

## E10-152 Continuing Education of Certificated Personnel [Revised 5/2019]

Certificated administrative and instructional personnel in the union may be authorized to attend a college or university with financial assistance based on the following provisions.

### A. Attendance at La Sierra University and Pacific Union College

#### a. General Provisions [Revised 5/2019]

Full time certificated administrative and instructional personnel employed in the union may take up to a maximum of 12 quarter hours, during an academic year, July 1 - June 30 under the subsidized tuition program if authorized to attend La Sierra University or Pacific Union College.

1. Personnel who wish to enroll in courses and/or programs under the subsidized tuition plan must submit the tuition authorization form obtained from the principal and/or local conference office of education and receive authorization from the local superintendent of schools in the local conference where the person is employed.
2. Personnel must have a valid signed contract for the following school year as a prerequisite for authorization to enroll in courses and/or programs in a summer session.
3. To be eligible for courses to count towards renewal for a current year all course work must be completed and returned to the instructor by September 1.
4. Authorized Early Childhood professionals may enroll in courses that meet credential requirements based on the following provisions.
  - (1) A local conference office of education is granted a specific number of units per year that can be allocated to full-time Early Childhood professionals for completion of credential requirements.
  - (2) The total hours granted to a local conference office of education is based on the allocation of one quarter hour per year for each Early Childhood professional. An Early Childhood professional may not be allocated more than 12 quarter hours during an academic year of the total hours available to the local conference office of education.

### B. Special Provisions for Attendance at La Sierra University [Rev. 5/2019]

The following special provisions apply to attendance at La Sierra University under the subsidized tuition plan.

1. Authorized personnel attending La Sierra University may enroll in courses offered by the School of Education.
2. Admission to degree programs is achieved only by formal application. Those interested in a graduate should apply for admission into a degree program during the first summer of attendance.
3. In special circumstances, after consultation with the union office of education, the superintendent of schools or designee, may authorize enrollment in courses and/or degree programs in the Divinity School, School of Business, and/or College of Arts and Sciences.
4. The following courses and/or programs are not covered by the subsidized tuition plan at La Sierra University.
  - (1) Courses and/or programs to complete a baccalaureate degree. (Early Childhood professionals who are completing the credential requirements based on A.2.c. are exempted from this provision.)
  - (2) Courses taken to complete the requirements for the Ed.S. degree. This does not include the 9 quarter hours that are needed for renewal of the Professional Certificate or the courses needed for the Principal endorsement.
  - (3) Courses leading to the Ed.D. and/or Ph.D. degree