



# Salary Credit

## Salary Credit Guidelines:

Salary credit is awarded at a 30-to-1 ratio (if you participate in a 30-hour training, you receive one salary credit). Salary credit can be awarded for online, face-to-face, or blended learning classes. Salary credit includes class time and/or outside of class required homework. Salary credit can be awarded in 0.5 increments (for example, a course requires 15 hours for 0.5 salary credit).

## REQUIRED:

- 1 The course must go through the salary credit approval process in AppliTrack. This ensures the course has been approved by the appropriate departments and individuals.
- 2 You will receive email notification once the course has been approved with a link to the AppliTrack form with information about the course.

- Once the course has been approved (see above), you can enter the course in MyPassport
- Enter the course as normal with the following exceptions
  - Select “Salary Credit – XXX” in your site/department drop-down when you create the course
  - Check the box next to BVSD Salary Credit and enter the approved amount of salary credit in the Credits field

* Site/Department:	Advanced Academic Services
* Contact Person:	Advanced Academic Services
* Contact Phone:	Health & Culture
* Contact Email:	Humanities
	Instructional Services & Equity
	Language Arts & Literacy
	Language Development
	Math & Computer Science
	Salary Credit - ISE
	Science

	Hours	Credits
* Credit Types:		
<input type="checkbox"/> Instructional Seat Time		
<input checked="" type="checkbox"/> BVSD Salary Credit		1.0