

**ARLINGTON PUBLIC SCHOOLS
Human Resources**

Professional Standards - Support Staff (A,G,M,X Scales)

It is the applicant's responsibility to submit materials (transcripts, certificates of completion, diplomas, etc.) to document eligibility. Payment would begin on the 1st of the following month.

Name: _____ EID#: _____
School/Office: _____ Position: _____

Applicants for Professional Standards must meet all the following criteria:

- Graduated from high school or the equivalent (e.g., GED);
- Completed successfully the probationary period for their jobs;
- Completed three (3) continuous years of service with the Arlington Public Schools; and
- Earned a satisfactory rating or better in their most recent performance evaluations.

APPLYING FOR:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Basic - 15 credits <input type="checkbox"/> Intermediate – 30 Credits <input type="checkbox"/> Associate – 60 Credits | <input type="checkbox"/> Advanced – 90 Credits <input type="checkbox"/> Professional – 120 Credits |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

| EDUCATION | AWARD DATE | MAJOR | INSTITUTION |
|---------------------------|------------|-------|-------------|
| H.S Diploma Earned | | | |
| Associate’s Degree Earned | | | |
| Bachelor’s Degree Earned | | | |

ARLINGTON SCHOOLS WORK EXPERIENCE (Begin with most recent)

| SCHOOL/OFFICE | POSITION HELD | FROM | TO |
|---------------|---------------|------|----|
| | | | |
| | | | |
| | | | |
| | | | |

COLLEGE, UNIVERSITY, BUSINESS SCHOOL, OR ADULT EDUCATION COURSES

| COURSE TITLE | INSTITUTION | DATE COMPLETD | HOURS |
|--------------|-------------|---------------|-------|
| | | | |
| | | | |
| | | | |

Applicant's Signature: _____ Date: _____

Approved: _____ Date: _____
Supervisor, Talent Management

Policy Implementation Procedure G-3.2.2.31 PIP-1 Professional Standards for Support Service Employees

A. Definitions

1. "Accredited School" (beyond high school) – a college or university, community college, adult education program, in-service training program or other school that offers courses beyond the high school level.
2. "Course" – consists of thirty (30) classroom clock hours and must award a grade (at a minimum a "Pass" or "Fail"). For eligibility, a grade of "C" or greater or a "Pass" must be obtained. Courses must be taken in accredited schools.
3. "In-service Training Program" – includes conferences, seminars, institutes, workshops and non-credit course, whether offered by Arlington Public Schools or an approved alternative provider.
4. "Credit" – a semester credit awarded by a community college, college or university.

B. Professional Standards Requirements

1. Basic – Applicants must have completed successfully fifteen (15) credits or five (5) courses beyond high school.
2. Intermediate – Applicants must have completed successfully thirty (30) credits or ten (10) courses beyond high school.
3. Associate – Applicants must have completed successfully sixty (60) credits or twenty (20) courses beyond high school (which may or may not include an Associate's degree).
4. Advanced – Applicants must have completed successfully ninety (90) credits or thirty (30) courses beyond high school.
5. Professional – Applicants must have completed successfully one hundred twenty (120) credits or forty (40) courses beyond high school (which may or may not include a Bachelor's degree).

C. Alternative Requirements

Job-related workshops, seminars, inservice training, courses approved for teacher recertification equivalency credits, conferences, institutes, workshops and noncredit courses may be substituted for college courses as follows:

1. Equivalency points may substitute for college credits on a 30 to 1 basis.
2. Continuing Education Units may substitute for college credits on a 10 to 1 basis.
3. Successful completion of a Child Development Accreditation Certificate may substitute for 15 credits of course work for A-scale and X-scale employees.
4. G-scale employees who participate in the professional standards program of the National Association for Educational Office Personnel (NAEOP) may use certificates awarded by the NAEOP as proof of eligibility for special salary increments for professional standards.
5. Award of a certificate on successful completion of TSIPs may substitute for three credits of course work. Award of the TSIPs+ certificate may substitute for one additional credit of course work.
6. Successful completion of the International EHA program may substitute for 33 credits of course work for custodial employees.
7. Other programs shall be credited based on the length of the program. Each five points accumulated by an employee shall be credited as three (3) credits or one course.
 - a. Daily programs of at least six hours per day
 - 1) Five day program 5 points
 - 2) Four day program 4 points
 - 3) Three day program 3 points
 - 4) Two day program 2 points
 - 5) One day program 1 point
 - b. Programs conducted on an hourly basis
 - 1) Six hours 1 point
 - 2) Five hours 5/6 point
 - 3) Four hours 4/6 point
 - 4) Three hours 3/6 point
 - 5) Two hours 2/6 point
 - 6) One hour 1/6 point

8. Employees also may receive credit through participation in Arlington Public Schools committees and participation in local, county, state and national professional associations. Civic and volunteer organizations (e.g., sororities, Scouts, little league, Jaycees, etc.) do not qualify. Ten (10) points may be substituted for three (3) credits or one course. Points are awarded as follows for each year of service:

- 1) Elected officer 3 points
- 2) Committee Chair 2 points
- 3) Committee member 1 point
- 4) Workshop/Seminar Leader 1 point

D. Recertification

For Professional Standards to be considered as current, the employee must recertify his or her highest-level certificate or upgrade to a higher certificate level every five years. Employees may recertify by completing at least 60 hours of continuing education (any combination of continuing education courses, workshops or inservice activities) and submitting a recertification application to Human Resources. Employees who fail to upgrade or recertify their Professional Standards within the five-year timeframe will not be eligible to receive Professional Standards stipends.

E. Application Procedures

Applications for Professional Standards and for recertifying or upgrading Professional Standards are available on request from Human Resources. It is the applicant's responsibility to submit materials (transcripts, certificates of completion, diplomas, etc.) to document eligibility for the level requested.

F. Professional Standards Stipends

1. The amounts of Professional Standards stipends shall be published by Human Resources in the annual Arlington Public Schools Pay Plan.
2. Professional Standards stipends shall be effective on the payday following receipt in Human Resources of the completed application, including all substantiating documentation.

G. Transition

The following provisions apply to employees who have attained Professional Standards prior to the adoption date of this policy implementation procedure:

1. The employee shall remain at the attained Professional Standards level even if the requirements for that level in this policy implementation procedure are more stringent.
2. Employees who apply to upgrade their Professional Standards level must meet the requirements outlined in this policy implementation procedure for the higher level.
3. As provided in section D above, employees shall be required to recertify their highest level certificate or upgrade to a higher-level certificate. This must take place by July 1, 2010.