Mendocino Unified School District

Exhibit 4131
Approved 9/11/25

Personnel

Professional Development Credit

Request for Credit: Regulations

Units earned for reclassification (advancement) which meet the requirements of Class I are acceptable and may be submitted directly to the Superintendent. Units or activities defined under Class II must have approval from the Professional Development Committee (PDC). As such work may not be acceptable, approval prior to undertaking the activity is strongly suggested.

Class I

A. Upper division or graduate level classes, institutes, or workshops for which credits may be earned from accredited colleges or universities and undertaken after the date of completion of degree requirements. (Teachers may petition the PDC for acceptance of lower division work.) See Class II E below.
B. Course work or subject matter must be directly related to the assignment of the teacher applying for credit.

Class II

A. Courses or institutes or workshops pertaining to an administratively assigned or approved extracurricular responsibility, e.g. student government, extra assignment athletics, student publications, etc.
B. Courses, institutes, or workshops that would aid the teacher in understanding, dealing with, and being of service to school-age youth, e.g., courses related to behavior discipline, counseling, etc.
C. Certain travel or other non-college or university experiences may be credited if the travel, etc., is related to the teachers skill or effectiveness within his/her duty assignments.
D. If and when the teacher is teaching out of a major or minor field; courses in the major and/or minor field of the teachers preparation.
E. Institutes, workshops and lower division community college courses taken which are directly related to a teaching assignment. An application must be made in ample time to allow the PDC to convene, evaluate, and question the applicant. The PDC may request a detailed, written request and follow-up report from the applicant.

Class III

Travel and Non-Teaching Assignment Petitions: Guidelines
The PDC feels that specific prior approval for proposed salary credit units for travel is a necessity. The following procedures are to be followed by the applicant if such a request for approval is to be considered by the Committee.:
1. The applicant shall present to the Committee, prior to such travel, a plan which shall contain a detailed outline of the itinerary, materials that he/she expects to assemble, and ways such travel and materials might be used in the applicants teacher assignment. Approval or disapproval of the plan will be tendered as per the Course Evaluation Guidelines. No PDC commitment as to number of units to be allowed will be made at this point.
2. After completion of said travel, the completed teacher materials shall be presented in written form by the applicant to the PDC for review and evaluation. This report will indicate the results of the travel as it pertains to his/her teaching assignment in the District. This written report may be expanded upon orally by the petitioner. At that time, a determination of semester unit value will be made by the PDC.
3. As a general rule, no more than five semester units of each consecutive block of fifteen semester units may be units of approved travel, correspondence courses, lower division courses, and/or course work related to non-teaching assignments.
4. In cases where a teacher participates in combination study/travel programs, the PDC will consider each phase separately and will consider travel credit only for what the petitioner does over and above course requirements. The burden of proof is the responsibility of the petitioner.

Reassignment to a Higher Classification

Reassignment to a higher classification or achievement of an advance degree shall become effective during the subsequent school year if written notification of this intension is submitted to the District Administration no later than May 1st of the preceding school year. Once written evidence is submitted that a new classification requirement has been met, the teacher will advance on the salary schedule. It will be prorated to the date the evidence of completion is submitted and payment will begin the next payroll period. For newly hired teachers, notification of intent to move over the following year must be given no later than the date of hire.

Professional Development
Funding and/or Unit Request

Submit to the District Office:

- **Approval for district funding for a class/workshop is required: the district office will forward this request to the Professional Development Committee (PDC).**

☐ Request for funding (no units) ☐ Request for units only (no funding) ☐ Request for units and funding

- **Pre-approval is recommended to determine if a class/workshop will qualify for acceptance of units on the salary schedule.**
  - **This form and transcripts must be submitted before units can be credited to salary schedule.**
  - **If the request does not meet the requirements for Class One, the District Office will submit the request to the Professional Development Committee (PDC).**

Name_____ Date _____

Site _____

Educational Institution or Workshops_____

Dates of Enrollment & Hours _____

Course Name _____

Course Number _____ Units _____ Quarter or Semester* (circle one)

*One semester unit is equivalent to fifteen hours of class work.

Class One ☐ Class Two ☐ Class Three ☐

(see attached sheet)

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Why do you think completion of this course/workshop will make you a more effective teacher? (Attach any relevant information, brochures, etc.) _____

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Provided to PDC for Review:

☐ Approved for funding (no units) Signature _____ Date _____

☐ Approved for units only (no funding) Signature _____ Date _____

☐ Approved for units and funding Signature _____ Date _____

_____ Date posted

Note –Please refer to the MTA Contract, Article 17 – Professional Development to determine which units might be eligible for credit.