

# MEMO

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June 4, 2024

TO: Licensed Educators  
FR: Katie Louise Weir, Professional Growth Systems Director  
RE: Credit Eligibility for Salary Advancement-External Providers

**HUMAN RESOURCES**  
Washoe County School District  
425 East Ninth Street  
P.O. Box 30425  
Reno, NV 89520-3425  
Phone (775) 348-0321  
Fax (775) 333-5070

Dear Educators,

***This memo serves to provide guidance for educators in ensuring professional learning taken from external providers is eligible for salary advancement.***

## **Purpose of Professional Learning**

When educators dedicate time outside of their contractual obligations to enhance their skills and practices, they significantly contribute to the improved student and school community outcomes. These efforts deserve appropriate compensation through salary advancement.

## **Criteria for Salary Advancement**

As outlined in the WCSD Negotiated Agreement, educators are required to accumulate credits through professional learning activities conducted outside their regular contract hours. Specifically, every 15 hours of professional learning equates to one (1.0) credit toward salary advancement.

## **Approved Courses**

Always refer to the [District Inservice page](#) for a list of approved courses from external providers (those not in MyPGS). The [Inservice page](#) is the primary source for verifying if a provider's courses meet the necessary criteria for credits toward salary advancement. If you are interested

in a course that is not listed on the approved courses and providers list, contact [professionallearningsupport@washoeschools.net](mailto:professionallearningsupport@washoeschools.net) to request approval *before* you enroll in a course to make sure it will count for salary advancement.

Many providers do ensure they are meeting the higher education industry standard of ensuring fifteen hours of time per credit. However, please be aware that some organizations are paying for college/university transcripts and do not meet criteria for professional learning that can count toward salary advancement. This includes issues with the time required, lack of course facilitator, or activities that do not qualify as professional learning.

The approval of professional learning providers is taken seriously. WCSD bases approval on a provider's course content and format to ensure alignment with the WEA Negotiated Agreement.

### **Addressing Concerns and Further Inquiries**

For any questions, further clarification, or to check that a provider not listed on the [Inservice page](#) will count for salary advancement, please contact [professionallearningsupport@washoeschools.net](mailto:professionallearningsupport@washoeschools.net).

Thank you for your continued dedication to your students and school community. We know many certified staff members are interested in professional learning opportunities this summer and PGS will be once again sending monthly communication on upcoming professional learning opportunities directly to your email inbox from [professionallearningsupport@washoeschools.net](mailto:professionallearningsupport@washoeschools.net). Recent monthly communications, including the one sent on June 3<sup>rd</sup>, are posted on the [Inservice page](#).

Happy learning!

*Washoe County School District Department of Professional Growth Systems*