

Point Arena Schools District

*Arena Union Elementary School
Point Arena High School
South Coast Continuation High School*

Teacher Professional Development Incentive Program: Added Subject Authorization to Existing Credential

Process:

- 1. Superintendent and Principals determine current subject area projected needs relative to current and future master schedules.**
- 2. Teacher completes the attached application and submits to HR.**
- 3. Superintendent, Principals and an appointed board member review applications.**
- 4. Two teachers selected per year to enter the reimbursement program; paperwork completed and enrollment in an approved university program verified.**
- 5. Teacher signs an agreement to stay with the District for 5 years after added credential is completed.**
- 6. Once units are verified and notice received from the CA Teacher Credentialing Commission that the added credential authorization has been approved, teacher submits receipt for enrollment fees paid to the university and related educational expenses for reimbursement by the District.**
- 7. Added units will be applied to the teacher's column placement.**

Application:

Teacher Professional Development Incentive Program

Please complete all questions and submit to Eloisa Oropeza, HR Analyst

Application Year: _____

Applicant Name: _____

Current site assignment: _____

Current subject authorization(s): _____

Request to add (list subject): _____

Anticipated date of completion: _____

Justification:

Teacher signature: _____

Date submitted: _____

Received by/date: _____

For Internal Use only: Signature/date of approval: _____

Application revised 4-27-15

Teacher Incentive Program board approved March 11, 2015