



Educational Assistant CAREER LADDER
 Course / Activity Recording Sheet
 School Year _____

Employee Number _____

Employee Name _____

School Name _____

In-service credit total approved by HR _____

Date	Course / Activity	Presenter / Facilitator	Hours	Signature of Presenter / Facilitator

16 hours of "seat time" = One In-service credit
 One In-service credit = Equivalency of 1 University Credit

Please attach copies of agendas, syllabuses and/or certificates if no signature.
 Please submit a *Salary Increment Form* to your Records Specialist when advancing on salary schedule.