

COURSE APPROVAL FORM

(Contact the District Certification Specialist for Degree Program approval.)

Guidelines for Course Approval

Personnel files are reviewed at the time of course approval to ensure non-duplication of credit. It is the teacher's responsibility to ensure each of the following requirements are met.

Salary Movement vs. ISBE Licensure Requirements

- Only graduate courses approved from an accredited university or college may be accepted for salary movement.
- To renew an Illinois teaching license or to add endorsements or licenses, one MUST take courses from an Illinois Approved Programs. The institutions listed in the link are considered approved by the Illinois State Board of Education and will allow you to move on the salary scheduled AND renew your license or add endorsements to your license.
<https://www.isbe.net/Documents/directory.pdf>

*Example: The district approves a teacher's ability to take a graduate course from the University of Wisconsin. When the official transcripts are reviewed by the district, the teacher will move on the salary schedule according to the contract. He/she can **not** use that course to renew or add endorsements to his/her Illinois Professional Educator License because the University of Wisconsin is not an ISBE approved Institution.*

To qualify for advancement on the Teacher's Salary Schedule:

1. A course must be designed to improve teaching performance.
2. The request for approval must state the nature of the course and the improvement in teaching that might result.
3. You must forward an official university transcript to the District Central Office. It is recommended that you forward transcripts only when you have earned enough hours to move up on the salary schedule.

The following do not qualify for advancement on the Teacher's Salary Schedule:

1. Courses taken during the normally scheduled school day (contract hours).
2. Courses where registration fees and/or expenses are paid by the district.
3. Correspondence courses
 - a. Correspondence courses are considered printed courses that do not allow for instructor feedback throughout the course.
4. Courses repeated; a course may not be repeated for credit.
5. Courses where grade received are below a "B".

Course approval and documentation may be emailed, scanned or sent via district courier to the District Certification Specialist. If scanning or emailing documents, they must be in a PDF format.

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Name _____ Date _____

School _____ Position _____

Number/Title Course _____

University _____ Credit Hours _____

- Is the course being offered on only a pass/fail basis? _____
- Will any expenses related to this course be paid by the District? _____
- Course Description/Flyer from college/university where credit is being received (must be attached).

➤ How will taking this course improve your teaching performance and quality?

- What documentation are you attaching for course approval?
 - _____ A course description
 - _____ A flyer from the college or university
 - _____ A course syllabus

For course approval, **you must attach the document to this form.**

Signature of Teacher _____

Date Received by Certification Specialist/Designee _____

APPROVED _____ NOT APPROVED _____

REASONS _____

Signature of Certification Specialist/Designee _____

For Office Use Only:

Date of Administrator Approval: _____

Date acknowledged and sent to Employee: _____