



## PROCEDURES FOR ADVANCED STUDY

Any teacher wishing to embark on a program leading to advancement on the salary guide, and/or seeking tuition reimbursement, should follow the procedures below. All forms mentioned below can be found on the district website under **Faculty and Staff Use**.

For credits to be approved for advancement on the guide, the requirements listed below must be met:

1. The college or institution must be a duly authorized institution of higher education. Internet, distance learning, video or other non-traditional courses shall only be acceptable if they:
  - a. Qualify for inclusion in an official transcript from a four year college or university that is a duly authorized, accredited university as defined in N.J. Statutes.
  - b. The institution must conduct accredited "in attendance" degree programs rather than offer just internet and/or distance learning/correspondence/video courses. The burden of providing this information shall be on the applicant.
2. The employee must obtain approval from the Superintendent prior to enrollment in any course for which tuition reimbursement is sought. In the event the superintendent denies the approval, the employee may appeal the denial to the Board of Education.
3. The tuition reimbursement or additional compensation will be provided only for a course or degree related to the employee's current or future job responsibilities. (N.J.S.A . 18A:6-8.5.)
4. Once courses have been completed, please submit the official transcript for all courses taken. Applicants must assume full responsibility for obtaining the official transcripts.
5. To be eligible for advancement on the salary guide, and or tuition reimbursement during any current year, the applicant must submit all documentation to the Human Resources Department (BA +15 and Master's) or the office of the Assistant Superintendent (MA +15 and MA +30) NO LATER THAN October 31st of that year.

### BA + 15 and Master's Degree

If you are seeking BA +15 and/or a Master's Degree, please follow these instructions:

1. Complete the "Application for BA+15 and/or MA Placement". It can be found on the district website under Faculty and Staff Use or click [here](#). Note: These courses do not need pre-approval unless you are seeking Tuition Reimbursement.

2. If you are seeking Tuition Reimbursement, please fill out the Tuition Reimbursement form prior to signing up for your courses. The form can be found [here](#). You will be notified once your courses have been approved.
3. In both 1 & 2 above forward your forms to Debbie Lougheed in the Human Resources Department, [dlougheed@wayneschools.com](mailto:dlougheed@wayneschools.com).
4. Fifteen (15) graduate credits beyond the BA if applied to an earned MA degree are not applicable for the MA+15. However, if the fifteen (15) credits beyond the BA are not used for the MA degree, they may be applied to the MA+15.

### **MA +15 and MA +30**

If you are seeking MA +15 and/or a MA +30, please follow these instructions:

1. Complete and submit the online Advanced Study Application which can be found [here](#).
2. Coursework **MUST NOT** be taken until being granted prior approval by the Superintendent/Assistant Superintendent. You will receive an email approving your course request.
3. If you received prior approval for a course which is no longer available, you must complete and submit a new revised online application.
4. If you are seeking Tuition Reimbursement, please fill out the Tuition Reimbursement form prior to signing up for your courses. The form can be found [here](#). You will be notified once your courses have been approved. Please forward the Tuition Reimbursement form to Debbie Lougheed, Human Resources Dept. at [dlougheed@wayneschools.com](mailto:dlougheed@wayneschools.com).
5. Fifteen (15) credits beyond the BA if applied to an earned MA degree are not applicable for the MA+15. However, if the fifteen (15) credits beyond the BA are not used for the MA degree, they may be applied to the MA+15.

### **Additional Information**

1. Graduate Courses
  - a. A minimum of fifteen (15) graduate credits is expected for movement toward the MA+30 Guide.
  - b. Credits will be approved if taken through a duly authorized [institution of higher education](#) and in compliance with N.J.S.A. 18A:6-8.5. The tuition assistance shall be provided only for a course related to the employee's current or future job responsibility.
2. In-Service Courses Workshops and Continuing Education Units\* (CEU/CE's)
  - a. Acceptance is based on the individual obtaining prior approval of the Superintendent/Assistant Superintendent.
  - b. Credits are based on (a) one credit per fifteen (15) contract hours between instructor and student; (b) two credits per fifteen (15) hours for instructor if he/she is not otherwise compensated.

***\*Monthly faculty meetings (building), Professional Development offered through Wayne Township Learning Center, and Safe Schools training cannot be used for credit.***

CEU/CE's will be acceptable at a ratio of fifteen (multiples thereof) to (1) In-Service Credit. For example:

0 to 14 CEU/CE's (Hours) = No In-Service Credit

15 to 29 CEU/CE's (Hours) = 1 In-Service Credits

30 to 44 CEU/CE's (Hours) = 2 In-Service Credits

45 to 59 CEU/CE's (Hours) = 3 In-Service Credits

\*By contract maximum of 15 In-Service Credits

3. Accreditation

- a. No credits will be granted for work done on release time or if compensated by stipends or wages.

4. Submission of CEUs

- a. For submission of CEUs, please include a table showing Name of Course, Date Taken, Number of Hours, Number of In-Service Credits, and Signed Certificate of Completion.

5. Appeal Process

- a. If an applicant disagrees with a decision, he/she shall express disagreement in writing to the Assistant Superintendent, who shall forward the appeal to the Board of Education for review.