units for attendance at a workshop.
- ✓ Earn more than 30 units of Professional Growth Equivalency Units.
- ✓ Request a stipend funded by OUSD and request OUSD Professional Growth Equivalency Units.

Some examples for clarification:

<table>
<thead>
<tr>
<th>Training Approved by OUSD</th>
<th>Stipend</th>
<th>OUSD Professional Growth Equivalency Units (can only earn a maximum of 30 units)</th>
<th>College or University Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB466</td>
<td>Yes</td>
<td>No</td>
<td>Yes, when available</td>
</tr>
<tr>
<td>AB466</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>BA Writing Project*</td>
<td>Yes</td>
<td>(Yes)</td>
<td>or Yes, when offered</td>
</tr>
<tr>
<td>Exploratorium*</td>
<td>Yes</td>
<td>(Yes)</td>
<td>or Yes, when offered</td>
</tr>
<tr>
<td>CTEL prep courses</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>AB2913</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CSET prep courses</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>BTSA Induction coaching</td>
<td>Yes</td>
<td>No</td>
<td>and Yes</td>
</tr>
<tr>
<td>BTSA Induction coaching</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>BTSA Induction Participating Teacher</td>
<td>No</td>
<td>(Yes)</td>
<td>or Yes</td>
</tr>
<tr>
<td>National Board Certification Prog.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* = Stipend funded from source other than OUSD

**Frequently asked questions:**

- Once an employee is placed in column 6 on the salary schedule, what option should the teacher follow? Employee should request the stipend, because the teacher has earned the maximum number of units.
- What option is best if an employee needs the money now? Employee should request the stipend.
- How does an employee know if college/university credit is available? Most workshop instructors will announce whether college or university credit is available. If college or university credit is available, then presenter will announce how to apply for and pay for the units.
- What if the employee is planning to move from the district in a few years? Employee should choose Continuing Education Units (CEUs).
- What if the employee is planning to become an administrator? Employee should choose Continuing Education Units (CEUs).
### Application for Credit for Professional Growth Equivalency Units for Teachers and Other Certificated Classifications Represented by OEA (OFA/CBA 24, 4.5)

Employee Name ____________________________ Employee ID# ____________ SS# ____________________________

Site/Department ____________________________ Last ____________ First ____________ Current Position (Job Class) ____________________________

**Directions:** The following signatures may verify completion of a training/course: Coach, manager, approved staff member from services or department area; or Principal. For details, refer to the Advancement on the Salary Schedule Document. This form must be submitted within 1 year of attending the training(s), for the current fiscal year July 1 – June 30th. Submit form to HRSS (address above) List the training/course below.

**Beyond regular workday and additional mandated professional development hours** (For details, review OEA contract about workday hours, Article 10.2)

<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Title of Training/Course</th>
<th># of Hours After Required Contract Hours **</th>
<th>Location of Training</th>
<th>Instructor (Print Name, Title, Phone Number, and OUSD Department or Organization)</th>
<th>Coach, Manager, Approved Staff Member from Department Area or Principal (Print Name &amp; Sign) **Confirmaing beyond contracted work hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/6/20</td>
<td>Pandemic of Racism</td>
<td>1.5</td>
<td>Zoom</td>
<td>Raquel Jimenez, Office of Equity Executive Director; 510-703-4025 (Diane Lang, Manzanita SEED Principal)</td>
<td></td>
</tr>
</tbody>
</table>

I have attended the trainings/courses listed above and request credit. Employee’s Signature ____________________________ Date ____________

Any alteration or misuse of this form will be construed as fraud and employee will be held accountable accordingly.

8/13/2014 HRSS For HRSS Use: HRSS Staff Member ____________________________ Determination ____________________________ Copy Submitted To ________ □ File Copy in Salary Jacket