

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

CRANFORD CONTINUING EDUCATION UNITS (CCEUS) AND SALARY ADVANCEMENT

The Cranford Board of Education recognizes the significance of staff development (Policy 4131.1) and the need for staff incentive to further the staff development goal. Relative to Policy 4131.1, Staff Development, the following constitutes guidelines by which the Cranford Public Schools will administer Cranford Continuing Education Units (CCEUs) for approved staff development courses offered by the Cranford Board of Education.

CCEUs will be considered for credit toward salary scale advancement as follows:

1. Certified staff can apply CCEUs for movement on the salary guide only if the course work is recommended by a district administrator, conducted by the Cranford Board of Education, and specifically targeted as a Cranford School District improvement initiative. All CCEUs must be approved by the Superintendent of Schools or designee prior to acquisition.
2. A maximum of nine (9) approved CCEUs may be applied toward salary scale advancement from the BA scale through the BA+30 scale.
3. A maximum of twelve (12) approved CCEUs may be applied past the MA scale. Application of CCEUs past the MA scale must be earned after acquisition of the Master's degree.
4. One (1) CCEU may be approved for twelve (12) hours of course work when those hours are accumulated beyond the contractual work day without pay compensation and with pre-approval of the Superintendent of Schools or designee.
5. Movement from a step on one scale to the corresponding step on the next higher scale becomes effective on September 1 of the year in which the teacher has furnished the Superintendent acceptable evidence of the completion of the course work required for placement on the higher scale. Acceptable evidence of the completion of the course work must be furnished to the Superintendent of Schools not later than September 10 of the year in which the salary change is to be initiated. Payment for salary reclassification is not retroactive, but is initiated on September 1 of the year the level of training has been duly certified to and accepted by the Superintendent or designee.

Includes all certified instructional staff.

~~Approved CCEUs accumulated during the 1993-94 and 1994-95 school years may be applied toward credit on the salary scale.~~

This regulation placed in effect September 1, 1995

Revised: April 14, 1997

Revised: