

Professional Learning FAQs

How far in advance do I need to submit an External Credit Request?

- To know if a course will be approved or not before you attend, External Credit Requests must be received by CPL **20 working-days in advance** of the course start date.
- Any request received under the 20 working-day timeline will most likely not be processed (approved/denied) until after the course start date. It will be your choice to attend the course or not without confirmed approval for salary credit.
- Any request received after the start date/time of the course is considered late.
- Please note that requests are not considered received by CPL until *after* your site administrator has approved at the first level. *It is the responsibility of the employee to make sure that their administrator reviews and approves their credit request in a timely manner.*

How far in advance do I need to submit a Course Proposal form to present an in-district workshop?

- Course Proposals need to be submitted **15 working-days in advance** of your proposed course start date.
- Please note that proposals are not considered received by CPL until *after* your site administrator has approved at the first level. *It is the responsibility of the employee to make sure that their administrator reviews and approves their proposal in a timely manner.*

Can I repeat a workshop for credit? Can I take a workshop again for a different type of credit?

- No. Workshops may only be completed once for credit, with the exception of a very limited number of specific required courses.
- You cannot attend a workshop multiple times for different types of credit (e.g., attending once for salary credit and then again for timesheet is not permitted).

When will my course be posted to my transcript?

- In-District Workshops: Typical posting timeline is 1-3 weeks from the date that the presenter submits the sign-in sheet to CPL but can take up to 6-8 weeks depending on the time of year. If it has been longer than 8 weeks, please contact CPL to check on the status at StaffDevTransPD@egusd.net.
- External Credit Requests: Typical posting timeline is 1-2 weeks from the date you submit your proof of completion in PL Essentials but can take up to 6-8 weeks depending on the time of year. If it has been longer than 8 weeks, please contact HR to check on the status at HRExternalPD@egusd.net.
- *Valid* proof of completion (e.g., presenter sending in sign-in sheet, certificate of completion or transcript sent via PL Essentials) that is received before an advancement deadline is guaranteed to be posted to your transcript for that advancement opportunity.

Why did I receive 0 hours of salary credit for my in-district workshop?

- The most common reasons for receiving 0 hours of salary credit for a workshop are:
 - not registering in the PL Essentials system for the workshop
 - attending a workshop during your contracted work hours/using a sub
 - not completely filling out the sign-in sheet/Google Form sign-in sheet
 - not submitting a Classified Inservice form if you took vacation/CTO to attend a workshop during your contracted work hours (Classified staff only)

- Contact CPL at StaffDevTransPD@egusd.net to determine the specific reason why you received 0 hours, and *if* credit may be awarded with more info provided by you. Please note that changes can only be made to transcripts for courses that were posted a maximum of 3 years back or less.

I forgot to complete the survey for an in-district workshop. Am I going to lose my credit?

- No. While completing the short survey in PL Essentials is highly encouraged, failing to do so will not affect your credit for attending. If you received 0 hours of credit for a workshop, it is for another reason (see previous question).

When are the advancement deadlines, and when will I see my raise on my paystub?

- There are two advancement opportunity deadlines each school year: **June 15 and October 1**. Proof of completion must be submitted by those dates to count for that advancement opportunity.
- If the June 15 deadline is missed, the course credit will count for the October 1 deadline.
- If the October 1 deadline is missed, the course credit will count for the following June 15 deadline.
- If you have enough units to advance at the June 15 deadline, your pay advancement will be reflected on your July 31 paystub.
- If you have enough units to advance at the October 1 deadline, your pay advancement will be reflected on your November 30 paystub, and the advancement will be retroactive back to July 1.

How many units do I need to advance on the salary scale? How many hours equals one unit?

- 1 semester unit = 15 hours of coursework
- 1 quarter unit = 10 hours of coursework
- 1 CEU (Continuing Education Unit) = 10 hours of coursework
- Certificated Advancement:
 - A-G class = 15 semester units to advance each class (equal to 225 hours)
 - G to H class = 5 semester units to advance (equal to 75 hours)
 - Renewing H class = 5 semester units every 10 years
 - Certificated staff can advance multiple levels per year
- Classified Advancement:
 - 6 semester units to advance (equal to 90 hours)
 - Classified staff can advance one level per year

I do not understand the grid at the bottom of my transcript. Where do I stand towards advancement?

- Please ignore the grid at the bottom of your transcript on the PL Essentials system. The grid is for internal HR use only.
- To check your status towards advancement, please check your report on the PL Essentials homepage by clicking “run report” under the reporting channel.
- For assistance in reading your report, contact HR at HRExternalPD@egusd.net or CPL at StaffDevTransPD@egusd.net.