

**Eligible Academic, In-service, or Nondegree Credits to Be Recognized
 for Placement on LEAP Salary Allocation Documents**

Employee's Name		Date	
School/Location			
Current Assignment			

Instructions

- Enter in the table below the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column. Additional sheets listing more courses may be attached to this certification.
- Deliver this form to the district personnel office and request that these credits be recognized for placement on LEAP salary allocation documents.
- Provide additional documentation as required by WAC 392-121-280 to the district personnel office.
- Contact the district personnel office or collective bargaining unit representative to obtain copies of district policies and/or contract language relating to eligibility of credits for salary classification, preapproval of credits, required documentation, timelines for submission of forms, and procedures for resolving disputes.

Date or Term Earned	Institution or Provider	Course Designation and Title	Number of Quarter Credits or Equivalent	Recognition of Credits is Based on the Following Criteria #'s *1*

1 = Explain connection of course content to recognition criteria. Attach additional page(s) as needed.

Recognition Criteria

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. 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.
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. 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 of the school district where the potential of the future assignment is agreed upon by the school district and the individual.
6. 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.

 Employee's Signature

 Date

Original to Personnel Office
 Copy to Employee

For District Use	
_____ Approved By	
_____ Title	
_____ Date	