

**ALBUQUERQUE SECRETARIAL/CLERICAL ASSOCIATION
ALBUQUERQUE PUBLIC SCHOOLS
CAREER LADDER PROGRAM
TALLY SHEET**

Name: _____ Location/Job Title: _____ Employee Number: _____		Date Class was taken	Indicate time for class – in interactive or credit hours		Was course completed successfully Or challenged	
List Coursework being submitted:	Taken through APS, CNM, etc.	(mo./date/yr.)	**Interactive hrs.	Credit hrs.	Yes	No
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
GRAND TOTALS Interactive/Credit hours:						

Is this submission for HALF of the 23 credit hours Yes No

If Yes, is this your first submission Yes No

If no, make sure that none of the coursework being submitted for approval now was submitted with the first half.

Is this submission for the entire 23 credit hours – to complete the program Yes No

If yes, please make sure you indicate in the chart above all coursework you have taken to reach the 23 credit hours. If you need extra space to list your coursework, make a copy of this sheet.

Attach your submission letter to this sheet with your name, employee number, location and job title. Indicate that you are requesting a Pay Differential as part of the Career Ladder Program for the “B” Schedule employees. Indicate whether you have completed 23+ or 12+ credit hours. Indicate the coursework you successfully completed or challenged and the dates. Indicate if you are now receiving compensation for the Old Level One or Level Two Career Ladder Program. **Note:** you can be reimbursed for CLP 2000+ coursework expenses with a “C” or better, but you cannot receive additional differential payments beyond a total of \$1,245. If you completed the Old Level One, your Pay Differential will be calculated accordingly with any new hours you submit. Attach transcripts and certificates of completion. **All completed courses submitted must pertain to APS “B” Schedule work. No Technology courses older than two years.**

****Note:** Fifteen (15) Interactive hours of **non-university/college hours** (time spent in a class either on-line or actual seat time) equals one credit hour.

For a complete, detailed explanation of the Career Ladder Program for “B” Schedule employees, go to the APS Secretaries’ Web Page to download the brochure.