



6500 Arapahoe, P.O. Box 9011
Boulder, Colorado 80301
(303) 447-5088

For District Use Only	
Reference Number	_____
District Approval	_____
Date of Approval	_____
BVSD Credits	_____
CDE Credits	_____

Proposal for Salary Credit

(To be submitted to the Assistant Superintendent of Learning Services
THREE WEEKS PRIOR to the proposed date)

BVSD Salary Credit: One hour of horizontal salary credit may be earned for an inservice education activity that is approved. To qualify for BVSD salary credit, an inservice education course or activity must take place outside the contracted work day. No salary credit will be issued for an inservice education course or activity for which pay is received.

All professional development activities must relate to one or more of the district or school goals:

- Achievement/gendergap
- Equity
 - Reduce predictable patterns of achievement for English Language Learners
 - Reduce predictable patterns of achievement for Special Education students
 - Reduce predictable patterns of achievement for Latino English Home Language students
 - Reduce predictable patterns of achievement for Meal Assistance students
- Climate
- School Operations
- Technology Integration and/or Information Literacy

Title of Course / Activity: _____

Date(s) of Activity: _____ Time: From: _____
To: _____

Location of Activity: Bldg: _____

Instructor: _____ Contact
phone: _____

School or Address: _____

Phone: _____ Fax: _____ E-mail: _____

Credit Request			
CDE License Renewal Credit of Credits: _____		Total Contact Hrs. _____	Number _____
BVSD Salary Credit of Credits _____		Total Contact Hrs. _____	Number _____

Is college or university credit being requested separately for this activity? YES ___ NO ___
 All college credit must be awarded through University of Colorado, Denver

Please provide an explanation for items 1-4 OR attach a detailed course syllabus.

1. Brief description as it should appear in the professional development catalogue:

2. List the course outcomes; these will be listed on the evaluation form.

3. Provide a detailed outline for your activity/course.

Date	Topic/Outcome

4. What materials will be used? What products will be produced by participants?

5. Provide a detailed explanation of the work **required** to be completed outside of class: readings, projects, products, etc. and how you will document the work being completed. (Work outside the classroom must equal time inside class to qualify for salary credit; **7.5 hrs outside classroom = ½ credit; 15 hrs outside classroom = 1 credit; etc.**)

Date	Work Required	How will you document this work has been completed?

Note: Return this form to the Assistant Superintendent of Learning Services three weeks prior to your class/workshop.

Name of person completing this form:

The requester/instructor must do the following:

1. Complete required District Proposal for Inservice Ed Credit forms. Return to Assistant Superintendent of Learning Services for processing. Prior to your class/workshop you will receive confirmation of your class/workshop along with an Instructor’s Checklist, District Attendance form, and an Evaluation form.
2. Maintain district attendance records.
3. Enter attendance information into Course Insite.
4. Return the following items to the Assistant Superintendent of Learning Services, immediately following the last class session:
 - Completed and signed instructor checklist
 - Completed registration/attendance records

Note: Items 1 through 4 must be completed before c