

Information relating to:
Graduate Courses
In-Service Courses
Salary Column Increments

District In-Service Request Process:

1. Employee completes the *In-Service Prior Approval Form* (attached)
2. Employee submits the *In-Service Prior Approval Form* along with a course description, course summary which describes how this course relates to the instructional program and/or district goals, as well as the contact name and number for the program.
3. Shawn Hanley reviews the in-service request and provides a response.

Contract Provision relating to Credits:

Article XVI Salary ~ Paragraph 8:

Teachers shall be credited for up to twenty-five (25) credits for in-service courses usable for horizontal movement in the salary schedule. The ten (10) new in-service credits must be credits earned on or after July 1, 1992. October 1st is the date for which submission of proof of completion of the courses necessary for a column movement. The result in column movement will be effective at the beginning of the semester within which the proof is submitted.

District Procedures for Requests for Salary Increment via Column Movement:

1. Employee takes graduate course from an accredited university /// Employee takes an in-service course that has been previously approved by Shawn Hanley.
2. Upon completion of course or upon request for salary increment, transcript is submitted to Susan Curley in Administration. If transcript does not reflect the course is a graduate course, proof of graduate course needs to be submitted to Susan Curley (*i.e. payment reflecting graduate course*).
3. Susan Curley reviews all documents and completes the documents to be reviewed with Shawn Hanley.
4. Salary Increment is added to the BOE agenda for approval.
5. Payroll receives salary information for processing (usually by 2nd November pay check).
6. Employee will receive a new salary notice from personnel department which must be signed and returned.

WEST BABYLON SCHOOLS

**In-service
Prior Approval Form****

**Please submit this form at least one month prior to registration.

**Course approval does not guarantee credits for salary adjustment until transcript verification occurs at the completion of the course. Course may not be duplicated.

****Graduate Courses from accredited universities do NOT need prior approval*

Personal Information:

Teachers Name: _____

School (where employed): _____

Current Position: _____ Grade: _____

Certification Area(s): _____

I Will ___ / Will Not ___ count these hours to maintain my certification (175 hrs/5yrs)

Course Information:

Semester: _____ Year: _____

Institution Offering Course: _____

Course Title: _____

No. Instructional Hours: _____ No. In Service Credits Requested: _____

Attach the following documentation:

1. Course Description
2. Summary which describes how this course relates to your instructional program
3. Program Contact Information for course(s)

PLEASE DO NOT WRITE BELOW THIS LINE

Course Approval: _____ Yes _____ No

Comments: _____

Signature – Assistant Superintendent for Human Resources Date

Please call the Human Resources office at 631-376-7010 if you have any questions.

General Information

All accredited universities/colleges that offer *graduate courses* and **recognize them as *graduate credit*** in their own programs are acceptable for graduate credit.

A few examples include:

- a. Adelphi University
- b. Brooklyn College
- c. L.I.U. C.W. Post Campus
- d. Dowling College
- e. Hofstra University
- f. Molloy College
- g. St. John's University
- h. StonyBrook University
- i. Touro College
- j. Or any other **accredited** university

Upon completion of graduate course, document(s) (*i.e. transcript*) noting the course completed was a graduate course via an accredited university will need to be submitted to
Susan Curley.

No prior approval is necessary for graduate courses.

ACCEPTABLE COURSES FOR INSERVICE CREDIT

Prior approval is necessary. Teachers can be credited up to *25 credits for in-service courses*. The approval form, *description* of the course, a *statement indicating* how the course relates to the instructional program and course hours should be submitted to the HR office for prior approval.

100 HOURS OF CTLE - PROFESSIONAL DEVELOPMENT

Credits utilized to maintain certification (*100 hours/5years*) may not be counted as earned credits for purposes of horizontal movement on the salary schedule.