

Courses4Teachers/ Center for Professional and Continuing Education
Karin Alexander, Executive Director
696 San Ramon Valley Blvd, #518, Danville, CA 94526
Phone: 925-837- 3817 Email: courses4teachers@courses4teachers.net
Website: <http://www.courses4teachers.net>

Earn up to 9 Units of University Graduate-Level Professional Development Credit For Your Attendance and Participation in Mindful Schools Trainings, Workshops, Retreats and Year-Long Educational Programs

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:

- University of the Pacific, accredited with Western Association of Schools and Colleges
- Graduate-Level Professional Development Credit (see section "General Information About Credit..." explaining the semantics regarding CEUs and PDUs among different states)
- Course Title(s) and Course Number(s) you have selected for 3 units each

If additional information is requested, 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 University Credit. Note: Each course title is available for 3 units, so if you want six units of credit you must choose two course titles. If you want 9 units of credit you must select 3 course titles. Each course will require a separate registration form.

or

You may also register online at <http://www.courses4teachers.net/credit-for-mindful-schools/>

Send in registration form, payment, certificate of attendance at the conference, workshop and/or retreat, and a log of extra hours (explained below).

The registration process is quick and easy.

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

You may register for nine units all at one time if you wish. Each course title (see below) may be taken for three credits. Registration is open all year-long.

We will need four things from you:

- 1) Registration form(s) completed - separate form per course
- 2) Payment – personal check or Visa, AMEX or MasterCard - separate payment per course
- 3) Certificate(s) of attendance at the workshop/conference/retreat
- 4) Log of extra hours of professional work if applicable (explained below)

Explanation of Log of extra work needed.

If you are participating in a year-long program with Mindful Schools, at least 90 hours will be accounted for. You may therefore register for 6 units and receive your grade immediately. If you wish an additional 3 units, you will need to document extra professional work you have done in the past. (See section on logging extra hours below).

If you are participating in a Mindful Schools Workshop or Retreat, you will likely fall short of the 45 hours required for three semester units of credit. You will therefore need to document extra hours of professional work completed.

All together, conference/workshop/retreat hours plus extra professional work hours should equal the number of hours you need for university credit: 45 hours for three semester units, 90 hours for six semester units, and 135 hours for nine semester units.

The university will credit you for hours of professional work you have done prior to the conference as well as hours you have done before or after the conference. These hours of work do not need to be related to Mindful Schools; 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 creating a sample for an art project, one hour previewing a video, etc. You may backdate your log as much as needed, providing you have not received credit prior for work you are submitting.

What should my log of extra hours look like?

Sample log:

4/11	Attended Mindful Schools Training (certificate attached)	8 hours
4/12	Adapted curriculum to be incorporated to meet current teaching mandates	4 hours
4/14	Read _____ (children's lit)	3 hours
4/19	Developed lessons incorporating technology into curriculum	4 hours
4/20	Developed rubrics for given lessons	1 hour

What activities count for my log?

You may work individually or with colleagues, as long as your after-school work is professional work that will benefit you by way of knowledge or skills to enhance your teaching, i.e., no correcting/grading papers, photocopying, conferencing with parents, or doing report cards. You may not count workshops you are required to attend by your district. 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, toured, organized, previewed, collaborated

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.

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.

Grades

After you have mailed in your documentation and registration, an "unofficial grade letter will be mailed to you, from our Danville office, on University letterhead, within 7 business days. You will also receive an unofficial transcript from the University of the Pacific Registrar in about six to eight weeks. For most school districts, the "unofficial" grade from our office will suffice for immediate professional growth and salary increment credit. Some school districts may request the grade from the Registrar, and some may request that that grade report be unopened. There are also some school districts that require a formal, embossed, sealed transcript.

Transcripts

About your grade: In most school districts, the unofficial grade letter from our Danville Office suffices for instant credit. Occasionally a school district requires a hard copy of this unofficial grade report and if that is the case, please email us and we will send that to you. More than likely you will not need this hard copy, since you will be receiving a "hard copy" unofficial transcript, directly from the Registrar, in six to eight weeks.

Occasionally a school district requires an embossed, sealed formal transcript. Instructions on how to request the formal transcript are outlined below.

Transcript Information: Along with the unofficial transcript you'll receive from the main campus in about 6-8 weeks, will be a transcript request form, listing the instructions on how to request an Official (embossed and sealed) Transcript. Please note: It is imperative that you write your PEDU numbers on the form very clearly so that the University knows to include ALL COURSES you wish to appear on the transcript.

Do not request an official transcript until you have received the unofficial one from the Registrar. If you do, the most recent courses you've taken may not have been entered in the Registrar computer yet and your transcript may be missing those courses.

You can also request an official transcript over the Internet. The earliest you can do this would be three weeks after you receive your grade letter from the Danville Office. Go to the website of the registrar's office: <http://web.pacific.edu/x7062.xml> and choose the National Student Clearinghouse option. You

must pay with a credit card and there is a \$7 charge. *Transcripts cannot be requested by email, through fax, or over the phone.* When requesting online, please write your courses in the fields marked “**Degree/Certificate Title.**” **Again, you cannot request an official transcript unless you have received your unofficial transcript from the main campus.** You can write more than one course on a line if you have more than four courses. If you do not write down all courses needed, your transcript could be sent without important information and you will have to re-order/ re-pay. Requesting transcripts online is the quickest way to receive them – but you should ALWAYS wait until you have received an unofficial before ordering. The very soonest your grade can be posted at the main campus is generally three weeks after being graded, and often it takes four - six weeks.

In filling out the form for a transcript, some clarifications:

Rush delivery means you will receive your transcripts within 3-5 days after ordering them.

Signature: That’s electronic.

Processing Option: Select “After grades are posted” – otherwise you will receive a blank transcript because your course grades may not have been posted to your transcript yet.

If you do not receive your unofficial transcript from the Registrar eight weeks after you received your grade letter, please notify our office. We will make sure you are taken care of.

If you need to request a Rush/overnighted transcript in the next two weeks, you can call the main campus at (209) 946-2424 and request expedited posting process. Please note: expedited grade posting causes office delays and should only be requested if it is an emergency and your unofficial has not been received yet.

University of the Pacific – Registration Form for Mindful Schools Trainings, Workshops and/or Retreats

Registration is open all year long.

Choose from one of the following course titles. Each course title is available for three semester credits.

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 Mindful Schools Workshops – it is merely a way by which we file you for university credit.

P EDU 9240: Teaching Common Core Standards Effectively

P EDU 9253: Teaching Common Core Standards Effectively II

P EDU 9040: Safe and Respectful Learning Environment

P EDU 9069: Classroom Management, Strategies That Work

P EDU 9049: Strategies For Differentiated Instruction

P EDU 9044: Strategies To Help Children With Learning Challenges

P EDU 9052: Understanding and Supporting Children With Special Needs

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

Mail this completed form (one per course) with separate payments, and log of extra hours (if applicable), and certificate of attendance from Mindful Schools 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:

Email Address:

Birthdate:

Social Security Number:

Name of School In Which You Teach:

Name of School District (no abbreviations please):

Course Number and Title:

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

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: