

Courses4Teachers/ Center for Professional and Continuing Education
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**Earn 1, 2 or 3 Units of University Graduate-Level Professional Development Semester Credit for Your Attendance and Participation in CAEA Conferences, Seminars and/or Workshops
Only \$93 per graduate-level professional development semester credit!**

Two simple steps:

1. Get to know the policies of your school district regarding graduate-level professional growth courses, due dates, etc. Some districts require prior approval and some don't. Districts vary in policy regarding whether or not they require embossed transcripts, and districts have different turn-in dates for salary advancement. It is your responsibility to know your own district's policies regarding dates you must submit grade reports for salary advancement and regarding their policy in accepting grade reports v.s. formal transcripts. Please contact your personnel department for information.

What information to provide your district should you need prior approval:

1. University of the Pacific courses are accredited with Western Association of Schools and Colleges
2. We offer Graduate-Level Professional Development Credit (see section "General Information About Credit..." explaining the semantics regarding CEUs and PDUs among different states)
3. Course Title(s) and Course Number(s) you have selected (posted on page 6). Each course is available for 1, 2, or 3 graduate-level professional development credits.

If additional information is requested by your school district, please do not hesitate to email us and we will provide you with any information you need to submit to your district.

2. Register for 1, 2 or 3 Graduate-level Professional Development Semester Credits

For quick and easy registration you may find our registration forms and instructions online at <http://www.courses4teachers.net/caea-ca-art-education-association/>.

Simply download the registration form(s) and email or mail us the forms, payment(s), certificate(s) of attendance, and if applicable -- a log of extra hours (explained below).

The registration process is quick and easy.

The cost is only \$279 for three graduate-level professional development semester credits (units).

We will need four things from you:

- 1) Registration form(s) completed
- 2) Payment – personal check or Visa, AMEX or MasterCard
- 3) Certificate(s) of Completion from CAEA
- 4) Log of extra hours of professional work if applicable (explained below)

Explanation When Log of Extra Work Is Required:

All together, CAEA conference/workshop/seminar participation plus extra professional work hours should equal 15 hours for one unit of credit, 30 hours for two units of credit, or 45 hours for three units of credit.

If your CAEA experience(s) totals the number of hours you wish for credit, no log of additional work is required. The certificate of completion from CAEA will suffice.

Note: you may submit multiple certificates of completion for different CAEA educational events to fulfill one registration.

Should your total hours with CAEA fall short of the number of hours required for the amount of credit you wish, you will need to turn in a log of additional hours of professional work. When logging extra work, the university will accept professional work you have done prior to the CAEA experience as well as hours or work you have done before or after the CAEA workshops(s)/conference. These additional logged hours of work do not need to relate to CAEA; they just need to be professional activities, i.e., one hour reading literature for your classroom, three hours designing lessons that integrate technology into your curriculum, one hour developing a rubric, one hour previewing an educational video, etc.

You may backdate your log as much as one year in the past, providing you have not received credit prior for work you are submitting.

We expect your documentation to be recent. If for some reason you need to backdate your log further than one year, please email us in advance to request “exception” to this rule.

What should my log of extra hours look like? Your log should note the specific activities you accomplished and with each log entry we need proof/documentation or explanation of what you say you did for that log entry.

Sample log:

4/11	Attended CAEA conference (certificate attached)	16 hours
	Elaboration: Write a brief review of what you got from the course	
4/18	Participated in CAEA Mini Workshop	4 hours
	Elaboration: Write a brief review of what you learned from the workshop	
4/12	Adapted CAEA curriculum ideas into curriculum to meet current teaching mandates	4 hours
	Elaboration: Tell us more about this activity or provide samples of work	
4/14	Read _____.	3 hours
	Elaboration: Tell us more about this reading or provide us with notes from readings	
4/19	Developed lessons incorporating technology into curriculum	4 hours
	Elaboration: Tell us more about this activity or provide us with samples	
4/20	Developed rubrics for given lessons	1 hour
	Elaboration: Tell us more about this activity or provide us with samples	

What activities count for my log? A comprehensive list of what counts and doesn’t count for your log is at the end of this packet.

Basically: You may log curriculum development in any subject as wells as reading or research that will enhance your classroom teaching.

You may NOT log prep work or any work done at a school workshop or meeting, i.e., no correcting/grading papers, no photocopying, no conferencing with parents, no work done at required team meetings, no leveling books or organizing, no setting up classrooms; and you cannot count grading student work or doing report cards. Your activities don’t have to relate to each other, but they have to be professional activities.

Suggestions of excellent activities: read, researched, developed, created, previewed, revised.

Examples of Words NOT to use in your log: collaborated, attended, sorted, leveled, organized, shared.

About Courses4Teachers and University of the Pacific

Courses4Teachers is an educational company, in affiliation with University of the Pacific, providing practical and motivating courses for teachers throughout the United States. Courses4Teachers has provided PreK-12 teachers with consistent, dependable, high-quality graduate professional courses for over twenty-eight years. The company office is located in Danville, California. The Courses4Teachers staff takes great pride in the quality of education and service they provide and value highly their strong partnership with the prestigious University of the Pacific. The Pacific main campus, located in Stockton, CA, is one of the oldest institutions of higher learning in the state

of California; it has a reputation of high prestige and is known for quality in education. The University of the Pacific courses are accredited with the Western Association of Schools and Colleges.

General Information regarding unit credit with the University of the Pacific

States across the U.S. have different terminology to label this type of graduate-level professional development credit. It can be referred to as "professional growth," "post-bachelors credit" or "continuing education." Other terms are used, such as "graduate units," "graduate hours," or "graduate credits."

Regardless of the terminology, and in light of some confusion with semantics among different states, we want to make it clear that these graduate-level professional development courses are designed for professional growth and are available to teachers across the U.S.

These courses will be listed on a University of the Pacific transcript. They are designed primarily for salary advancement and credential renewal requirements. **The courses are not designed towards attainment of an advanced degree.** You are advised to check with your state board or attending university, prior to registering, if you wish to apply these credits towards attainment of specialty credentials. There are no refunds.

Grade and Transcript Information

After you have mailed in your documentation and registration, a grade confirmation will be emailed to you, from our Danville office, on University letterhead, within 5 business days. ***You will also receive an unofficial transcript in the mail, directly from the University of the Pacific Registrar, in about 6-8 weeks.*** Some school districts may accept the grade confirmation letter emailed from our office for immediate professional growth and salary increment credit. Most school districts request the unofficial transcript from the Registrar, and some may request an embossed, sealed Official Transcript.

Please note: For more Official Transcript information click here:

<https://www.courses4teachers.net/information-about-grades-and-transcripts/>

Log Activities - What DOES COUNT

The following are some examples of curriculum development activities (not prep work activities) that enhance knowledge, skills, and/or classroom curriculum and they have carry-over for years to come.

BEGIN YOUR LOG WITH THESE TERMS: Read, Researched, Developed, Created, Revised, Previewed, Analyzed.

You may only list work from the past calendar year from the date you register.

- Aligned existing and new curriculum to Standards and District mandates
 - Analyzed teaching effectiveness of a given lesson
 - Created a newsletter template
 - Created guidelines for student reflection
 - Created interactive notebooks that you'll use each year
 - Created lesson plans for learning centers for given subjects (note: "set up" of learning centers does not count)
 - Created lessons to add technology to curriculum
 - Created new lesson plans
 - Created new motivational units of study
 - Created pictorial input charts
 - Created post-assessments
 - Created power points to used as tools for teaching in the classroom
 - Created sample art project for lesson on
 - Created smart boards
 - Created study guide for chapters in a given book
 - Created worksheets that coordinate with lessons for students
 - Created yearlong plans that you'll use each year for implementing district mandates
 - Designed and created a classroom blog template you'll use each year
 - Developed assessment standards
 - Developed mini-lessons
 - Developed objectives and strategies for teaching Common Core
 - Developed objectives for enhancing your teaching
 - Developed rubrics for assessment
 - Developed study guides
 - Educational guided tours if information presented is applicable to enhancing your curriculum
 - Established a meaningful timeline for teaching standards
 - Previewed websites that focus on key subjects for teaching
 - Read books to enhance your curriculum
 - Example on how to log books:

Date	Name of book	How it pertains to your curriculum	Page numbers	Hours
Date	Continued to read _____		Page numbers	Hours
- Read and reviewed mandated educational materials
- Read required curriculum, teacher's guides and curriculum enhancements
- Researched and gathered fidgets for students
- Researched apps in different subjects to enhance curriculum
- Researched articles in key subjects for students to read
- Researched assessment strategies online
- Researched new ideas for lesson plans
- Researched Responsibility materials and activity ideas
- Researched supplemental materials and websites to teach standards
- Revised curriculum to add more technology and active learning activities
- Revised existing curriculum to meet Standards/Common Core
- Revised, enhanced lessons

Log Activities -- What Does NOT Count As an Acceptable Log Entry:

The following are examples of activities we know are important to teachers but **NOT ACCEPTABLE** for this program. They are considered “prep work” and/or “not curriculum/professional development based”.

DO NOT begin your log with “Collaborated”, “Planned”, “Organized”, “Prepared”, “Sorted”, “Set-up”, “Classified”, “Met with...”, or “Attended”

Note: Collaboration is important. If you mention that you collaborated with other teachers, make sure you specify in your log that you did so on your own time and not during a staff or required team meeting.

You MAY NOT lump your dates together. i.e., no “4/12/15 – 4/19/15” entries.

You MAY NOT log the time at CONFERENCES & WORKSHOPS. You may use the things you learned, but please tell us how you incorporated the work into your curriculum. You MAY count specific reading/research or curriculum development you did while at a conference.

You will log the individual activities, lesson plan development, readings, research, etc. that you did at the conference and you will need to show proof of what you have accomplished. Proof can be in the way of samples, photos, notes, power points, or written elaboration.

You CANNOT count:

Any activity that is non-curriculum development, i.e., “prep work”

Any activity time with students or parents

Anything that sounds like shopping, such as “Online research of supplies/ Ordering supplies

Assembling Back to School packets

Attending a Conference/Workshop (**Clarification:** We cannot count “attendance time”. However, a teacher CAN log the individual activities of reading/research/curriculum development that he/she did at the conference/workshop and... a teacher may count activities done that were inspired by the workshop.)

Attending any after-school district meetings/trainings/workshops/union meetings

Attending any after-school events such as performances, plays, drama performances, field trips with students

Attending meetings with the principal or any staff development

Cleaning out files or unneeded materials/Labeling files/Sorting and/or discarding materials

Creating bulletin boards or posters - Cutting out letters for a bulletin board/Cutting out game pieces/ Posting student

Creating homework folders

Creating labels/ Putting names on student materials/ Making nametags

Creating or assembling folders, booklets, or homework packets for students

Creating presentations/Sharing materials or lesson plan ideas to help, train or share with other teachers data

General planning for the next day or week (however, lesson development DOES count)

General travel (However, specific educational guided tours count if applicable to enhancing classroom curriculum).

Grant writing or fundraising planning, or efforts in fundraising

Moving/setting-up a classroom/organizing desk layout,/ setting up desks/ cleaning the classroom Night Materials

Organizing books, leveling books, or organizing/setting up classroom library

Organizing cabinets/ organizing files/ filing or categorizing papers/ labeling

Organizing, collecting or passing out supplies

Organizing/planning the classroom set-up for the beginning of the year

Preparing for student/parent conferences and/or time at parent conferences

Researching classroom donations or writing letters requesting classroom volunteer help

Setting up grade books/ Grading papers/ Doing report cards/ Assessing student performance/ Analyzing student

Setting up learning centers (However, creating lesson plans for learning centers DOES count)

Sorting math manipulatives or organizing math game materials

Typing, Copying, Laminating, Printing, Sorting, Classifying, Organizing

Updating or creating a classroom website work

Writing a newsletter or informational material to parents

Writing to parents/ Creating packets for parents/Creating field trip notices to parents/Creating Back To School

**University of the Pacific – Registration Form
for Work Related to CAEA Conferences, Seminars or Workshops**

The fastest way to register is to download our form online. Go to this special link for registration form and instructions:

However, if you prefer you may fill out this form and email it to us, along with with payment, log of extra work, and a copy of your certificate(s) of completion from CAEA.

After you complete your conference and/or workshop(s) with CAEA you may register for credit.

Choose from one of the following course titles. Each course title is available for 1,2 or 3 graduate-level professional development semester credits.

The cost is \$93 per unit. Thus: \$93 for one unit, \$186 for two units, and \$279 for three units.

Keep note of which title(s) you have chosen for your records.

Once you have chosen a course title, you may not use that course title again to get credit for future workshops or conferences. In selecting a course title, keep in mind that the title does not have to match all the activities in the CAEA Workshops – it is merely a way by which we file you for university credit.

P EDU 9063: Focusing on Objectives for Teaching Art

P EDU 9066: Enhancing Your Skills Using Technology

P EDU 9240: Teaching Common Core Standards Effectively

P EDU 9198: Kinesthetic and Creative Teaching Techniques for Effective Classroom Management

P EDU 9044: Strategies To Help Children with Learning Challenges

P EDU 9052: Understanding and Supporting Children With Special Needs

**Mail this completed form, log of extra hours (if applicable), and certificate of attendance from CAEA to:
Courses4Teachers/University of the Pacific
Attn: Karin Alexander
696 San Ramon Valley Blvd. #518
Danville, CA 94526**

Name:

Address:

City:

Zip Code:

Home Phone Number:

Work Phone Number:

Home Email Address:

Birthdate:

Social Security Number:

Name of School In Which You Teach:

Name of School District (no abbreviations please):

Course Number(s) and Title(s):

Number of Units You Wish to Earn (1, 2, or 3 per course):

Payment (\$93 per semester unit) – Check one:

___ Personal check, payable to University of the Pacific, enclosed in the amount of: ___

Note: Each course needs a separate check.

___ Amount of \$ authorized to charge to Visa, AMEX or MasterCard
Card Number and Expiration Date: