


# S-275

Degrees

Credits

In-Service Hours





School districts shall have documentation on file and available for review which substantiates each certificated employee's placement.

This information will be entered into the S-275.

**Don't be afraid to mark up those transcripts**

For credits earned after September 1, 1995, credits and clock hours shall be documented that they meet one or more of the criteria of WAC 392-121-262.  
(WAC Stamp or course approval form)



# Electronic Transcripts

Electronic transcripts are acceptable copies of documentation

- The district must keep a copy on file
- The transcript must be from the registrar of the college or university
- There is no requirement that:
  - a. Dictates the form of the transcript
  - b. Requires the transcript to be sealed
  - c. Requires the transcript to be signed



# Transfer of Records from another Washington school district

Once received, it is **your responsibility** to review transcripts, clock hour forms and experience for accuracy.

Example: you do not have to accept a clock hour form if it was not an approved provider during the time earned. If you do except the clock hour form you **do** have to accept the criteria for which it was marked.



# Foreign Institutions

Credits/Degree's earned in another country other than the United States must include a written statement of credit equivalency for the appropriate credits from a foreign credentials' evaluation agency.

The WAC does not indicate that the school district require the original evaluation document



# Show your work

You want anyone to know where you came up with your validation

- Highlight employees' name
- Check Accreditation on transcripts
- High Degrees or Experience Earned
- Highlight clock hour provider
- Check course end dates
- Mark whether Academic or In-Service credits
- Add WAC Stamp
- Show conversion to quarter credits
- Show details on experience conversions



# Questions About Documentation





# Highest Degree

**B** – Bachelor's degree as highest degree that are not reported with G or H

**H** – Hold Harmless, Obtained Bachelors while employed as non-degreed Voc/CTE instructor

**G** – Grandfathered, highest degree is Bachelors, earned 135 credits and reported on S-275 as such before 1/1/1992

**M** – Master's or Educational Specialist is highest degree

**D** – Doctorate is highest degree

**V** – Non-degreed, may hold a bachelor's or higher and a valid VOC/CTE but has not used the degree to obtain any past or present education certificate or permit

\* Do not report employee's as non-degree if they ever used degree to obtain endorsements-Ag Ed, bus Ed, Marketing Ed, Bus and Marketing Ed, Family and Consumer Sciences Ed, Tech Ed





# Questions About Degrees



# Rounding

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down.


$$134.45 = 134.5 = 135$$

You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total. You just must be **consistent** for all courses recorded for your district.



# Course Criteria

- All credits and clock hours must be marked with the course criteria selection for all courses completed after Sept 1, 1995
- Records transferred, you must accept the criteria that district has approved
- If the course was not evaluated by prior district, you may review it and approve or deny course
- You are required to evaluate all credits and clock hours completed after 9/1/95 and determine if they meet one of the criteria or not



**(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;**

**(b) It pertains to the individual's current assignment or expected assignment for the following school year;**

**(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;**

**(d) It is specifically required for obtaining advanced levels of certification;**

**(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;**

**(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or**

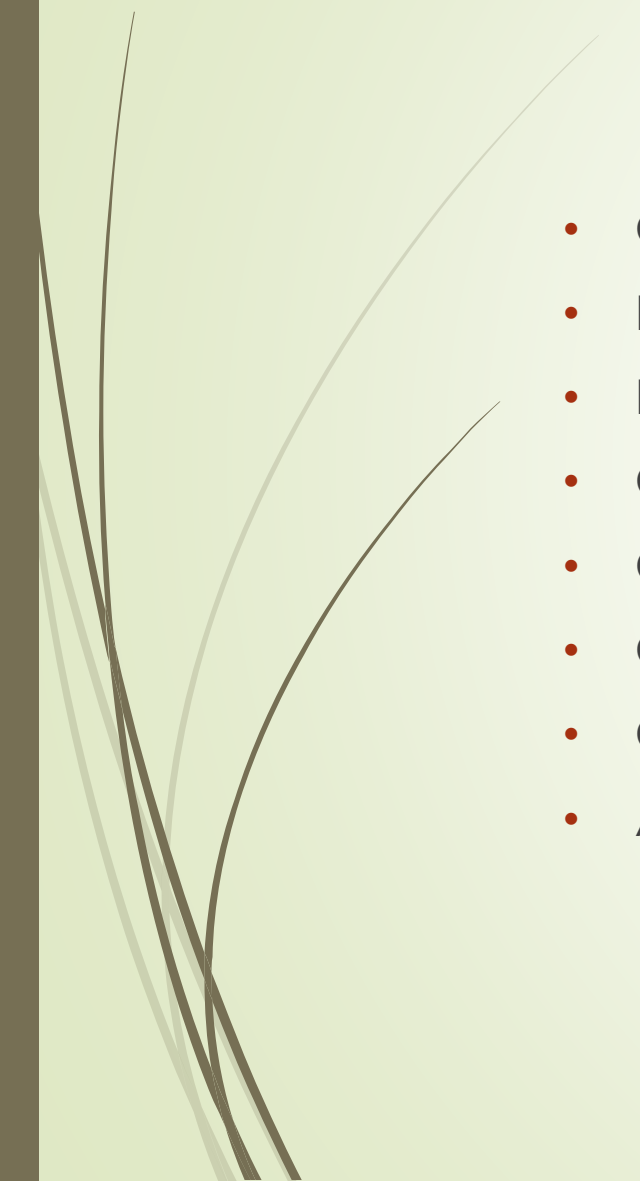
**(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.**



# Questions About Rounding or Criteria



# Academic Credits

- Credits earned after first BA
  - Earned before Oct. 1 of current year
  - Earned from a regionally accredited institution
  - Credits are transferable
  - Credits earned after Sept 1 1995 must satisfy course criteria
  - Credits are not counted as in-service or non degree credits
  - Credits are converted to quarter credits
  - Accumulate credits rounded to one decimal place
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School districts must have the minimum documentation on file

- Date of awarding or conferring of the highest degree
- If Masters degree the district shall also document the date of awarding or conferring of the first bachelors
- If the degree was awarded by an institution that does not confer degrees after each term, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.
- If the degree was completed in a country other than the US, documentation must include documentation in English of degree equivalency for the appropriate degree. This is not required if the institution is already regionally accredited
- Documentation of academic credits is having a transcript from the registrar on file.
- An academic credit is deemed “earned” at the end of the term for which it appears on transcript: Provided that a written statement from the registrar of the institution verifying a prior earned date.
- Credits must be transferable to count as Academic Credits
- You cannot record credits from another institution listed on trasncript





# The old “FIFTH” year Credits



Colleges frequently counted credits that were prior to the date of the BA degree toward the “fifth year” program. Teachers have questioned why we cannot report these credits. The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date.



# Questions About Academic Credits



# IN SERVICE CREDITS

- ▶ Minimum of 3 hours
- ▶ Earned after 8/31/87 and the awarding of BA
- ▶ Earned before Oct. 1 of current year
- ▶ Last date of course is the “earned” date
- ▶ No repeat restriction
- ▶ OSPI approved provider for that year
- ▶ Must be documented on the correct form
- ▶ 10 clock hours equals 1 quarter credit
- ▶ 40 hours of participation in an approved internship with a business, industry, or government agency equals one in-service credit. No more than 2 may be earned in a calendar year and limited to maximum of 15 in-service credits.
- ▶ Credits below 100 level reported as in-service if completed between 9/1/87 and 3/8/97
- ▶ CEU's are not reportable unless under the approved ESA license rules
- ▶ Accumulate credits rounded to one decimal place.

## Professional Growth Plans

Educators can earn 30 clock hours and options for renewal for completing the state PGP's focused on one of the state 8 criteria's. Starting 2018-19 the state PGP will be worth 25 clock hours.

PESB has passed a change to this, making it consistent for Teachers, Principals, Counselors and Psychologists for all certification types, (Residency, Professional no matter when achieved and Continuing Certificates). They will all have the same options for renewal.

One hundred clock hours OR

4 PGP's allowing 25 clock hours each OR

A combination of the above OR

National Boards

Note: Clock hours will drop from 30 to 25 for PGP's completed after the 2017-18 school year

## WAC Clock Hours

- ▶ Professional Growth team, 3 clock hours up to 6 per year
- ▶ School Accreditation site visit, 10 clock hours up to 20 per year
- ▶ Supervisor of training, up to 30 clock hours per year. Watch dates as this is a change from a limit of 20 in prior years.
- ▶ National Boards, 45 for assessment and 45 for completion.
- ▶ Professional Certification – 150 clock hours for passing proteach
- ▶ First people's language – approved clock hours
- ▶ Scorers for Washington teacher performance assessment, 10 clock hours up to 20 per year
- ▶ Scorers for Washington ProTeach Portfolio assessment , 10 clock hours up to 20 per year





***Just because the clock hours were provided on an OSPI form, does not mean the provider was an approved provider.***







# Questions About Clock Hours



# Continuing Education Hours – CEU's

Educational Staff Associates can use CEU's with a signed form that states the CEU's satisfy requirements for state professional licensure.

The same rules apply as for any other clock hours except it allows certain ESA's to use CEUs, credits or clock hours that satisfy the continuing education requirements for their state professional health license.

Eligible ESA's must hold the following WA dept of Health license

- Advanced Registered Nurse Practitioner
- Occupational therapist
- Marriage and Family therapist (counselor)
- Physical Therapist
- Psychologist
- Registered Nurse – effective January 1, 2011
- Social Work
- Speech-language pathologist or audiologist



# Questions About CEU's

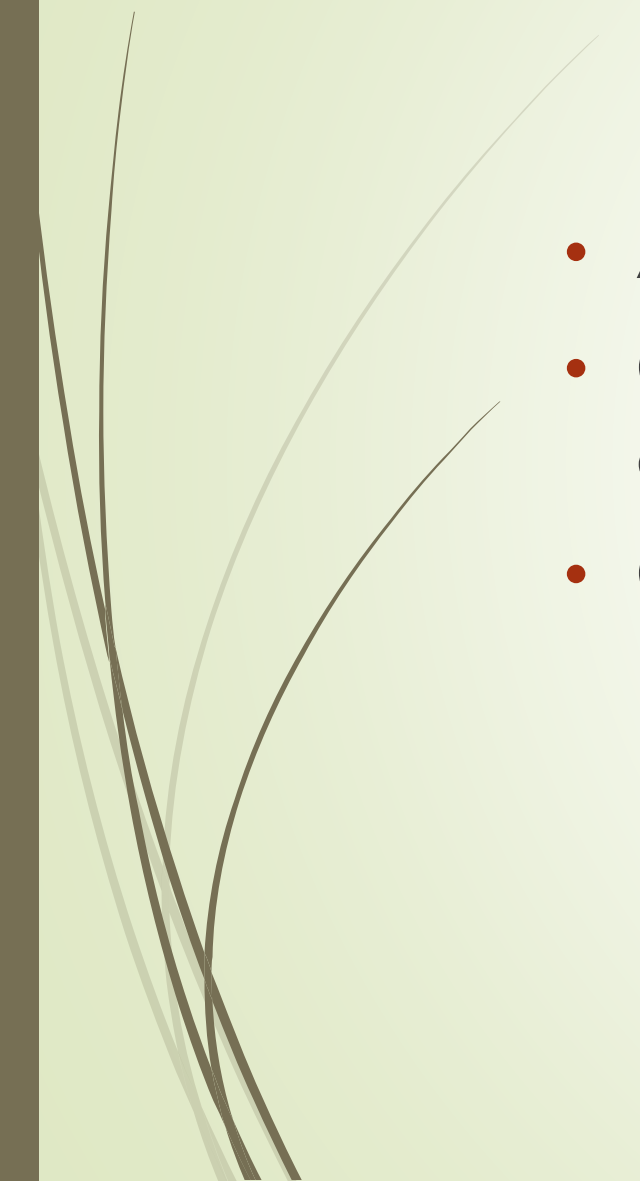


# Non Transfer Credits (In-Service)

Non transferable credits can be counted as in-service credits if earned after Sept 1, 1987, earned after BA and meets at least one of the state criteria



# Check the back of transcript

- Accreditation – Verify
  - Credit equivalency – check for dates of changes
  - Course numbering
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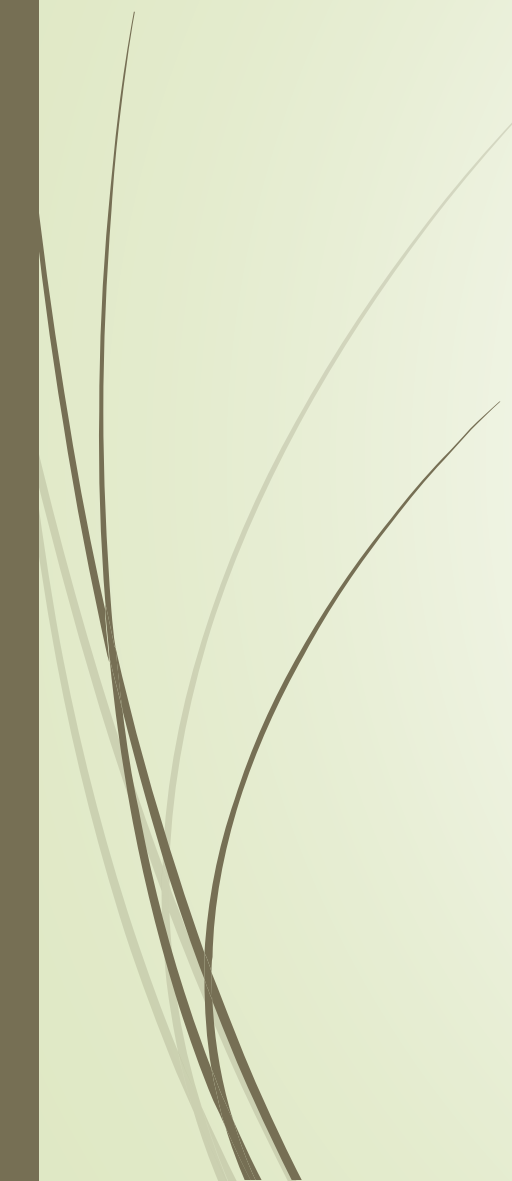
# Questions About Non-Transfer Credits



# NON DEGREE CREDITS

1. Zero credits for person holding a valid certificate other than certificated included in 2 or 3 below
2. Thirty credits shall be recognized for person holding a valid continuing or standard school nurse certificate
3. Persons holding valid VOC/CTE certificates shall accumulate recognized credits as follows:
  - a. One Credit for each 100 hours of occupational exp
    - I. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum VOC/CTE requirements of 3 years (6000 hours)
    - II. Non-degree credits based on occupational experience shall be limited to a maximum of 20 credits per calendar year.
  - b. One credit for each ten clock hours of VOC/CTE educator training after meeting minimum VOC/CTE certification requirements.


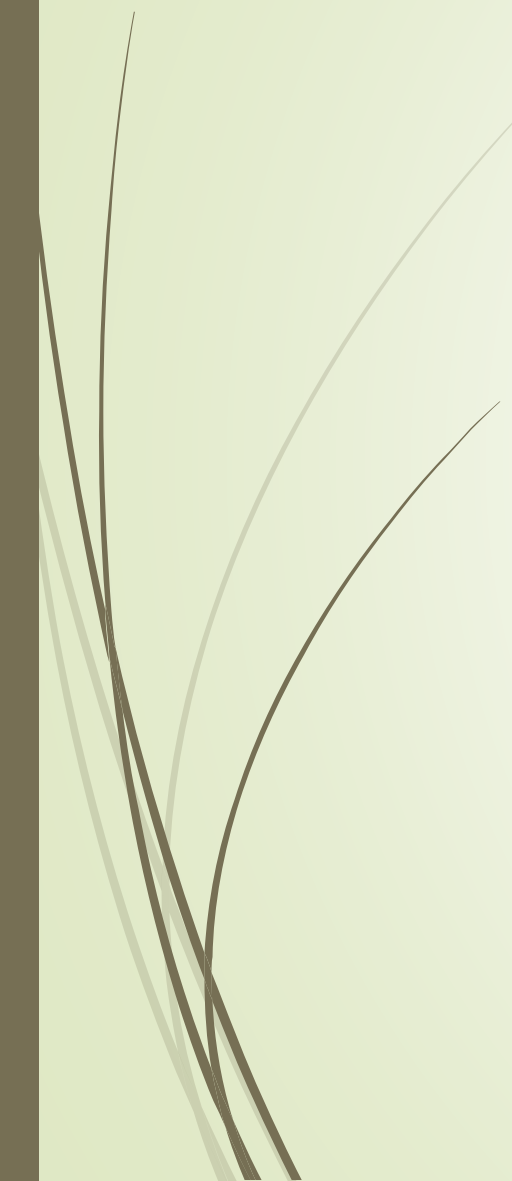




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4. Credits earned after Sept 1, 1995, must satisfy WAC criteria
  5. Accumulate credits rounded to one decimal place
  6. For the following degree types, there are non-degree credit limitations:
    - \* S type – 0 unless S type is a valid continuing or standard school nurse certificate, in which case would be 30
    - \* V type – Report only eligible non-degree credits determined by WAC 392-121-259(3)
    - \* H type – eligible non-degree credits are determined by WAC 392-121-259(3) and limited by WAC 392-121-261(1) who obtained a BA while employed








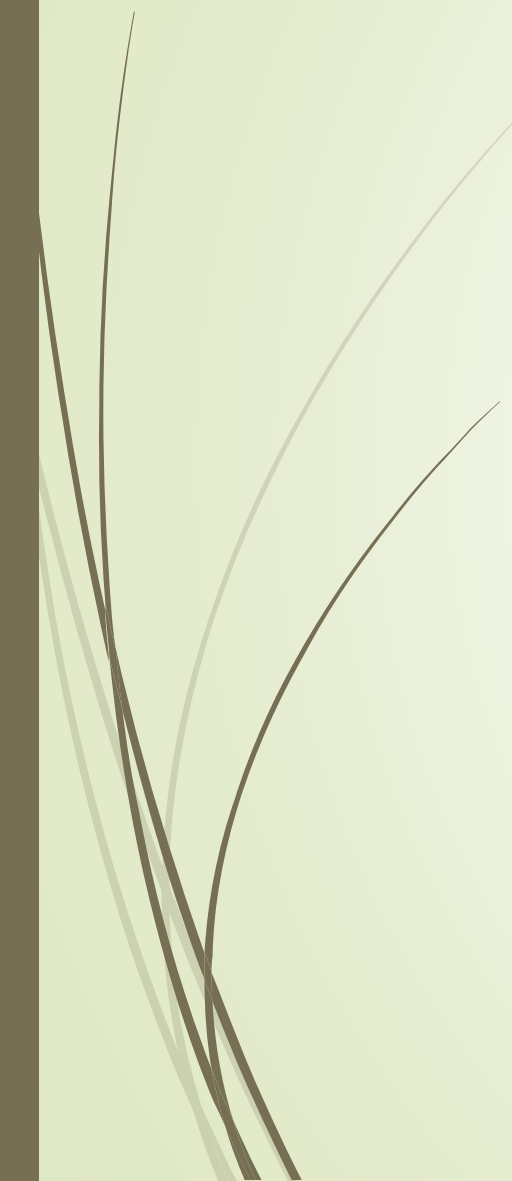
CERTIFICATED  
YEARS  
OF  
EXPERIENCE

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- ▶ Employment in public or private school where a certification is required
  - ▶ Includes public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, universities in positions comparable to those which require certification
  - ▶ Employment in governmental educational agency with regional administrative responsibilities for preschool, elementary and/or secondary education including but not limited to ESD's, OSPI or US dept of education in any professional position including but not limited to C.P.A., architect, business manager or physician
  - ▶ Military, Peace Corps, or Vista service which interrupted professional education employment
  - ▶ Non-Degreed VOC/CTE instructors, up to 6 years of management experience acquired after the instructor meets the minimum VOC/CTE certification requirements of 3 years (6000 hours)
  - ▶ Beginning in the 2007-08 school year, OT's, PT's, Nurses, SLP's, Audiologists, Counselors, psychologists and social workers years of experience may include employment in position limited to a maximum of 2 years.


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- ▶ OT's, PT's and Nurses must have been holding a valid license for the position during time of employment.
  - ▶ SLP's - same or similar duties after completion of minimum requirements for conditional certification
  - ▶ Counselors, Psychologists and Social Workers - same or similar duties after completion of minimum requirements for emergency certification.



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- ▶ Work with employee to have verification of Employment (VOE) sent to each prior employer. Consider revising your verification form to include contract status.
  - ▶ If another Washington state School District, include a transfer of records request which includes official transcripts, clock hour forms, course approval forms.
  - ▶ Do not calculate experience until you have received verification.
  - ▶ When verifying college/university experience, make sure you know what constitutes full time
  - ▶ 180 days is the denominator for Substitutes. Make sure that certification was required
  - ▶ Be careful with ESA experience.
  - ▶ For VOC teachers, up to 6 years can be granted BUT this experience must be related to the assignment and it must be management or management-related.
  - ▶ Show your calculations
  - ▶ Do not exceed 1.0 per year
  - ▶ Watch for any unpaid leave

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- ▶ Employment may be in Washington, out of state, or in a foreign country
  - ▶ Employment excludes time on unpaid leave
  - ▶ Report all years of experience, including those beyond the experience limit of district's salary schedule
  - ▶ Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools
  - ▶ Determine whether a private school is state-approved.
  - ▶ If documentation of employment cannot be supported by normal "third party" evidence such as situations of self-employment or employment with an employer who has gone out of business evidence with tax returns, business license, bonding insurance and/or social security records will work





When calculating experience off of tax information, social security earnings and other documents go to Inflation Data Website to calculate the hours worked.

Bureau of Labor Statistics provides the median wages



# Private Schools

If the private school is not on the list does not mean it will not count.

Can students attending transfer back to a public school with like credit?

It is the school districts decision but be sure to document rational of your decision

Both the position and the employee must require certification requirements

It is helpful to obtain a job description or posting bulletin from the private school employer to assist with your determination



# College/University

- ▶ Experience from colleges can be credited when the position is equivalent
- ▶ Determine the denominator and numerator
- ▶ How many credits taught per year is full time



# Military, Vista, Peace Corps

- Experience must interrupt the employee's educational employment to be counted
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# Sabbatical Leave

- ▶ Sabbatical leave is calculated on what the employee is paid by the district while on leave.
- ▶ Union service, where the union reimburses the district salary funds, should be approved sabbatical leave for the purpose and reported accordingly.

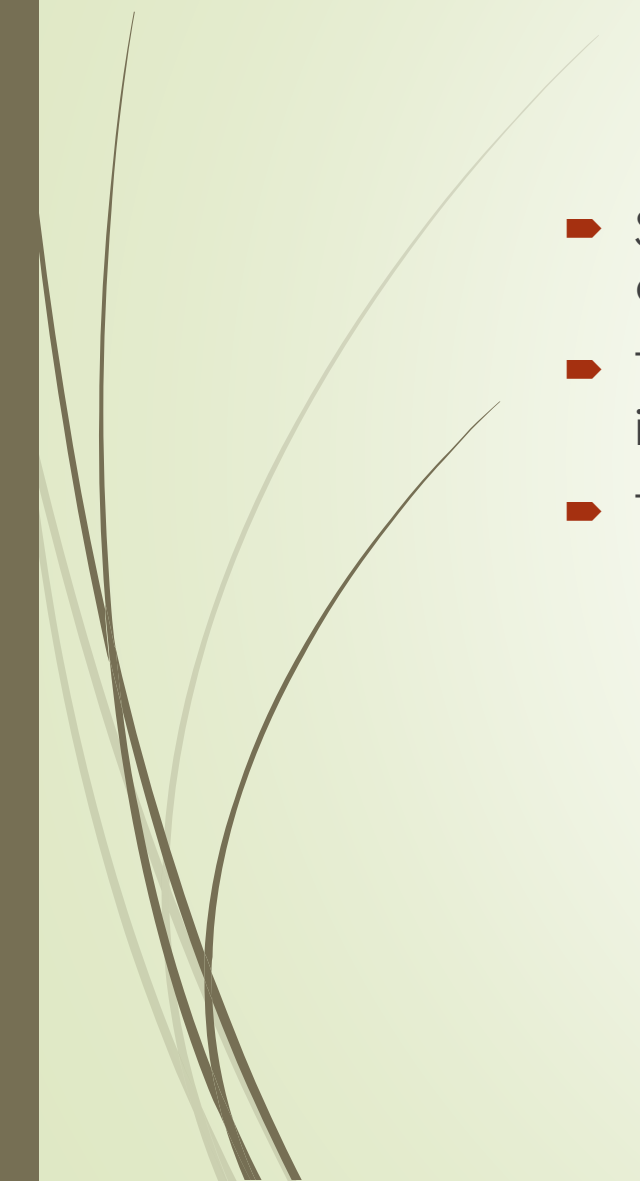


# Substitute Experience


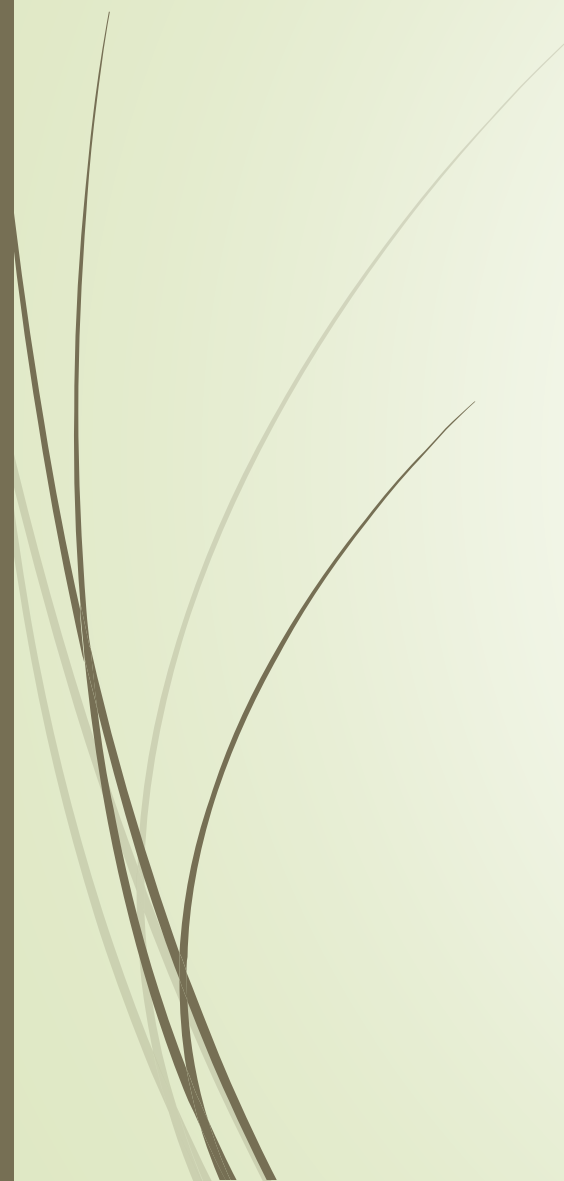
- ▶ Certification Required
- ▶ Denominator always 180 days



# Student Intern

- ▶ Student Intern's who hold a valid Intern Substitute teaching certificate qualifies for experience when they substitute for their master teacher.
  - ▶ The supervising college or university must approve the candidate for the intern substitute teaching certificate
  - ▶ The intern substitute teacher certificate is valid for one year, or less.
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- Add other experience for less than Full time staff up to 1.0 per year
  - Substitute experience
  - Summer school
  - TRI cannot be included in experience.



# Questions About Experience



# Reporting Staff with High Degree of S

Persons are in special circumstances holding:

- ▶ A valid continuing or standard school nurse certificate
- ▶ A valid limited certificate (First peoples language/culture, Conditional, Substitute, Emergency, Emergency Sub, Nonimmigrant alien exchange teacher, Intern Sub, Transitional and Provisional alternative admin certificate
- ▶ Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.



# Reporting Staff with High Degree of V

- ▶ Report as V if: VOC/CTE holds valid VOC/CTE certificate
- ▶ Non-degreed for a certificated instructional employee who:
  - ▶ Holds no bachelor or higher degree or
  - ▶ Holds a bachelor or higher and valid VOC/CTE cert but:
    - ▶ The degree was not a requirement of any past or present ed certificate
    - ▶ Whose highest placement is as a non-degreed certificated employee

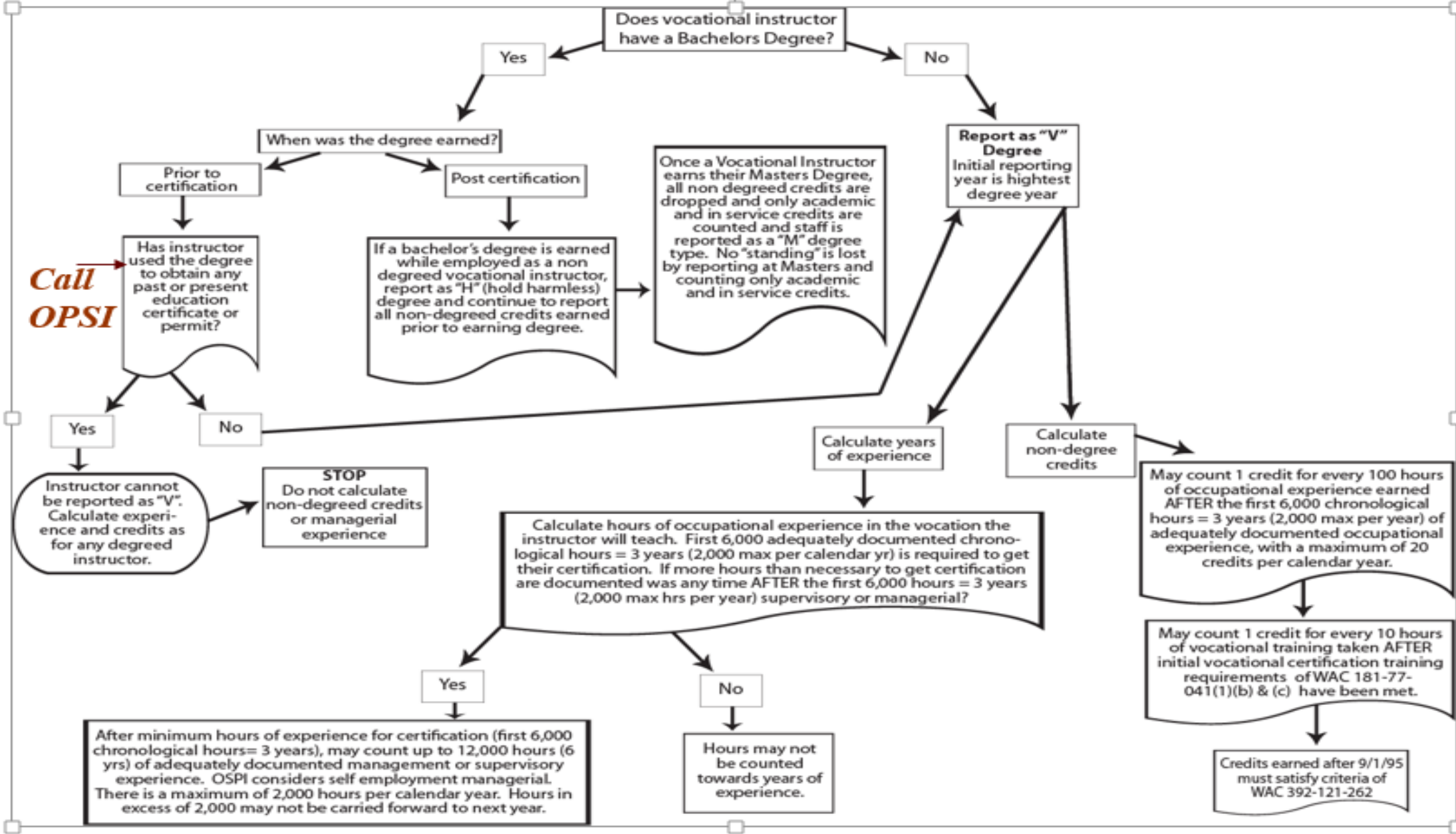


# Degree or No-Degree

- ▶ It's cut and dry if they do not have a degree
- ▶ If they have a degree, check with OSPI to see whether or not the degree was used as a requirement of the certificate issued
- ▶ Do NOT report employees as non-degree if they have ever used a degree to obtain the following endorsements
  - ▶ Agriculture Ed
  - ▶ Business Ed
  - ▶ Marketing Ed
  - ▶ Business and Marketing Ed
  - ▶ Family and Consumer Sciences ed
  - ▶ Technology ed

**\*The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree.**

# Process for vocational certified instructional staff mix files









Check out the examples in your book

Be sure to document

- ▶ List by calendar year
- ▶ Name of position, whether it meets management criteria
- ▶ Attach documentation when normal documentation cannot be obtained
  - ▶ Tax returns
  - ▶ Business license
  - ▶ Bonding Insurance
  - ▶ Social Security Records
- ▶ Document website(s) used for wage data



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- ▶ Persons holding valid VOC/CTE certificates shall accumulate recognized credits which are reported as Non-Degree credits
    - ▶ One credit for each 10 clock hours of VOC/CTE training. MUST be earned after meeting the minimum certification requirements, regardless of when the initial certificate was issued
  - ▶ CTE training shall mean those CTE programs, courses, seminars and workshops offered for the purpose of certification
  - ▶ Professional education shall mean programs, courses, seminars and workshops that are designed to improve teaching ability
  - ▶ Technical education/upgrading shall mean those CTE programs, courses, seminars and workshops which are designed to improve the skill and knowledge in the discipline in which the application is being made
  - ❑ Non Degree credits that are not converted to occupational experience must satisfy one of the 7 course criteria



# Achieved Degree

- ▶ Change the Degree type to H (Hold Harmless)
- ▶ Experience and credits are still reported
- ▶ Do not report further non-degree credits
- ▶ From the degree forward start adding academic and/or in-service credits
- ▶ Once a Masters is achieved report with highest degree of M



# Questions About V or S Staff Reporting