

Step in the Process	Requirements
<p style="text-align: center;">Prior Approval</p> <p>All credits must be approved by the Director of Human Resources and Administrative Services in writing prior to the taking of the course. (6.3f)</p> <p style="text-align: center;">Prior Approval Form (Google Doc)</p>	<ul style="list-style-type: none"> ○ The class must be germane to the teaching assignment. (6.3a)
	<ul style="list-style-type: none"> ○ A "B" or better is needed to apply for a lane change. (6.3c)
	<ul style="list-style-type: none"> ○ For online courses the credits must be offered through a school in Minnesota or in a state contiguous to Minnesota shall be allowed for lane change. (6.3d*)
	<ul style="list-style-type: none"> ○ Credits for lane change shall be earned at a college or university, which is accredited by the National Council for Accreditation of Teacher Evaluation (NCATE) or is acceptable to the Minnesota State Board of Teaching. (6.3e)
	<ul style="list-style-type: none"> ○ A teacher shall be paid on the master's degree or higher degree lane only if the degree program is germane to the teaching assignment and approved in writing by the Director of Human Resources and Administrative Services in advance. (6.3h)
	<ul style="list-style-type: none"> ○ Include the class/program information regarding the course when submitting the form. ○ Put the number of credits for the program after "Number of Credits:" Keep in mind that since you will earn semester credits you will take the number of credits for your program and multiply that number by 1.5 to get the number of credits you will earn towards a lane change.
<p style="text-align: center;">How Approval is Determined</p>	<p>When you submit your prior approval form the Director of Human Resources will determine:</p> <ul style="list-style-type: none"> ● Whether or not the class/program is germane to the position. ● If the course is offered through an accredited college/university in Minnesota or a contiguous state. ● If the program is online or on a campus. <ul style="list-style-type: none"> ○ If it is a face-to-face program, it will be approved. ○ If it is online, the person requesting prior approval will be asked to get information from the university/professor on how students will communicate with each other and the professor as well as how the professor provides feedback regarding assignments, etc.
<p>If you are submitting for a graduate program (after approval): Complete the same form for each course (each course gets its own approval) before the semester for that course starts. If you sent the course descriptions with the program approval, you will not need to send the course description with the PAR for each course. If you did not send the course descriptions for the program, you will have to send the course description with each PAR.</p>	

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If Accepted	<ul style="list-style-type: none"> ○ When HR accepts the PAR it will be signed, scanned, and emailed back to you. ○ Each year before September 15th, send a copy of your transcripts to HR in order to get credit for a lane change in your October 15th paycheck.
If Denied	<ul style="list-style-type: none"> ○ If your PAR is denied you should contact your building's Members' Rights Advocate or the Members' Rights Chairperson. ○ Keep a record of all correspondence with the HR department in order to determine the reasoning behind the denial. ○ In some cases, exceptions to what is stated in the contract regarding whether or not a course/program will be accepted can be made at the discretion of the Human Resources Director.
Timelines	<ul style="list-style-type: none"> ○ Approval or Denial of the PAR should be within one week of submitting the request if there are no questions and/or no additional information is needed.
Additional Tips	<ul style="list-style-type: none"> ○ Signed PAR forms and supporting documents should be turned into the Human Resources Office. ○ When turning in the forms it is suggested that you email the signed form along with supporting documents to the HR director. ○ Make sure updated transcripts are sent to HR prior to the September 15th deadline for a lane change. ○ Send PARs only for the upcoming semester. Changes in program course offerings, cancelled classes, etc. make it difficult for HR to keep track when multiple semesters are submitted all at once.
Transcripts	<ul style="list-style-type: none"> ○ Unofficial transcripts will be accepted for courses before the degree or certification is awarded. ○ Once the degree or certification has been awarded, an official copy of the transcript will be needed.
<p>This document was created in the fall/winter of 2019 in collaboration with Human Resources Director Eva White.</p>	