

Course Approval Process

In order to qualify for advancement on training lanes, all course credits must receive prior approval from your building level Principal and Human Resources. This information below can be found in the Employee Handbook, Appendix A, pp 18-19.

1. Credits are defined as graduate level credits that are earned after a Bachelor's degree has been awarded; or after a Master's degree has been awarded.
2. Courses must be in a field of education or a content discipline identified as a license type in Rule P13 of the Department of Public Instruction.
3. At a minimum, courses must be taken through a graduate, degree-granting college or university accredited by an agency recognized by the U.S. Department of Education through <http://ope.ed.gov/accreditation/>. Courses taken through a college or university should be listed in that institution's timetable and/or on that institution's webpage. Courses that are only linked to an accredited college or university, do not meet this criteria.
4. The graduate course must meet rigor requirements consisting of approximately fifteen (15) contact hours per credit/hour, where contact time consists of face-to-face time with an instructor or contact with the instructor and other students if the course is facilitated through a learning management system such as Moodle or Blackboard. A course syllabus is required for approval.
5. The graduate course must meet relevant requirements through alignment with the staff member's current assignment, additional licensure the staff member holds or is seeking, and/or supports the goal of his/her building or District goals.
6. The District may consider alternative courses/professional development opportunities that are equivalent in rigor to the above stated graduate credit guidelines, but more relevant to the certified staff's professional assignment.
7. Complete the Application for Course Approval Form. Discuss with your principal/supervisor and obtain their endorsement.
8. Submit the endorsed Application for Course Approval Form to Human Resources for approval before onset of course. Attach required documentation (course description, syllabus, etc.).